

Title	Demonstrate knowledge of and perform yard duties for a concrete product manufacturing workplace		
Level	2	Credits	5

Purpose	People credited with this unit standard are able to demonstrate knowledge of the requirements for yard duties in a concrete product manufacturing workplace, and perform yard duties for a concrete product manufacturing workplace.
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Classification	Concrete > Concrete Product Manufacture
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Available grade	Achieved
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Guidance Information

- 1 Definitions
Housekeeping means the day-to-day cleaning and maintenance duties required to keep the yard tidy and safe.
Workplace practice refers to the documented procedures specific to a workplace which set out the standard and required practices of that workplace.
- 2 Legislation relevant to this unit standard includes:
 Health and Safety in Employment Act 1992 and Health and Safety in Employment Regulations 1995;
 Resource Management Act 1991;
 Land Transport Act 1998.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of the requirements for yard duties in a concrete product manufacturing workplace.

Performance criteria

- 1.1 Hazards and controls associated with yard duties are described in accordance with workplace practice.
- 1.2 Start-of-day procedures for yard duties and pre-start checks for machinery and equipment are described in accordance with workplace practice.

- 1.3 Handling, moving, stacking, and storing of product are described in accordance with workplace practice.
- Range stacking system, dunnage, chocking requirements.
- 1.4 Stock rotation requirements are described in accordance with workplace practice.
- 1.5 The process for identification and selection of orders is described with reference to quality requirements and workplace practice.
- 1.6 Procedures for handling reject product are described in accordance with workplace practice.
- 1.7 Documentation related to dispatch of orders is described in accordance with workplace practice.
- 1.8 End-of-day procedures for yard duties are described in accordance with workplace practice.

Outcome 2

Perform yard work for a concrete product manufacturing workplace.

Performance criteria

- 2.1 Product and/or materials are transported from plant to yard, and stacked and stored, without damage to product or lifting equipment, and in accordance with workplace practice and production schedule.
- Range mode of transport, one of – fork hoist, tractor, loader, manual.
- 2.2 Production schedule is monitored and stocktaking is performed in accordance with workplace practice.
- 2.3 Product is loaded from yard to delivery vehicles and documentation is completed in accordance with workplace practice.
- Range loading areas, truck loading limitations, securing equipment, safety of self and other workers.
- 2.4 Inward goods are unloaded from delivery vehicles and documentation is completed in accordance with workplace practice.
- 2.5 Yard housekeeping is performed in accordance with workplace practice.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	20 November 2009	31 December 2023
Review	2	28 October 2021	31 December 2023

Consent and Moderation Requirements (CMR) reference

0048

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.