

# PROWTM10 SQA Unit Code (HA6A 04)

## Assemble and load timber and related orders for dispatch



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### Overview

This standard is about assembling timber and related products and making them ready for dispatch to customers. It deals with identifying the goods, any problems with goods or special instructions affecting delivery. It also covers the safe loading of the delivery vehicles.

The standard is aimed at those working in a wood and timber yard. It is essential that the relevant licences are held to drive the mobile plant used within the workplace.

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## Assemble and load timber and related orders for dispatch

### Performance criteria

Assemble timber and related orders

- You must be able to:*
- P1 obtain the relevant information relating to the assembly of orders for dispatch
  - P2 check specifications and identify any health, safety, and environmental issues relevant to the assembly and dispatch of orders
  - P3 schedule the dispatch of the goods according to the agreed work instructions
  - P4 ensure the area used to dispatch the goods is clean and clear of obstructions and hazards
  - P5 identify the position of the required goods
  - P6 ensure that goods are in stock and accessible so that they can be dispatched
  - P7 identify any special loading or transportation requirements relating to the assembly of orders
  - P8 check and confirm any requirements to maintain the condition of the goods while the order is being assembled
  - P9 assemble the orders with the correct type and quantity of goods
  - P10 label orders following organisational procedures
  - P11 assemble the order so that goods are protected during delivery
  - P12 deal with damaged/sub-standard goods following organisational procedures

### Safe loading of delivery vehicles

- You must be able to:*
- P13 check that the vehicle is suitable for the delivery arrangements including, but not restricted to
    - P13.1. possible restrictions for delivery vehicles
    - P13.2. vehicle access
    - P13.3. unloading restrictions
    - P13.4. weight limits on the delivery route/location
    - P13.5. height limits on the delivery route/location
    - P13.6. weight of goods
  - P14 load vehicles safely following organisational procedures
  - P15 ensure that goods are protected during delivery
  - P16 goods are loaded in-line with the delivery route
  - P17 ensure the delivery driver has been supplied with correct information, including any special loading or transportation requirements relating to the assembly of orders
  - P18 identify any problems with assembling and loading orders, and take the appropriate action to deal with them
  - P19 record work according to organisational procedures
  - P20 comply with the organisations procedures and all relevant legal, safety and operating requirements relating to the assembly and loading of orders for dispatch

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## Assemble and load timber and related orders for dispatch

### Knowledge and understanding

#### Assemble timber and related orders

*You need to know and understand:*

- K1 the nature and characteristics of the goods in the order being assembled
- K2 how to check specifications and identify any health, safety and environmental issues
- K3 the types of problems arising from assembling orders
- K4 the information required to identify specifications and order requirements
- K5 how to schedule the dispatch of goods
- K6 the position of goods in your workplace
- K7 how to check that goods are in stock
- K8 special loading and transportation requirements for the goods to be assembled
- K9 how to maintain the condition of the goods whilst the order is being assembled
- K10 how to assemble order with the correct type and quantity of goods
- K11 how to label orders following organisational procedures
- K12 how to protect goods during assembly and delivery
- K13 how to deal with damaged/sub-standard goods following organisational procedures
- K14 stock recording systems
- K15 restrictions relating to the dispatching of goods
- K16 types of equipment, facilities and handling methods
- K17 health, safety, and security issues relevant to the assembly of orders

#### Safe loading of delivery vehicles

*You need to know and understand:*

- K18 how to check that the vehicle is suitable for the delivery including, but not restricted to
  - K18.1 restrictions for delivery vehicles on the route
  - K18.2 vehicle access requirements
  - K18.3 unloading restrictions
  - K18.4 weight limits on the delivery route/location
  - K18.5 height limits on the delivery route/location
  - K18.6 weight of goods on the axle
- K19 how to safely load goods onto the vehicles in an appropriate order
- K20 how to ensure that goods are protected during delivery
- K21 how to ensure that the goods are loaded in-line with the delivery route
- K22 how to ensure the delivery driver has been supplied with correct information, including any special loading or transportation requirements relating to the assembly of orders
- K23 how to identify problems with assembling and loading orders, and the appropriate action to deal with them
- K24 how to record information on work following organisational

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- procedures
- K25 the relevant legal, safety and operating requirements relating to the assembly of orders for dispatch

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### Assemble and load timber and related orders for dispatch

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<b>Originating organisation</b>	Proskills
<b>Original URN</b>	PROWTM10
<b>Relevant occupations</b>	7129 Paper and wood machine operatives; 9149 Sales and related occupations NEC; 8121 Other goods handling and storage occupations NEC
<b>Suite</b>	Wood Merchants
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