

Title	Stack manufactured board for fibreboard packaging		
Level	3	Credits	10

Purpose	People credited with this unit standard are able to: check documentation and confirm that the equipment required for the job is available; confirm board dimensions and specifications and carry out checks; prepare pallets and slip sheets for stacking; set up and operate stacker equipment; assess board for warp and other faults and stack on the pallet or slip sheet; and confirm job is completed and undertake post production tasks.
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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

- 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.
- 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.
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 equipment required for the job is 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 Pallets are selected and checked for condition ensuring that there is no damage.
- Range check for – nails, broken boards, moisture, cleanliness.
- 1.3 Availability of other equipment, as determined by the job documentation, is confirmed.

Outcome 2

Confirm board dimensions and specifications and carry out checks in accordance with workplace practices.

Evidence requirements

- 2.1 Checks are undertaken to confirm board dimensions and specifications are maintained during production.
- Range checks include – board length and width, paper type and configuration, location of creases.
- 2.2 Production speed is maintained without interruption during confirmation and specification checks, except where incorrect dimensions or specifications are identified.
- 2.3 Incorrect dimensions or specifications are identified and corrective action is taken.

Outcome 3

Prepare pallets and slip sheets for stacking in accordance with workplace practices.

Evidence requirements

- 3.1 Pallets are labelled for easy identification.
- 3.2 Slip sheets are used to ensure dimensions and orientation meet job requirements.

Outcome 4

Set up and operate stacker equipment.

Evidence requirements

- 4.1 Requirements for the sequence of switch-on routines and checks are explained in terms of the equipment being used.
- 4.2 Stops and/or back stops are set to meet job requirements.
- 4.3 Any failure by stops or backstops to accommodate board dimensions is reported immediately in accordance with workplace practices.
- 4.4 Edges of shingles are parallel ensuring a straight stack is achieved.
- 4.5 Stacking equipment is operated in accordance with workplace practices.

Range running speed, required quality, safety.

Outcome 5

Assess board for warp and other faults and stack on the pallet or slip sheet in accordance with workplace practices.

Evidence requirements

- 5.1 Board is assessed for warp prior to stacking and if warp is present actions are taken to rectify the problem.
- 5.2 Procedures to be followed in the event of other faults are demonstrated.
- 5.3 Board is stacked to meet job requirements.

Range stability, ties inserted, height, free of damage.
- 5.4 Top sheets are used to protect the product from damage.
- 5.5 Pallets are confirmed as being correctly labelled before they are removed from the take-off work area.

Outcome 6

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

Evidence requirements

- 6.1 Quantity and other job requirements are checked against job documentation and any discrepancies in quantity are rectified.

- 6.2 Job documentation is completed and any amendments and variations are noted for future reference.
- 6.3 Other post production tasks are carried out as required by the job documentation.

Replacement information	This unit standard replaced unit standard 3758, unit standard 3771, unit standard 3772, and unit standard 3773.
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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 if you wish to suggest changes to the content of this unit standard.