
Overview

This unit is about the control of the supply of materials from identifying the materials required through to defining specifications for those requirements. Materials may relate to raw materials through to finished components or process materials. The individual is responsible for analysing aspects like the usage rate and variability of usage in order to detail clear specifications of materials requirements. The unit also required the individual to monitor the supply of materials to ensure that deviations in supply can be managed in order to ensure that production requirements can be maintained.

This unit deals with the following:

- 1 Establish materials requirements
- 2 Specify materials supply requirements

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

Previous Version

Unit 1.10 SEMTA National Occupational Standards in Packaging (STM4)

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Performance criteria

- You must be able to:*
- P1 establish correctly the specifications for all materials requirements to enable accurate requisitioning
 - P2 identify correctly the implications of technical characteristics of materials requirements
 - P3 describe correctly and implement effectively the procedure for the verification of materials
 - P4 record accurately all information and communicate it promptly to the appropriate people in accordance with defined procedures
 - P5 identify clear the key variables to materials and supply to evaluate accurately the potential impact on supply and supply requirements
 - P6 specify clearly the key factors to optimise the efficient use of plant and equipment in accordance with defined production procedures
 - P7 define a clear specification for materials requirements and communicate it in the appropriate format to suppliers
 - P8 establish clearly the procedure for changing supply requirements and agree them with the appropriate people where necessary

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Knowledge and understanding

You need to know and understand:

- K1 what types of specification are used
- K2 what are the implications of technical characteristics that can be identified
- K3 why it is important to verify materials
- K4 what are the procedures for verifying materials
- K5 who should receive information on materials requirements, and why
- K6 how to present information to others
- K7 what is the key variable that could be identified
- K8 what are the key factors that need to be specified
- K9 what are the normal usage rates of materials and how and why this can vary
- K10 what needs to be included in materials specifications
- K11 where are the procedures laid down for changing supply requirements
- K12 who should receive information on materials requirements

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Glossary

- 1 **Specifications**
Volume requirements, location, timing
- 2 **Materials Requirements**
Raw materials, semi-finished components, finished components, process materials, operating supplies, personal supplies
- 3 **Communication**
Colleagues, line manager, supplier
- 4 **Implications of technical characteristics**
Colleagues, line manager, supplier
- 5 **Key Variables of Materials**
Usage rate, variability of usage, lead time
- 6 **Supply**
Frequency, method, variations
- 7 **Key Factors**
Required batch quantities, module size, method of supply
- 8 **Systems**
Computerised, manual
- 9 **Appropriate People**
Colleagues, line manager, suppliers, regulatory agencies

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