

Overview

This unit describes the activities and understanding you will need to demonstrate to show that you are able to start hand packing operations, ensuring that everything is safe and ready to use. The products to be packed will require a high degree of operator control and problem solving.

To perform competently, you will need to show that you can operate in a range of conditions.

This unit deals with the following:

1. ensure readiness of the area and equipment
2. ensure materials are available
3. carry out pre start-up checks

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

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Performance criteria

You must be able to:

- P1 check that the area and equipment are cleared and cleaned to the specified procedure
- P2 check that the area and equipment have been prepared for use
- P3 check that all specified materials are available in the required quantity at the correct time
- P4 correctly identify all materials against documentation
- P5 ensure that the equipment/area is loaded correctly with the specified materials
- P6 produce on a trial basis packs of the correct specification
- P7 segregate appropriately materials and packs which do not meet specification
- P8 identify and deal with problems correctly
- P9 wear PPE when appropriate
- P10 complete all documentation required to permit Packing operations with the specified information at the appropriate time
- P11 work safely at all times

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Knowledge and understanding

You need to know and understand:

- K1 the area and the pieces of equipment which should be ready
- K2 the specified procedures for clearing and cleaning
- K3 how to confirm area clearance
- K4 what action to take and whom to inform
- K5 which equipment is to be used and how it should be prepared
- K6 which materials are needed and how much
- K7 the quantity of materials which will be needed later
- K8 how to interpret the documentation
- K9 how to confirm the material status
- K10 the importance of identifying the materials correctly
- K11 how to handle/position materials correctly, and which materials to use
- K12 how to handle recoverable packs and materials correctly
- K13 how to handle non-recoverable packs and materials correctly
- K14 whose authority is needed to begin and when
- K15 procedures for reporting problems and methods for dealing with problems
- K16 which documents are to be completed and when
- K17 standard operating procedures
- K18 what your personal responsibilities are with regard to health and safety
- K19 what information is needed
- K20 where to obtain the documents and to whom they should be given
- K21 the prescribed manner for making alterations
- K22 when and how to wear PPE

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Additional Information

Glossary

Materials

Packing materials relevant to the product being packed, may include cartons, inners, widgets etc.

Specification

The set of instructions which describe the work to be carried out

Equipment

This may include tables, measurement scales, cutting tools, sealing equipment, labeling equipment.

PPE to be specified, when necessary

Problems

These can relate to either equipment, materials, records or specifications. The person carrying out this work would be expected to resolve any equipment problem for which maintenance engineers are not required. Where a problem does require a maintenance engineer, the person would be expected to report the problem to a more senior person

Documentation

May include records, specifications, and any other relevant documentation

PPE

Personal protective equipment to be specified when necessary

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