

**Modification history**

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

PPMWAR2XX	Store product
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to prepare, check and store paper products in a paper manufacturing warehouse.</p> <p>The unit applies to production support operators who, under supervision, carry out routine warehousing tasks in a paper manufacturing facility.</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>	Warehousing and Dispatch (WAR)

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 store product	1.1 Identify and confirm received product to be stored against product documentation 1.2 Plan and sequence work tasks according to workplace procedures and work health and safety requirements 1.3 Identify health and safety hazards and report safety concerns 1.4 Select and fit required personal protective equipment for the task 1.5 Select required mechanical handling equipment according to load handling characteristics 1.6 Undertake prestart checks on equipment according to operating procedures 1.6 Prepare unloading and storage areas according to housekeeping and environmental requirements
2. Store product	2.1 Operate mechanical handling equipment to lift, carry and set down load according to work health and safety and operating procedures 2.2 Maintain situational awareness in storage area to ensure safety of self and others 2.3 Store load at the specified location according to storage requirements 2.4 Label stock according to workplace requirements 2.5 Identify and report product quantity and quality faults 2.6 Remove non conforming product according to workplace procedures 2.7 Clean up storage areas and dispose of waste according to housekeeping and environmental requirements
3. Document and report product storage	3.1. Complete inventory records according to workplace requirements 3.2. Communicate relevant information to relevant personnel

<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>interpret information from workplace documentation and procedures</li> </ul>
Writing	<ul style="list-style-type: none"> <li>complete forms and records accurately and legibly using industry terminology</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>select and use appropriate and clear spoken communication strategies with work colleagues and other personnel on site</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>use measuring equipment to estimate volume and weight</li> <li>interpret numerical data on instruments, gauges and data recording equipment.</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>
PPMWAR2XX Store product	PPMWAR250 Store product	Changes to elements, performance criteria, foundation skills, performance and knowledge evidence. Assessment conditions updated.	Equivalent

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

TITLE	Assessment requirements for PPMWAR2XX Store product
<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 stored paper product on at least two occasions, including for each occasion:</p> <ul style="list-style-type: none"> <li>• maintained a safe and clean working environment</li> <li>• operated control system and shifting equipment safely and efficiently during shifting and storing operations</li> <li>• responded to nonconforming products</li> <li>• completed accurate inventory records</li> <li>• communicated effectively with others, verbally and using hand signals, throughout shifting and storing operations.</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 knowledge of:</p> <ul style="list-style-type: none"> <li>• workplace documentation and procedures relevant to storage of paper product in pulp and paper warehouses including, work health and safety, risks and hazard identification, high risk load shifting licensing requirements and operating procedures, plant clearance, housekeeping and environmental requirements</li> <li>• workplace forms and their purpose, used in shifting and storing product, including job safety sheet, permit systems, weighbridge dockets, work orders, delivery dockets, invoices, stock inventory records and dispatch reports</li> <li>• situational awareness when shifting and storing paper product, including awareness of personnel, hazards, moving trucks and equipment</li> <li>• operating parameters, variation and associated adjustments for product storage processes, layout and associated services</li> <li>• stacking procedures and their implications for different storage areas</li> <li>• load types, specifications and characteristics</li> <li>• key features of warehouse organization, workflow procedures and inventory systems</li> <li>• purposes of stock rotation of stored products</li> <li>• use of electronic and other control systems, operation and application to make appropriate adjustments that control storage of product.</li> </ul>	
<b>Assessment Conditions</b>	
<p>Assessment of 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 a paper manufacturing warehouse facility or an environment that accurately reflects performance in a workplace</li> </ul> </li> <li>• resources, equipment and materials: <ul style="list-style-type: none"> <li>• mechanical handling equipment</li> <li>• equipment and materials for storing operations</li> <li>• electronic control systems including digital control system, touch screens or robotics for receiving, shifting and storing paper product</li> <li>• personal protective equipment for shifting and storing paper product</li> <li>• records system for recording details of paper products inventory</li> </ul> </li> <li>• specifications: <ul style="list-style-type: none"> <li>• workplace and standard operating procedures relating to storing paper product including health and safety, risks and hazards identification, quality, housekeeping and environmental requirements</li> </ul> </li> <li>• relationships: <ul style="list-style-type: none"> <li>• relevant personnel for the purposes of communicating information.</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>	

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

DRAFT