

**Modification history**

<b>Release</b>	<b>Comments</b>
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0

<b>FWPCOR3XXX</b>	<b>Conduct quality and product care procedures</b>
<b>Application</b>	<p>The unit of competency describes the skills and knowledge required to monitor the quality of output, following quality and product care procedures in a variety of work settings. It includes forest environments, saw mills, wood chip mills, veneer mills, board/plywood mills, timber treatment plants, downstream processing of timber, forest products factory, forest products sales and service, horticultural, domestic, local council, emergency services environment and frame and truss manufacture.</p> <p>This unit is relevant for a broad range of job roles across a range of industry sectors. The product referred to in this unit may be trees, logs, seeds, planting stock, timber, panels or boards.</p> <p>A person working at this level would be expected to take responsibility for organising and completing tasks assigned to them without close supervision.</p> <p>No licensing, legislative, or certification requirements apply to this unit at the time of publication.</p>
<b>Prerequisite Unit</b>	Nil
<b>Unit Sector</b>	Core (COR) Forest Growing and Management Harvesting and Haulage Sawmilling and Processing Timber Manufactured Products Timber Merchandising Wood Panel Products Timber Truss and Frame Manufacture

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to apply quality requirements	1.1 Read and interpret work order and job specifications to determine project details and where required check with appropriate personnel 1.2 Identify relevant industry standards and organisational quality procedures 1.3 Determine product specifications 1.4 Identify and follow relevant work health and safety and environmental requirements 1.5 Determine job priorities and sequence job tasks in consultation with others in the workplace 1.6 Select, fit and use personal protective equipment (PPE) required for the task 1.7 Visually inspect products to meet organisational quality requirements prior to processing 1.8 Assess materials and direct to best end-use in line with industry standards and organisational quality requirements

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
2. Monitor and manage quality control and care of products.	2.1 Monitor and manage materials to provide the highest value added return 2.2 Apply product recovery to optimise the resource value and minimise waste 2.3 Identify faults or product defects take appropriate correction action and report rectification to appropriate personnel 2.4 Organise the replacement of damaged or defective materials to minimise production time 2.5 Regularly maintain and adjust machinery and equipment to ensure quality and accuracy of product 2.6 Assess and rectify problems as they occur to avoid further loss of materials and production
3. Report on quality of output.	3.1 Assess products against job specifications, industry standards, and organisational quality requirements 3.2 Package and protect products from damage 3.3 Prepare products for safe handling, storage and despatch 3.4 Supply customer with finished products in line with work order, specified delivery times and means of transport 3.5 Record and report on quality and product care procedures in line with workplace requirements 3.6 Clean work area and disposal of, recycle or reuse materials following workplace and environmental requirements

<b>Foundation Skills</b>	
<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>	
<b>Skill</b>	<b>Description</b>
Reading	<ul style="list-style-type: none"> <li>Extract essential information from work documentation</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Complete documentation accurately using correct terminology, grammar and spelling</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Discuss and confirm technical job details with appropriate personnel</li> <li>Negotiate and plan work activities with co-workers</li> </ul>

<b>Unit Mapping Information</b>			
<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
FWPCOR3XXX Conduct quality and product care procedures	FWPCOR3202 Conduct quality and product care procedures	Application clarified Elements renamed Performance Criteria re-sequenced Foundation Skills and Assessment Requirements updated	Equivalent unit

<b>Links</b>
Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47</a>

<b>TITLE</b>	<b>Assessment requirements for FWPCOR3XXX Conduct quality and product care procedures</b>
<b>Performance Evidence</b>	
<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 conducted quality product checks on three different occasions on three different products and:</p> <ul style="list-style-type: none"> <li>• applied and complied with relevant workplace safety requirements</li> <li>• addressed and replaced non-compliant products ensuring production time is kept to a minimum</li> <li>• produced products consistent with work orders, job specifications and organisational quality requirements.</li> </ul>	

<b>Knowledge Evidence</b>	
<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 the knowledge of:</p> <ul style="list-style-type: none"> <li>• relevant workplace and environmental requirements: <ul style="list-style-type: none"> <li>• safely disposing of waste material</li> <li>• organisational guidelines for recycling defective product, off-cuts and residue</li> </ul> </li> <li>• industry standards and organisational quality and product care requirements</li> <li>• processes, procedures and techniques of conducting quality and product care: <ul style="list-style-type: none"> <li>• communicating product requirements and outcomes of product review</li> <li>• identifying and resolving faults with product</li> <li>• recording and reporting workplace information</li> <li>• maximising product or resource use</li> <li>• assessing timber for recovery</li> </ul> </li> <li>• characteristics, properties and limitations of materials and components</li> <li>• indicators of sub-standard product: <ul style="list-style-type: none"> <li>• breakages</li> <li>• contamination</li> <li>• holes</li> <li>• insect attack</li> <li>• machine-caused defects</li> <li>• variable surface finishes</li> <li>• timber colour</li> </ul> </li> <li>• relevant quality systems that would apply to product care and quality: <ul style="list-style-type: none"> <li>• enterprise-based system</li> <li>• ISO9000 series</li> <li>• second party certification</li> <li>• third party certification</li> </ul> </li> <li>• operational and functional features of machinery, tools and equipment used in the product process: <ul style="list-style-type: none"> <li>• machine isolation and guarding</li> </ul> </li> <li>• workplace safety: <ul style="list-style-type: none"> <li>• hierarchy of control</li> <li>• personal protective equipment (PPE) and clothing</li> <li>• exposure to excessive noise</li> <li>• exposure to dust</li> <li>• electrical hazards</li> <li>• managing fatigue</li> <li>• manual handling techniques.</li> </ul> </li> </ul>	

<b>Assessment Conditions</b>	
<p>Assessment of the skills in this unit of competency must take place under the following conditions:</p> <ul style="list-style-type: none"> <li>• physical conditions: <ul style="list-style-type: none"> <li>• skills must be demonstrated in the workplace or an environment that accurately represents workplace conditions</li> </ul> </li> <li>• resources, equipment and materials:</li> </ul>	

<b>Assessment Conditions</b>	
<ul style="list-style-type: none"><li>• production machinery and equipment and appropriate materials</li><li>• specifications:<ul style="list-style-type: none"><li>• industry standards and organisational quality and product care documentation</li><li>• relevant workplace safety and environmental documentation</li><li>• work orders and job specifications</li></ul></li><li>• relationships:<ul style="list-style-type: none"><li>• appropriate personnel to confirm work orders</li><li>• co-workers organise and prioritise work.</li></ul></li></ul> <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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