COGPACK14
Start packaging operations

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 operation on either a fully automated line or a semi-automated line
2 primary, secondary, tertiary and security equipment
3 documentation or packaging instructions, written packaging records and computer-based packaging records
4 problems associated with documentation, services, area and equipment and faults in production quality
5 checks of the area, equipment and operating 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.

Previous Version
Unit 3.1 SEMTA National Occupational Standards in Packaging (STM4)

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Performance criteria

You must be able to:

P1   use the appropriate Personal Protective Equipment (PPE)

P2   check that the area and equipment are cleared and cleaned to the specified procedure

P3   check that the services required to start the operation are available

P4   check that the area and equipment have been prepared for use

P5   identify and deal with problems promptly and correctly

P6   complete all required documents to permit packaging operations with the specified information at the appropriate time

P7   record all information accurately and legibly

P8   check that all specified materials are available in the required quantity and quality at the correct time

P9   correctly identify all materials against documentation

P10   complete the documentation accurately and legibly with the specified information at the correct time

P11   ensure that the equipment/line is loaded correctly with the specified materials

P12   produce on a trial basis packs to the correct specification

P13   segregate appropriately materials and packs which do not meet specification

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Knowledge and understanding

You need to know and understand:

K1   which Personnel Protective Equipment (PPE) is appropriate and why

K2   the area and the pieces of equipment which should be ready

K3   the specified procedures for clearing and cleaning

K4   how to confirm line clearance

K5   the services which are required to start the operation

K6   what action to take and whom to inform

K7   how to switch on the equipment

K8   which equipment is to be used and how it should be prepared

K9   which safety devices need to be checked and how to check them

K10 the procedures for reporting problems

K11 the methods for dealing with problems

K12 which documents need to be completed and when

K13 what information is needed.

K14 where to obtain the documents and to whom they should be given

K15 what information is needed by whom

K16 the prescribed manner for making alterations

K17 the quantity and quality of materials needed to meet production requirements

K18 how to interpret production documentation

K19 how to confirm the material status

K20 the importance of identifying the materials correctly

K21 how to load materials correctly

K22 which materials to use

K23 how to set controls to suitable positions

K24 the start-up procedures

K25 how to carry out calibration checks

K26 how to make tests and adjust the controls to meet specification

K27 how to handle recoverable packs and materials correctly

K28 how to handle and dispose of non-recoverable packs and materials correctly

K29 whose authority is needed to begin and when

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