

---

### Overview

To perform competently, you will need to demonstrate that you can operate in a range of conditions. You will need to demonstrate therefore that you can deal effectively with the following:

- 1 documentation relating to packaging instructions/requirements
- 2 bulk products, packaging components and all finished packs
- 3 procedures relating to legal requirements and quality standards
- 4 problems with documentation, materials, storage conditions, space limitation, high workloads, and recording, storage and retrieval of information
- 5 routine, non-routine and incorrect deliveries
- 6 equipment for support, containment and movements of goods
- 7 storage considerations relating to security, controlled conditions and segregation

This unit deals with the following:

- 1 Check and confirm availability of materials and documentation
- 2 Receive and check materials
- 3 Collate and move materials
- 4 Record materials movement information

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 3.6 SEMTA National Occupational Standards in Packaging (STM4)

# COGPACK19

## Control materials movement

---

### Performance criteria

*You must be able to:*

- P1 use the appropriate Personal Protective Equipment (PPE)
- P2 obtain the correct documentation
- P3 check the availability of the specified materials to pack the order/batch
- P4 request the delivery of specified materials to ensure delivery at the correct time and location
- P5 identify and deal with problems correctly
- P6 complete documentation accurately and legibly
- P7 identify correctly received deliveries against documentation
- P8 preserve and protect material quality by using the correct equipment and manual handling techniques
- P9 identify promptly any damaged or incorrect materials, segregate and deal with them correctly
- P10 collate the specified materials correctly against documentation
- P11 preserve and protect the quality and security of materials when moving them by using the correct equipment and manual handling techniques
- P12 place materials in the correct location on the packaging line
- P13 preserve and protect the quality and security of any materials to be returned or destroyed after the order/batch completion by using the correct equipment and manual handling techniques
- P14 record the materials control information accurately, using the prescribed formats, systems and procedures which enable the information to be retrieved when required
- P15 maintain data accuracy at all times
- P16 observe the procedures for maintaining security and confidentiality at all times

# COGPACK19

## Control materials movement

---

### Knowledge and understanding

*You need to know and understand:*

- K1 which Personnel Protective Equipment (PPE) is appropriate and why
- K2 from where to obtain the documentation
- K3 which documents should be collated and verified
- K4 the procedures for checking the availability of materials
- K5 the amount of materials required by the specification
- K6 the time needed to meet the deadline
- K7 the procedures for reporting problems with documentation, materials check, materials availability and materials delivery
- K8 the methods for dealing with problems
- K9 which documents are to be completed and when
- K10 what information is needed
- K11 where to obtain the documents and to whom they should be given
- K12 the prescribed manner of making alterations
- K13 which deliveries to expect and at what time
- K14 the delivery procedures and related documentation
- K15 which pieces of equipment and which handling techniques to use
- K16 the quality standards of the materials required
- K17 what to do with damaged and incorrect materials
- K18 where materials should be stored
- K19 the procedures for reporting problems with documentation, materials, storage conditions, space limitation and high workloads
- K20 the timetable required
- K21 which materials to expect and the documentation to be completed
- K22 which pieces of equipment to use
- K23 the manual handling techniques
- K24 where to place materials on the packaging line and when to do so
- K25 who to inform on completion of 'move materials'
- K26 where to return handling equipment
- K27 whom to inform on completion of the order/batch of the materials to be returned or destroyed
- K28 the prescribed procedures for recording the information and the associated documentation
- K29 how to record and retrieve information
- K30 how and when to check the accuracy of the information and what to do when errors are found
- K31 the policies and procedures for security and confidentiality
- K32 the procedures for operating equipment
- K33 the acceptable time limits for completion and priority order tasks

# COGPACK19

## Control materials movement

---

**Developed by** Cogent

---

**Version number** 1

---

**Date approved** June 2009

---

**Indicative review date** June 2011

---

**Validity** Current

---

**Status** Original

---

**Originating organisation** SEMTA

---

**Original URN** STM4

---

**Relevant occupations** Engineering and manufacturing technologies; Manufacturing technologies; Process, Plant and Machine Operatives; Process Operatives

---

**Suite** Packaging

---

**Key words** packaging instructions, documents, requirements, bulk, products, finished, packs, legal requirements