

Title	Load and unload vehicles used to carry glass		
Level	3	Credits	12

Purpose	<p>This entry-level unit standard is for people working in the glass industry.</p> <p>People credited with this unit standard are able to: pack stock glass and processed glass for loading on vehicles; load glass on vehicles; unload glass from vehicles; and move and store glass unloaded from vehicles.</p>
----------------	---

Classification	Glass and Glazing > Flat Glass
-----------------------	--------------------------------

Available grade	Achieved
------------------------	----------

Guidance Information

1 Definitions

Glass – refers to glass sheets and Insulating Glass Units (IGUs).

Worksite requirements – refer to instructions to staff on policy and procedures which are documented in memo or manual format and are available in the workplace.

These requirements include - company specifications and procedures, work instructions, manufacturer's specifications, product quality specifications, legislative requirements.

- #### 2 Legislation and codes relevant to this unit standard include – Health and Safety in Employment Act 1992, Resource Management Act 1991, and *Official New Zealand Truck Loading Code - Code of Practice for the Safety of Loads on Heavy Vehicles* (current edition), available from booksellers and at <http://www.nzta.govt.nz/>.

3 Range

Evidence is required for a mechanical and a manual lift.

Outcomes and performance criteria

Outcome 1

Pack stock glass and processed glass for loading on vehicles.

Performance criteria

- 1.1 Packaging system is selected following assessment of glass to be packed, documentation, destination and requirements for protection during delivery.
- Range packaging system includes – cases or crates, endcaps, stillages, pallets.
- 1.2 Construction of packaging minimises risk of damage to glass and is in accordance with worksite requirements.
- 1.3 Procedures used to pack glass are appropriate for packaging system selected, provide the required protection for the glass, and are completed without damage to the materials or injury to people in the workplace.
- 1.4 Post-packing procedures, labelling, and documentation are completed in accordance with worksite requirements.

Outcome 2

Load glass on vehicles.

Performance criteria

- 2.1 Moving equipment is selected to meet the requirements of the glass in terms of size, weight, and type of finish of the glass.
- Range moving equipment includes – trolleys, retaining methods, provision for separation.
- 2.2 Glass is inspected for damage before handling, moving, or storage and any damaged glass is removed to designated location in accordance with worksite requirements.
- 2.3 Glass to be loaded is assessed to determine requirements.
- Range requirements include – total weight in relation to carrying capacity of vehicle, load distribution, size restrictions, protection, method of securing, order of removal, IGUs cured.
- 2.4 Procedures used ensure glass is loaded in accordance with worksite requirements and without damage to the materials or danger to the public or people in the workplace.
- Range procedures include – wrapping, interleaving, edge protection and support, spacing, use of appropriate lifting and handling equipment and techniques, use of protective devices, correct use of appropriate methods for securing the glass.

2.5 Procedures used ensure IGUs are loaded in accordance with worksite requirements and without damage to the units or danger to the public or people in the workplace.

Range procedures include – edge protection and support, use of 90 degree racks, use of appropriate lifting and handling equipment and techniques, use of protective devices, correct use of appropriate methods for securing the IGUs.

2.6 Post-loading procedures and checks are completed in accordance with worksite requirements.

Outcome 3

Unload glass from vehicles.

Performance criteria

3.1 Material to be unloaded is assessed to determine requirements.

Range requirements include – order of removal, location for unloaded material and access to that location, selection of lifting and carrying equipment and protective devices.

3.2 Procedures used ensure materials are unloaded in accordance with worksite requirements and without damage to the materials and without danger to people in the workplace or the public.

Range procedures include – securing the unloading area, use of lifting and handling equipment and protective devices, preparation of the storage area, placing materials in storage, securing and protecting stored materials.

3.3 Unloading procedures used meet the requirements of the delivery site.

Range requirements include – security and safety checks, site procedures, designated delivery points, weather.

3.4 Post-unloading procedures and checks are completed in accordance with worksite requirements.

Outcome 4

Move and store glass unloaded from vehicles.

Performance criteria

4.1 Lifting and moving equipment is selected and used in accordance with worksite requirements.

4.2 Glass is placed in storage or in the situation required by the next user without damage to the glass or the equipment, or danger to people in the workplace.

- 4.3 Equipment used is checked on completion of work and is placed ready for reuse in accordance with worksite requirements.

Range requirements include – fault reporting on vehicles used to carry glass, replacement of any worn or damaged gear, location of equipment when not in use.

Replacement information	This unit standard replaced unit standard 20496 and 20503.
--------------------------------	--

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	21 May 2010	31 December 2017
Review	2	18 June 2015	31 December 2024
Review	3	24 November 2022	31 December 2024

Consent and Moderation Requirements (CMR) reference	0048
--	------

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