FPIS3015A Transfer wood chips

Unit Descriptor
This unit specifies the outcomes required to operate the transfer process and transfer wood chips to stockpile or transport systems.

Pre-requisite Unit(s)
FPICOR3001A Implement SH&E policies and procedures

Application of the Unit
Competency Field
Forest and Forest Products

Sector
Sawmilling and Processing

ELEMENT PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

1 Prepare for transfer

1.1 Applicable **OH&S, legislative** and **organisational** requirements relevant to transferring wood chips are verified and complied with

1.2 **Work order** is reviewed, confirmed and clarified with **appropriate personnel**

1.3 Type and quantity of **wood chips** to be **transferred** are acquired from the production process

1.4 **Equipment** is selected appropriate to work requirements and checked for operational effectiveness in accordance with manufacturers recommendations

1.5 Transferral process is planned in accordance with site procedures and deposit point inspected for access and cleanliness

1.6 **Communication** with others is established and maintained in accordance with OH&S requirements

2 Transfer wood chips

2.1 **Pre start-up checks** are carried out on equipment in accordance with site requirements

2.2 Machines and **feed systems** are started and adjusted to transfer wood chip to the **stockpile or transport** in accordance with organisational requirements

2.3 **Conveyor operations** are monitored and jams cleared to ensure free flow of output material to transfer systems

2.4 Wood chips are transferred using a **chip slinger or air blower** in accordance with site requirements and transfer
2.5 Slinger or blower is manoeuvred to enable filling or distribution over the required area

2.6 Filling or distribution levels are checked and stopped or topped up according to work order and capacity

2.7 Transfer process and equipment faults are recorded and reported to the appropriate personnel

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills include:

- Comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for transferring wood chips
- Use and maintain relevant tools, machinery and equipment
- Identify problems and equipment faults and demonstrate appropriate response procedures
- Use appropriate communication and interpersonal techniques with colleagues and others
- Accurately record and maintain information relating to transferring wood chips
- Efficiently and safely transfer wood chips

Required knowledge and understanding include:

- State/Territory OH&S legislation, regulations, standards and codes of practice relevant to the full range of processes for transferring wood chips
- Organisational and site standards, requirements, policies and procedures for transferring wood chips
- Environmental protection requirements relating to the disposal of waste material
- Established communication channels and protocols
- Problem identification and resolution
- Types of tools and equipment and procedures for their safe use, operation and maintenance
- Wood chip transfer techniques
- Characteristics of wood chips and stock levels
- Chip supply processes
- Storage systems and labelling
- Transport load levels
- Procedures for the recording, reporting and maintenance of workplace records and information
- Appropriate mathematical procedures for estimation and measurement

**KEY COMPETENCIES**

The seven key competencies represent generic skills considered necessary for effective participation by an individual in the workplace.

Performance Level 1 – at this level, the candidate is required to undertake tasks effectively.

Performance Level 2 – at this level, the candidate is required to manage tasks.

Performance Level 3 – at this level, the candidate is required to use concepts for evaluating and reshaping tasks.

<table>
<thead>
<tr>
<th>Key Competency</th>
<th>Example of Application</th>
<th>Performance Level</th>
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</thead>
<tbody>
<tr>
<td>How are ideas and information communicated within this competency?</td>
<td>Ideas and information, verbal and written, are communicated in simple English to confirm work requirements, convey information and requests to colleagues, and report and record outcomes for transferring wood chips.</td>
<td>1</td>
</tr>
<tr>
<td>How can information be collected, analysed and organised?</td>
<td>Collect, organise, interpret and understand information required to transfer wood chips</td>
<td>1</td>
</tr>
<tr>
<td>How are activities planned and organised?</td>
<td>Organise and conduct work task activities in the correct sequence for transferring wood chips to be completed within the designated timeframes.</td>
<td>2</td>
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<tr>
<td>How is team work used within this competency?</td>
<td>Effective communication and interpersonal techniques are used with colleagues and others to maximise confidence, satisfaction and productivity during the process of transferring wood chips.</td>
<td>1</td>
</tr>
<tr>
<td>How are mathematical ideas and techniques used?</td>
<td>Mathematical ideas and techniques are used to calculate time to complete tasks and to estimate tools, equipment and material requirements including quantities, transferral rates and load rates.</td>
<td>1</td>
</tr>
</tbody>
</table>
How are problem solving skills applied?

Establish safe and effective processes for transferring wood chips which anticipate likely problems to avoid wastage and downtime

How is use of technology applied?

Select and use chip slingers or air blowers and conveyor equipment to transfer wood chips

### RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

**OH&S requirements**

- are to be in accordance with Commonwealth, State or Territory legislation and regulations, organisational safety policies and procedures. Requirements may include but not be limited to the use of personal protective equipment and clothing, fire fighting equipment, first aid equipment, hazard and risk control and elimination of hazardous materials and substances, manual handling including lifting and carrying, safe forest practices, and machine isolation and guarding

**Legislative requirements**

- are to be in accordance with applicable legislation from all levels of government that affect organisational operation. Requirements may include but not be limited to award and enterprise agreements, industrial relations, Australian Standards, confidentiality and privacy, OH&S, the environment, equal opportunity, anti-discrimination, relevant industry codes of practice, duty of care, and heritage and traditional land owners issues

**Organisational requirements**

- may include but not be limited to legal, organisational and site guidelines, policies and procedures relating to own role and responsibility, quality assurance, procedural manuals, quality and continuous improvement processes and standards, OH&S, emergency and evacuation, ethical standards, recording and reporting, access and equity principles and practices, equipment use, maintenance and storage, environmental management (waste disposal, recycling and re-use guidelines)

**Work order**

- is to include instructions for the transfer of chips and may include location, transport mode, feed rate and quantity

**Appropriate**

- may include but not be limited to supervisors, suppliers,
<table>
<thead>
<tr>
<th>Personnel</th>
<th>clients, colleagues and managers</th>
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<tbody>
<tr>
<td>Wood chips</td>
<td>are the output product as a result of converting wood into chip material which is then used to produce other products</td>
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<tr>
<td>Transferral</td>
<td>is to include the movement of wood chips using either chip slingers or air blowers to stockpiles or transport arrangements</td>
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<tr>
<td>Equipment</td>
<td>may include chip slingers, air blowers and mechanised feed systems</td>
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<tr>
<td>Communication</td>
<td>may include verbal and non-verbal language, constructive feedback, active listening, questioning to clarify and confirm understanding, use of positive, confident and co-operative language, use of language and concepts appropriate to individual social and cultural differences, control of tone of voice and body language</td>
</tr>
<tr>
<td>Pre start-up checks</td>
<td>are conducted to ensure the equipment has been set-up correctly, the systems are performing accurately and equipment operating to optimum performance</td>
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<tr>
<td>Feed systems</td>
<td>may include but not be limited to conveyors, chutes or track systems moving processed wood chips from the screening system to the transfer process</td>
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<tr>
<td>Stockpile</td>
<td>is the large pile of processed wood chips ready for distribution or further down-stream processing</td>
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<tr>
<td>Transport</td>
<td>may include but not be limited to ships, trains or trucks</td>
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<tr>
<td>Conveyor operations</td>
<td>may include the process of moving wood chips to the transfer process and from the screening system</td>
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<tr>
<td>Chip slinger</td>
<td>is equipment which manoeuvres chips to the stockpile or transport</td>
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<tr>
<td>Air blower</td>
<td>is equipment which pumps wood chips to the stockpile or transport</td>
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<tr>
<td>Records and reports</td>
<td>may include but not be limited to stockpile allocation, transport allocation, product type, size, inspection, grading and labelling outcomes, storage locations, quality outcomes, hazards, incidents or equipment malfunctions</td>
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EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Overview of assessment

- A person who demonstrates competency in this standard must be able to provide evidence that they can safely and efficiently transfer wood chips within organisational requirements

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- Compliance with OH&S, environmental, and organisational/site policies and procedures, and State/Territory legislation applicable to transferring wood chips
- Communicate effectively and work safely with others in the work area
- Efficiently transfer wood chips in accordance with the work order and within prescribed organisational requirements
- Efficiently direct wood chips to the transport arrangements and stockpiles in accordance with organisational requirements and OH&S regulations

Context of, and specific resources for assessment

- The application of competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of essential underpinning knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to comply with relevant regulatory or Australian Standards requirements
- The following resources should be made available:
  - workplace location or simulated workplace
  - materials and equipment relevant to transferring wood chips
  - specifications and work instructions

Method of assessment

- Assessment must satisfy the endorsed assessment guidelines of the Forest and Forest Products Industry Training Package
- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of
underpinning knowledge

• Assessment must be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies

• Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning knowledge

• Assessment may be applied under project related conditions (real or simulated) and require evidence of process

• Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances

• Assessment may be in conjunction with assessment of other units of competency, including those listed above