

## Overview

To perform competently, you will need to show that you can operate in a range of conditions. You will need to demonstrate therefore that you can deal effectively with the following:

1. single items of equipment requiring no major adjustment, and requiring some clearance of blockages and limited fault diagnosis
2. visual checks of packs, product security and safety
3. procedures relating to legal requirements and quality standards
4. problems with equipment, materials and packs, services and quality
5. primary, secondary or tertiary packs
6. face to face handovers, within teams or with someone in another team, during the working period and at the end of the working period
7. documentation referring to the packing and packing records

This unit deals with the following:

1. Commence packing run
2. Pack product
3. Hand over the operation
4. End packing run

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

[COGPAC1]

[Pack product by machine within a packing environment]

---

## Performance criteria

- You must be able to:*
- P1 use the appropriate Personal Protective Equipment (PPE)
  - P2 check that the specified services, equipment and materials are ready for use
  - P3 complete pre-start-up checks correctly
  - P4 start the operation without undue delay
  - P5 identify and deal with problems correctly
  - P6 ensure that the product is packed to the correct specification
  - P7 segregate and label correctly materials and packs which do not meet the specification
  - P8 maintain the required output rates
  - P9 prepare correctly the packs for transfer
  - P10 report the current operational status accurately within the acceptable time limits, at the correct time and place
  - P11 maintain the correct operational status when you have taken over responsibility
  - P12 ensure that you have followed the correct procedures when handing over to someone else
  - P13 prepare to stop the packing run according to the specified procedures
  - P14 leave the equipment and work area in the appropriate condition

## Knowledge and understanding

*You need to know and understand:*

- K1 which Personnel Protective Equipment (PPE) is appropriate and why
- K2 the services which are available
- K3 the machine sequence for packing operations
- K4 which pieces of equipment are needed and are in place
- K5 how to verify against the documentation that the materials are correct
- K6 how to complete correct product security checks
- K7 which documents to obtain and when
- K8 the acceptable time limits for the completion of tasks
- K9 the procedures for reporting problems
- K10 the methods for dealing with problems
- K11 how to interpret and identify packing instructions
- K12 the procedures for segregating materials and packs
- K13 labelling procedures
- K14 how to take and identify samples
- K15 the rate at which to operate the equipment
- K16 how to monitor and maintain the levels of materials
- K17 how to make machine adjustments within your level of responsibility
- K18 how to clear blockages within your level of responsibility
- K19 how to prepare packs for transfer
- K20 how to handle and dispose of non-recoverable packs and materials
- K21 the requirements of the handover procedure
- K22 what information is to be transferred and in what format
- K23 how to identify and emphasise significant information
- K24 the operational quality standards required
- K25 how to deplete the materials
- K26 when you should prepare to stop the run
- K27 how and when to switch off services and equipment
- K28 the condition in which the area should be left
- K29 how and where to remove packs and part packs

[COGPAC1]

[Pack product by machine within a packing environment]

---

**Developed by** Cogent

---

**Version number** 1

---

**Date approved** April 2012

---

**Indicative review date** April 2017

---

**Validity** Current

---

**Status** Original

---

**Originating organisation** Cogent

---

**Original URN** COGPAC1

---

**Relevant occupations** Engineering and manufacturing technologies; Manufacturing technologies; Process, Plant and Machine Operatives; Process Operatives

---

**Suite** Packing

---

**Key words** Packing; product; machine; safety; handover; commence