

Title	Process head pieces and hide trimmings		
Level	3	Credits	3

Purpose	<p>This unit standard is for people in the fellmongery or leather processing industries who are required to process hide trimmings.</p> <p>People credited with this unit standard are able to: prepare, process, and pack head pieces and hide trimmings; demonstrate teamwork; and comply with organisational and statutory hygiene and safety requirements.</p>
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Classification	Fellmongery and Leather Processing > Leather Processing Skills
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Available grade	Achieved
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Guidance Information

- 1 Legislation relevant to this unit standard includes but is not limited to – Health and Health and Safety at Work Act 2015, Resource Management Act 1991.
- 2 Definitions
 - Company specifications* – product specifications set by the company relating to materials, processes and practices.
 - Operator* – the candidate being assessed against this unit standard.
 - Organisational requirements* – instructions to staff on policies and procedures which are documented in memo, electronic or manual format and are available in the workplace.
- 3 Assessment information
 - All activities and evidence must be in accordance with organisational requirements.

Outcomes and performance criteria

Outcome 1

Prepare, process, and pack head pieces and hide trimmings.

Performance criteria

- 1.1 Head pieces and hide trimmings are assembled, weighed, and prepared for processing in accordance with company specifications.

- 1.2 Processing machinery is started, monitored, loaded, and shutdown in accordance with manufacturer's requirements.
- 1.3 Chemical preservatives are mixed to company formulations and added to polls.
- 1.4 Processing time and methods are verified against company specifications for the weight and type of polls being processed.
- 1.5 Tests are conducted and corrective actions are taken for any non-compliance.
- 1.6 Polls are removed from processing vessels and drained of excess moisture.
- 1.7 Polls are loaded into containers in accordance with organisational and load-out requirements.
- 1.8 Poll processing records are maintained.

Range records include but are not limited to – dates, times, poll origins, poll weights, chemicals used, test results, container weight, container identification.

Outcome 2

Demonstrate teamwork.

Performance criteria

- 2.1 The quality and completeness of tasks are checked for compliance with the operational requirements of downstream co-workers.
- 2.2 Communication and feedback are provided to and requested from co-workers to maintain and improve task and product quality.
- 2.3 Risks to co-workers are identified and mitigated.
- 2.4 Co-worker assistance is provided within the confines of product flow and operator availability.
- 2.5 Any machinery, equipment, and facility malfunctions are identified and reported.
- 2.6 Conflict resolution techniques are applied to minimise interpersonal differences with co-workers that may adversely affect team performance.

Outcome 3

Comply with organisational and statutory hygiene and safety requirements.

Performance criteria

- 3.1 Company supplied clothing, and hygiene and safety equipment are worn and used in accordance with statutory requirements.

- 3.2 Work methods are selected and checked to comply with statutory requirements to minimise the risk of product contamination and injuries to the operator and others.
- 3.3 Any unsafe and unhygienic conditions are identified and reported to supervisory staff.
- 3.4 Equipment, operator and work area cleanliness are maintained and checked to comply with statutory requirements.

Planned review date	31 December 2028
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 June 1996	31 December 2015
Revision	2	9 March 1999	31 December 2015
Revision	3	20 February 2002	31 December 2015
Revision	4	16 January 2003	31 December 2015
Revision	5	14 October 2004	31 December 2015
Review	6	14 December 2007	31 December 2015
Review	7	21 July 2011	31 December 2015
Review	8	21 February 2013	31 December 2015
Rollover	9	20 March 2015	31 December 2017
Rollover	10	17 September 2015	31 December 2018
Reinstatement	11	14 December 2023	N/A

Consent and Moderation Requirements (CMR) reference	0033
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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 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.