

Title	Demonstrate knowledge of the wood pallet manufacturing industry		
Level	2	Credits	15

Purpose	People credited with this unit standard are able to demonstrate knowledge of: materials and construction methods used; job specifications and key performance indicators; quality requirements; bi-products and environmental issues; and workplace procedures for management of stock control and logistics, in wood pallet manufacturing.
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Classification	Wood Manufacturing - Generic Skills > Wood Manufacturing Foundation Skills
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Available grade	Achieved
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Guidance Information

1 Reference

International Standards for Phytosanitary Measures No. 15 (ISPM15:2009)
Regulation of wood packaging material in international trade, published by the Secretariat of the International Plant Protection Convention (IPPC), available at https://www.ippc.int/sites/default/files/documents/20131009/ispm_15_2009_en_2013-04-23_2013100912%3A20--437.38%20KB.pdf.

2 Definitions

Accepted industry practice refers to approved codes of practice and standardised procedures accepted by the wider wood manufacturing industry as examples of best practice.

Workplace procedures refer to documented policies and procedures set by the organisation carrying out the work, and to documented or other directions provided to staff, and applicable to the tasks being carried out. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor’s instructions, and procedures to comply with legislative and local body requirements relevant to the wood manufacturing sector.

3 Assessment information

All activities and evidence must meet workplace procedures and accepted industry practice.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of materials and construction methods used in wood pallet manufacturing.

Performance criteria

- 1.1 Pallet components are identified and described.
- 1.2 Timber sizes used to manufacture, or repair pallets are identified and described.
- 1.3 Types of nails are identified, and their use is described.
Range evidence of three nail types is required.
- 1.4 Types of saw blades used in saw centres are described.
Range evidence of three saw centres is required.
- 1.5 The effects of saw features on cutting quality are described.
Range saw features – sharpness, kerf, gullet.

Outcome 2

Demonstrate knowledge of wood pallet manufacturing job specifications and key performance indicators.

Performance criteria

- 2.1 Job specifications are described for two products.
- 2.2 End users of products described in performance criterion 2.1 are identified.
- 2.3 Methods to communicate product specifications are described.
Range methods may include but are not limited to – job cards, worksite instructions, product sheets, product specifications, customer specifications, industry specifications, national standards, international standards;
evidence of at least two is required.
- 2.4 Production key performance indicators (KPIs) are explained and an example of how the candidate or candidate's team have contributed to achieving the KPIs is given.
Range KPIs may include but are not limited to – reduce waste, increase productivity, decrease production costs, decrease quality costs, minimise delays;
evidence of at least two is required.

- 2.5 Factors that affect KPIs are identified and linked to the indicators described in performance criterion 2.4.

Outcome 3

Demonstrate knowledge of quality requirements in wood pallet manufacturing.

Performance criteria

- 3.1 Product quality requirements for internal processing steps are described.
- 3.2 Methods used to ensure quality requirements are met at each processing step are described.
- 3.3 The effects of poor quality on internal and external customers are explained.
- 3.4 The purpose of ISPM15 is explained.
- 3.5 Methods of treating wood pallet manufacturing timber are described in accordance with ISPM15.
- 3.6 Procedures for tracking ISPM15 branded product are described.

Outcome 4

Demonstrate knowledge of bi-products and environmental issues related to wood pallet manufacturing.

Performance criteria

- 4.1 Waste residue is explained in terms of its value and use as a bi-product.
- 4.2 Potentially detrimental effects to the environment of wood pallet manufacturing are identified.
- Range evidence of two effects is required.
- 4.3 Health hazards related to wood pallet manufacturing workers are identified.
- Range health hazards may include but are not limited to – treated wood, dust, noise, fumes.
- 4.4 Types of possible contamination within the workplace are identified.
- Range evidence of three is required.
- 4.5 Procedures to be followed at the workplace in case of environmentally hazardous situations are explained.
- Range procedures may include but are not limited to – personal health and safety, environmental protection, reporting.

Outcome 5

Demonstrate knowledge of workplace procedures for management of stock control and logistics in wood pallet manufacturing.

Performance criteria

5.1 The process flow of stock is explained.

5.2 Components of the supply chain within logistics are described.

Range components may include but are not limited to – inwards goods, quarantine, storage, returns, issue, distribution and despatch, inventory control, purchasing and supply, cataloguing.

5.3 A selected product's supply chain is traced from raw material to the customer.

5.4 Location and storage requirements are described for each product.

5.5 Equipment used to handle each type of material and/or goods is identified and described.

Range equipment may include but is not limited to – conveyors, forklifts, forkhoists, wheeled loaders, pneumatic systems, overhead cranes, pumps, hoses, valves.

Planned review date	31 December 2024
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	15 January 2014	N/A
Review	2	28 May 2020	N/A

Consent and Moderation Requirements (CMR) reference	0013
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.