

Overview

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

- 1 documentation relating to packing instructions/requirements
- 2 bulk products, packing components and all finished packs
- 3 procedures relating to legal requirements and quality standards
- 4 problems with documentation, materials, storage conditions, space limitation, high workloads, and recording, storage and retrieval of information
- 5 routine, non-routine and incorrect deliveries
- 6 equipment for support, containment and movements of goods
- 7 storage considerations relating to security, controlled conditions and segregation

This unit deals with the following:

- 1 check and confirm availability of materials and documentation
- 2 receive and check materials
- 3 collate and move materials
- 4 record materials movement information

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

COGPAC13

Control material movement

Performance criteria

You must be able to:

- P1 use the appropriate personal protective equipment (PPE)
- P2 obtain the correct documentation
- P3 check the availability of the specified materials to pack the order/batch
- P4 request the delivery of specified materials to ensure delivery at the correct time and location
- P5 identify and deal with problems correctly
- P6 complete documentation accurately and legibly
- P7 identify correctly received deliveries against documentation
- P8 preserve and protect material quality by using the correct equipment and manual handling techniques
- P9 identify promptly any damaged or incorrect materials, segregate and deal with them correctly
- P10 collate the specified materials correctly against documentation
- P11 preserve and protect the quality and security of materials when moving them by using the correct equipment and manual handling techniques
- P12 place materials in the correct location on the packing line
- P13 preserve and protect the quality and security of any materials to be returned or destroyed after the order/batch completion by using the correct equipment and manual handling techniques
- P14 record the material control information accurately, using the prescribed formats, systems and procedures which enable the information to be retrieved when required
- P15 maintain data accuracy at all times
- P16 observe the procedures for maintaining security and confidentiality at all times

COGPAC13

Control material movement

Knowledge and understanding

You need to know and understand:

- K1 which personnel protective equipment (PPE) is appropriate and why
- K2 from where to obtain the documentation
- K3 which documents should be collated and verified
- K4 the procedures for checking the availability of materials
- K5 the amount of materials required by the specification
- K6 the time needed to meet the deadline
- K7 the procedures for reporting problems with documentation, materials check, materials availability and materials delivery
- K8 the methods for dealing with problems
- K9 which documents are to be completed and when
- K10 what information is needed
- K11 where to obtain the documents and to whom they should be given
- K12 the prescribed manner of making alterations
- K13 which deliveries to expect and at what time
- K14 the delivery procedures and related documentation
- K15 which pieces of equipment and which handling techniques to use
- K16 the quality standards of the materials required
- K17 what to do with damaged and incorrect materials
- K18 where materials should be stored
- K19 the procedures for reporting problems with documentation, materials, storage conditions, space limitation and high work loads
- K20 the timetable required
- K21 which materials to expect and the documentation to be completed.
- K22 which pieces of equipment to use
- K23 the manual handling techniques
- K24 where to place materials on the packing line and when to do so
- K25 who to inform on completion of 'move materials'
- K26 where to return handling equipment

COGPAC13

Control material movement

- K27 whom to inform on completion of the order/batch of the materials to be returned or destroyed.
- K28 the prescribed procedures for recording the information and the associated documentation
- K29 how to record and retrieve information
- K30 how and when to check the accuracy of the information and what to do when errors are found
- K31 the policies and procedures for security and confidentiality
- K32 the procedures for operating equipment
- K33 the acceptable time limits for completion and priority order tasks

COGPAC13

Control material movement

Developed by Cogent

Version number 1

Date approved April 2012

Indicative review date April 2017

Validity Current

Status Original

Originating organisation Cogent

Original URN COGPAC13

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

Suite Packing

Key words Control, materials, movement, packing, packaging
