

COGPACK13

Test and agree packaging processes



Overview

This unit deals with the following:

- 1 Test packaging processes
- 2 Agree packaging processes

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 2.2 SEMTA National Occupational Standards in Packaging (STM4)

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Performance criteria

You must be able to:

- P1 confirm the requirements of the packaging process prior to commencing the job
- P2 obtain the resources needed for production
- P3 set up and prepare machinery and equipment as specified in the packaging process
- P4 run and test according to the packaging process plan
- P5 take and analyse samples according to the requirements of the test plan
- P6 take account of any issues relating to scaling up or scaling down test runs in your final packaging process
- P7 make agreed modifications to the packaging process and obtain the appropriate approval
- P8 record and notify the changes to those who need to know
- P9 confirm the client's specification and your converting capability
- P10 establish the resources required for production
- P11 design and record the packaging process for production in accordance with your organisation's procedures
- P12 modify and/or re-sequence the packaging process to resolve problems and meet changes to plans
- P13 keep clients informed as to the proposed packaging processes and changes to plans
- P14 obtain the appropriate approval to proceed prior to commencing production, retaining it securely

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Knowledge and understanding

You need to know and understand:

- K1 health and safety legislation and regulations and your organisation's policies and procedures relating to all aspects of your work
- K2 what Personal Protective Equipment (PPE) is needed for the task
- K3 the instructions contained in the packaging process including the sample plan
- K4 process variability
- K5 the importance of sampling and the tools to take and verify samples
- K6 the specific resources and other items needed for production
- K7 problem solving techniques and the scope for any changes you might make
- K8 the nature of any issues relating to scale up or scale down and how these might affect your final packaging plan
- K9 who needs to know of any changes and their role in the packaging process
- K10 the evidence needed for any changes made to the final packaging process
- K11 organisational quality and approval procedures
- K12 the client's specification
- K13 the requirements of the proposed packaging process
- K14 problem solving techniques
- K15 negotiation techniques
- K16 communication techniques (internal and external)
- K17 the commercial and environmental impact of the specification and any changes to it
- K18 the capabilities and limitations of machinery and equipment
- K19 the contractual and other information needs of the client and the importance of communicating with them
- K20 organisational policies and procedures for obtaining packaging process approval
- K21 record keeping procedures

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Glossary

- 1 **Packaging Process**
Manufacture, filling
- 2 **Sample Plans**
Formal, informal
- 3 **Test Runs**
Long run, short run
- 4 **Manufacturing and Filling**
By machine, manually
- 5 **Liaison**
With colleagues, with the client
- 6 **Communications Media**
Verbal, written
- 7 **Progress**
Where original plans proceed, where changes are required

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Suite Packaging

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