

# COGPAC15

## Contribute to problem diagnosis in a packing environment



### Overview

This standard is about the skills required to contribute or assist in identifying problems quickly in order to prevent any loss in production or operational time.

It covers contributing to identifying problems, finding out what they are and reporting them to the appropriate people. Contributing to making decisions and communicating effectively are essential features of this standard. Contribution is typically provided through working in a team, although this does not exclude individual contributions from outside of close working teams.

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### Performance criteria

*You must be able to:*

- P1 help to recognise differences from normal operating conditions quickly
- P2 make a contribution to the accurate assessment the impact of these problems
- P3 take the appropriate action to make sure you and your colleagues remain safe
- P4 check and follow legal or regulatory requirements, hygiene, health and safety and environmental standards
- P5 help to find out the nature, cause and the effect of the problems
- P6 make a contribution to the investigation of problems in a safe and cost-effective manner, with minimum delay or wastage
- P7 communicate clearly and accurately the problems to the appropriate person
- P8 complete all records accurately, clearly and process it promptly

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### Knowledge and understanding

*You need to know and understand:*

- K1 to what standards of health and safety and hygiene you are required to work and why it is important that you do so
- K2 why contributing to problem solving is important in packing operations
- K3 how to recognise differences from specification
- K4 what the relevant operating procedures are in your area of work
- K5 what typical operating problems occur in your area of work and their possible effect on other operations
- K6 how to use any relevant tools and test equipment in your area of work
- K7 how to help investigate problems in a safe and cost-effective manner and why it is important to do so
- K8 how to assist the team or individual define and verify the root cause of a problem
- K9 what different methods can be used to gather evidence about problems
- K10 how to help analyse problems to determine their nature, cause and effects
- K11 what the limits of your own authority and competence are and why it is important to work within them
- K12 what the lines and methods of effective communication are and why it is important to use them
- K13 what the documentation requirements are and why it is important to meet them

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### Additional Information

#### Glossary

##### **Appropriate action**

This could involve shutting down the machine and/or plant, ensuring you follow the appropriate operating procedures

##### **Appropriate person**

This is could be your manager or supervisor or the engineer

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