COGPAC8
Control packing operations for pilots and clinical trials

Overview

This unit describes the competences required to control a packing operation for a pilot or clinical trial.

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 checks of the packs (primary, secondary or tertiary), product security and safety

2 procedures relating to legal requirements and quality standards

3 problems associated with documentation, services, area and equipment and faults in production quality

4 documentation or packing instructions, written packing records and computer-based packing records

5 handover procedures

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) and/or product-specific equipment/clothing

P2 pack the correct quantity of products to the correct specification

P3 segregate and label correctly materials and packs which do not meet the specification

P4 maintain the required output rates

P5 keep the work area clean, tidy and secure in compliance with procedures

P6 prepare the packs correctly for transfer

P7 identify and deal with problems according to the procedure

P8 complete the required documentation accurately and legibly

P9 maintain the correct operational status when you have taken over responsibility

P10 report the current operational status accurately within the acceptable time limits, at the correct time and place

P11 follow the correct procedures when handing over to and receiving from someone else

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Knowledge and understanding

You need to know and understand:

K1 which personnel protective equipment (PPE) is appropriate and why

K2 any specialised protective equipment or clothing needed for the product and its use

K3 the critical factors affecting product quality (e.g. temperature, humidity etc.)

K4 any specific product handling requirements and sources of information (e.g. hazard sheets)

K5 how to interpret and identify packing instructions

K6 what are the expected levels of cleanliness for the work area

K7 what is the procedure for dealing with spillages

K8 how to monitor product security/integrity during packing

K9 the procedure for segregating materials and packs

K10 what are the labelling procedures

K11 the rate at which you are expected to work

K12 how to monitor and maintain the levels of materials

K13 how to make adjustments according to the procedure

K14 how to prepare packs for transfer

K15 how to handle and dispose of non-recoverable packs and materials

K16 the procedures for reporting problems

K17 the methods of dealing with problems

K18 what information is to be transferred and in what format

K19 the requirements of the handover procedure (both giving and receiving)

K20 how to maintain product security/integrity during the handover

K21 how to identify and emphasise significant information

K22 the operational quality standards required

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