

### 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 a multi-stage hand packing operation
- 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
- 5 face to face handovers, within teams or with someone in another team, during the working period and at the end of the working period
- 6 documentation referring to packing and packing records

This unit deals with the following:

- 1 commence packing
- 2 pack product
- 3 hand over the operation
- 4 end packing operation

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 use the appropriate Personal Protective Equipment (PPE)
- P2 ensure that the area, equipment and materials are ready for use in line with the production plan
- P3 ensure that pre-start checks have been correctly completed
- P4 start operations without undue delay
- P5 identify and deal with the problems correctly
- P6 ensure that products are packed to the correct specification
- P7 ensure materials and packs which do not meet the specification are correctly segregated and labeled
- P8 ensure that the required output rates are maintained
- P9 ensure that the packs are prepared correctly 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 operation according to the specified procedures
- P14 leave the equipment and work area in the appropriate condition

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### Knowledge and understanding

*You need to know and understand:*

- K1 which Personnel Protective Equipment (PPE) is appropriate and why
- K2 how to interpret the production plan
- K3 the responsibilities of your team members
- K4 the sequence for packing operations
- K5 which pieces of equipment and materials are needed and are in place
- K6 how to verify against documentation that the materials are sufficient
- K7 how to complete product security checks
- K8 which documents to obtain and when
- K9 the acceptable time limits for the completion of tasks and the priority order
- K10 what the priority orders are
- K11 the procedures for reporting problems
- K12 the methods of dealing with problems
- K13 how to interpret and identify packing instructions
- K14 the procedures for segregating materials and packs
- K15 what the labelling procedures are
- K16 how to take and identify samples
- K17 the rate at which you are expected to work
- K18 how to monitor and maintain the levels of materials
- K19 how to make adjustments
- K20 how to prepare packs for transfer
- K21 how to handle and dispose of non-recoverable packs and materials
- K22 what information is to be transferred and in what format
- K23 the requirements of the handover procedure
- K24 how to identify and emphasise significant information
- K25 the operational quality standards required
- K26 how to deplete the materials

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K27 when you should prepare to stop the run

K28 the condition in which the area should be left

K29 how and when to remove packs and part packs

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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

##### **PPE**

Personal protective equipment to be specified when necessary

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**Developed by** Cogent

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**Version number** 1

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**Date approved** April 2012

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**Indicative review date** April 2017

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**Validity** Current

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**Status** Original

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**Originating organisation** Cogent

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**Original URN** COGPAC5

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

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**Suite** Packing

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**Key words** Packing, packaging, hand, control, commence, pack, handover

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