
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 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 primary, secondary and tertiary packs
- 6 face to face handovers, within teams or with someone in another team, during the working period and at the end of the working period
- 7 documentation referring to packaging and packaging records

This unit deals with the following:

- 1 Commence packaging run
- 2 Pack product
- 3 Hand over the operation
- 4 Stop packaging run

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 3.4 SEMTA National Occupational Standards in Packaging (STM4)

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Control packaging operations

Performance criteria

You must be able to:

- P1 use the appropriate Personal Protective Equipment (PPE)
- P2 ensure that the specified services, 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 labelled
- 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 packaging run 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 machine sequence for packaging operations
- K5 which services are available
- K6 which pieces of equipment and materials are needed and are in place
- K7 the machine sequence for packaging operations
- K8 how to verify against documentation that the materials are sufficient
- K9 how to complete product security checks
- K10 which documents to obtain and when
- K11 the acceptable time limits for the completion of tasks and the priority order
- K12 what the priority orders are
- K13 the procedures for reporting problems
- K14 the methods of dealing with problems
- K15 how to interpret and identify packaging instructions
- K16 the procedures for segregating materials and packs
- K17 what the labelling procedures are
- K18 how to take and identify samples
- K19 the rate at which you are expected to work
- K20 how to monitor and maintain the levels of materials
- K21 how to make adjustments
- K22 how to prepare packs for transfer
- K23 how to handle and dispose of non-recoverable packs and materials
- K24 what information is to be transferred and in what format
- K25 the requirements of the handover procedure
- K26 how to identify and emphasise significant information
- K27 the operational quality standards required
- K28 how to deplete the materials
- K29 when you should prepare to stop the run
- K30 the condition in which the area should be left
- K31 how and where to remove packs and part packs

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Suite Packaging

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