

Title	Undertake packing and despatch for print production		
Level	3	Credits	5

Purpose	People credited with this unit standard are able to: demonstrate knowledge of packing materials used in the workplace; confirm components required for packing the job are available; hand pack for despatch; and set up and operate packing machinery.
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Classification	Printing > Printing Production
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Available grade	Achieved
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Prerequisites	Unit 340, <i>Demonstrate knowledge of safe working practices in the print industry</i> , or demonstrate equivalent knowledge and skills.
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Guidance Information

- 1 Legislation, regulations and/or industry standards relevant to this unit standard include but are not limited to the:

- Hazardous Substances and New Organisms Act 1996;
- Health and Safety at Work Act 2015;
- Privacy Act 2020;
- Resource Management Act 1991.

Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.

- 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 print 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 print workplace and/or organisation.

Workplace procedures refer to organisation policies and procedures that are documented in memo, electronic, or manual format and available in the workplace. 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, manufacturer's requirements, 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 print sector.

3 Assessment information

Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable service information, workplace procedures and legislative requirements.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of packing materials used in the workplace.

Performance criteria

1.1 Describe the characteristics of packing materials.

Range includes but is not limited to – strength, waterproofing, product visibility.

1.2 Describe the different uses of packing materials.

Range may include but is not limited to – individual books, bulk packing, security.

Outcome 2

Confirm components required for packing the job are available.

Performance criteria

2.1 Determine packing material requirements from the job documentation and confirm their availability.

2.2 Confirm availability of equipment, as determined from the job requirements.

Outcome 3

Hand pack for despatch.

Performance criteria

- 3.1 Describe requirements for good packing.
- Range good seal, clear labelling, pallet stacking, firm packing into cartons.
- 3.2 Describe inadequate packing in terms of the problems it causes.
- Range damage to product, scuffing, curl.
- 3.3 Prepare jobs for forwarding to the next process in accordance with job requirements.
- Range pack, stack, despatch, further processes, palletising.
- 3.4 Complete documentation for despatch to meet the job requirements.

Outcome 4

Set up and operate packing machinery.

Performance criteria

- 4.1 Check job requirements to determine packing and labelling instructions and availability of equipment.
- 4.2 Set up packing machinery and adjust to meet the job requirements.
- 4.3 Operate packing machinery to meet the job requirements.
- 4.4 Stack cartons on pallets, ready for despatch.
- 4.5 Complete documentation for despatch as required by the job documentation.
- 4.6 Follow waste control procedures.
- Range recyclable waste, non-recyclable waste, security waste.

Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	16 February 1995	31 December 2011
Revision	2	20 July 1998	31 December 2011
Revision	3	20 September 1999	31 December 2011
Review	4	30 November 2000	31 December 2011
Review	5	26 January 2005	31 December 2014
Review	6	12 December 2008	31 December 2015
Review	7	19 July 2012	31 December 2027
Review	8	30 March 2023	N/A
Revision	9	27 February 2025	N/A

Consent and Moderation Requirements (CMR) reference

0013

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

Comments on this unit standard

Please contact Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council qualifications@hangaarorau.nz if you wish to suggest changes to the content of this unit standard.