

# COGPACK20

## Carry out routine machine changeover



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### 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 procedures relating to legal requirements and quality standards
- 2 problems with tools, materials, equipment, components and machine function, packaging and line documentation
- 3 the operation of mechanical changeover of packaging line/machinery

This unit deals with the following:

- 1 Prepare for a routine changeover
- 2 Perform a routine changeover
- 3 Complete a routine changeover
- 4 Confirm correct system operation

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 3.7 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 obtain information on the nature and extent of the operation to be performed
- P3 obtain promptly authorisation to begin
- P4 obtain the required tools, materials, components and equipment
- P5 identify and replace defective or unsafe tools, components, materials or equipment
- P6 perform correctly off-line assembly
- P7 complete the necessary documentation accurately and legibly
- P8 bring any problems to the attention of the appropriate person
- P9 perform tasks in the specified order according to relevant procedures
- P10 return machines to operational status in accordance with procedures and without unnecessary delays
- P11 return the work area to an operational condition by cleaning and tidying it
- P12 inform the relevant people promptly that the changeover is complete
- P13 clean and correctly store tools, equipment, components and materials
- P14 remove from the line and correctly store the test packaging components
- P15 identify defective or unsafe tools, components, materials or equipment, inform the relevant people and seek replacements
- P16 set up the equipment to operate within the specifications of quality and rate of output
- P17 conduct all the necessary checks to ensure the equipment works safely and efficiently
- P18 run pre-operation trials when in doubt to produce test packs and samples when necessary

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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 next product run and any changes that need to be made
- K3 from whom to obtain authorisation
- K4 which tools, materials, components and equipment are needed and from where to get them
- K5 what constitutes 'defective' or 'unsafe'
- K6 to whom to report problems and seek replacements
- K7 which change parts are needed and how to check and assemble them
- K8 the correct way to use tools safely and effectively
- 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 how to inspect change parts for defects
- K13 the methods for dealing with problems
- K14 how to remove parts correctly
- K15 how to fit change parts
- K16 how and when to carry out adjustments
- K17 how to enter settings for new products
- K18 how to complete pre-production testing
- K19 the condition in which the work area should be left for next use
- K20 whom to inform and when
- K21 the reasons for any delays and what remedial action was taken
- K22 the condition in which tools and materials should be left
- K23 where to store tools, materials and equipment
- K24 where to store test packaging components
- K25 which test packaging components should be disposed of and how to do so
- K26 the proper condition of equipment, tools and materials
- K27 the reporting procedures for defective equipment
- K28 what are the quality standards
- K29 what are the acceptable tolerance limits
- K30 what are the expected output rates
- K31 which checks should be made and the reasons for them
- K32 what you are trying to achieve in terms of the finished item

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**Suite** Packaging

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