

Modification history

Release	Comments
Release 1	This version released with PPM Pulp and Paper Manufacturing Training Package Version 3.0.

PPMHRF2XX	Receive recovered fibre
Application	<p>This unit of competency describes the skills and knowledge required to check, weigh and direct trucks for unloading recovered fibre stock for pulp production.</p> <p>The unit applies to production support operators, who under supervision, carry out routine tasks in receiving recovered fibre loads for a pulp and paper manufacturing facility. Recovered fibre includes post-consumer and post-industrial paper material, de-inked pulp and internal broke.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	Handling and Preparing Recovered Fibre for Pulp Production (HRF)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to receive recovered fibre	1.1 Identify and confirm recovered fibre stock order to be received 1.2 Plan and sequence work tasks according to delivery specifications, workplace procedures and work health and safety requirements 1.3 Identify health and safety hazards and report safety concerns 1.4 Select required personal protective equipment and shifting equipment for the task 1.5. Notify yard personnel of deliveries requiring unloading as required 1.6 Prepare and maintain unloading areas according to housekeeping and environmental requirements
2. Check, grade and record recovered fibre load data	2.1 Check incoming recovered fibre load against order and delivery documentation 2.2 Receive, estimate weight and inspect recovered fibre load and report damage and discrepancies in load quantity to relevant personnel 2.3 Sort and grade recovered fibre to specifications 2.4 Handle non conforming loads according to workplace procedures 2.5 Confirm and record load details according to workplace requirements
3. Unload trucks	3.1 Direct trucks to designated unloading area according to load grade and equipment accessibility 3.2 Monitor truck movements in yard according to safe working requirements 3.3. Remove load from trucks using safe work practices
4. Finalise documentation	4.1 Check and complete documentation according to workplace requirements 4.2. Communicate load requirements to relevant personnel

Foundation Skills	
<i>This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.</i>	
Skill	Description
Reading	<ul style="list-style-type: none"> Interpret information from order documentation and workplace procedures
Writing	<ul style="list-style-type: none"> Complete forms and records accurately and legibly using industry terminology
Oral communication	<ul style="list-style-type: none"> Select and use appropriate and clear communication strategies with work colleagues and other personnel on site Make accurate reports on load discrepancies
Numeracy	<ul style="list-style-type: none"> Use measuring and weighing equipment to estimate volume and weight Interpret numerical data on instruments, gauges and data recording equipment.

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
PPMHRF2XX Receive recovered fibre	PPMHWP260 Receive waste paper	Element added. Changes to unit title, unit sector code, performance criteria, foundation skills, performance and knowledge evidence. Assessment conditions updated.	Not equivalent

Links
Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=12998f8d-d0ac-40bc-a69e-72a600d4fd93

TITLE	Assessment requirements for PPMHRF2XX Receive recovered fibre
Performance Evidence	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has received at least two different recovered fibre stock orders, including for each order:</p> <ul style="list-style-type: none"> • maintained a safe and clean working environment • checked weight and quality of load, and responded to non conforming loads • sorted and graded recovered fibre to specifications • operated control system and shifting equipment safely and efficiently • completed accurate records on load details • communicated effectively with others, verbally and using hand signals, throughout receiving process. 	
Knowledge Evidence	
<p>An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:</p> <ul style="list-style-type: none"> • types of, and characteristics of recovered fibre stock used for pulp production • workplace procedures relevant to receiving loads of recovered fibre, including, work health and safety, high risk load shifting licensing requirements, environmental requirements and risks and hazard identification • workplace environmental sustainability requirements and practices for receiving recovered fibre stock, including workplace biotechnological applications and processes and biomass-derived products • situational awareness when unloading trucks including awareness of personnel, hazards, moving trucks and equipment • recovered fibre receiving processes, layout and associated services relevant to receiving recovered fibre • recovered fibre grading criteria and processes for sorting and grading to specifications • overview of recovered fibre operations • loading areas and logistics controls to monitor unloading operations • fibre types, specifications, characteristics and grade specifications • electronic and other control systems, operation and application to make appropriate adjustments that control recovered fibre receiving operations. 	
Assessment Conditions	
<p>Assessment of skills in this unit of competency must take place under the following conditions:</p> <ul style="list-style-type: none"> • physical conditions: <ul style="list-style-type: none"> • skills must be demonstrated in a pulp manufacturing facility or an environment that accurately reflects performance in a workplace • resources, equipment and materials: <ul style="list-style-type: none"> • recovered fibre stock • equipment for receiving recovered fibre loads • electronic control systems including digital control system, touch screens or robotics for receiving recovered fibre • personal protective equipment for receiving recovered fibre • records system for recording details of recovered fibre receipt • specifications: <ul style="list-style-type: none"> • workplace and standard operating procedures relating to receiving recovered fibre loads including health and safety, risks and hazards identification, quality, housekeeping and environmental requirements • relationships: <ul style="list-style-type: none"> • relevant personnel for the purposes of communicating information. <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	

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