

Title	Stack converted product for fibreboard packaging		
Level	3	Credits	15

Purpose	People credited with this unit standard are able to: check documentation and confirm that the components and equipment required for the job are available; demonstrate knowledge of stacking machinery used in the workplace; set up for stacking and stack during the production run; confirm job is completed and undertake post production tasks in accordance with workplace practices.
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Classification	Fibreboard Packaging > Fibreboard Packaging Production
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Available grade	Achieved
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Entry information	
Critical health and safety prerequisites	Unit 340, <i>Demonstrate knowledge of safe working practices in the print industry</i> , or demonstrate equivalent knowledge and skills.

Explanatory notes

- 1 Candidates must follow any applicable and recognised codes of practice, and documented workplace health, safety, and environmental procedures for personal, product, workplace health, safety, and environmental matters, and the obligations required under current law including the Health and Safety in Employment Act 1992 and its subsequent amendments.
- 2 Definitions
Job documentation refers to the documentation that is used in the workplace that contains the instructions and requirements for a particular production job. This may include but is not limited to workplace orders, production orders, workplace specifications, samples, lay cards.
Job requirements refer to specific requirements for the job at hand. These requirements may or may not be covered in the job documentation and may include special instructions, quality requirements expected by the customer, and/or production standards as set down by the workplace.
Stacking accuracy refers to product stacked in the stacker hopper without skewing and/or jams, and with sheet edges being within ± 3mm of the stack edge centre line.
Workplace practices refer to the documented procedures for the machine and/or workplace.

Outcomes and evidence requirements

Outcome 1

Check documentation and confirm that the components and equipment required for the job are available.

Evidence requirements

- 1.1 Job documentation is checked to ensure that all specifications for the process being undertaken are complete and any discrepancies are reported in accordance with workplace practices.
- 1.2 Availability of equipment, as determined by the job documentation, is confirmed.

Outcome 2

Demonstrate knowledge of stacking machinery used in the workplace.

Evidence requirements

- 2.1 Components of stacking machinery are identified, and the function of each component is described in terms of workplace practices.
- 2.2 Adjustments and positioning available on each of the components described in evidence requirement 2.1 are demonstrated in accordance with workplace practices.
- 2.3 Locking and unlocking procedures available on the stacking machinery are demonstrated in accordance with workplace practices.

Outcome 3

Set up for stacking and stack during the production run.

Evidence requirements

- 3.1 Pallet or slip sheet is available in time for the start of production running, meets job requirements and is in good condition.
- 3.2 Initial machine settings are made in accordance with workplace practices, and are confirmed against job requirements.
- 3.3 Product is stacked on the pallet or slip sheet in accordance with workplace practices to meet job requirements.
- 3.4 Stacking accuracy is checked and any problems and faults encountered during production run are rectified or reported in accordance with workplace practices.
- 3.5 Proactive measures are taken in accordance with workplace practices to minimise the risk of problems and faults that might delay production at board changes.

- 3.6 Waste disposal requirements are met and start up sheets are removed in accordance with workplace practices.
- 3.7 Workplace practices are followed to preserve stability and ensure product is not damaged.
- 3.8 Stacked product is counted and labelled in accordance with workplace practices ensuring that job requirements are met.

Outcome 4

Confirm job is completed and undertake post production tasks in accordance with workplace practices.

Evidence requirements

- 4.1. Quantity and other job requirements are checked against job documentation and any discrepancies in quantity are rectified.
- 4.2 Correct shut-down sequence is followed.
- 4.3 Job documentation is completed and any amendments and variations are noted for future reference.
- 4.4 Other post production tasks are carried out as required by the job documentation.

Replacement information	This unit standard replaced unit standard 10116, unit standard 10117, and unit standard 10119.
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Planned review date	31 December 2017
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	20 September 2012	N/A

Consent and Moderation Requirements (CMR) reference	0005
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact [Competenz info@competenz.org.nz](mailto:Competenz.info@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.