
Overview

This unit addresses the competence required to manufacture a product by simple batch or continuous processing. This involves:

- 1 preparation of materials
- 2 processing of product
- 3 reconciliation of materials used
- 4 clearing the area
- 5 working in ways which maintain your own and others' safety

This unit is taken from the Chemical, Pharmaceutical and Petro-Chemical

In the context of N/SVQ assessment, the use of simulation is not acceptable in the assessment of this unit to cover the full scope as defined by the glossary of the unit. Workplace performance evidence is mandatory for this unit.

- 1 This unit deals with the following:
- 2 Prepare to produce product
- 3 Make product by process operation
- 4 Reconcile materials and clear away

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 3.8 SEMTA National Occupational Standards in Packaging (STM4)
(CPPCM 1.5)

COGPACK21

Produce by process operation

Performance criteria

- You must be able to:*
- P1 check that you have the required operating instructions and that they are clear and complete
 - P2 ensure that there are sufficient quantities of materials/product to meet requirements
 - P3 ensure that the materials/products to be processed are as specified
 - P4 check that the equipment to be used is in a safe and functional condition
 - P5 when specified wear appropriate PPE
 - P6 ensure that all records are complete accurately and legibly
 - P7 deal promptly with any problems that arise, reporting any which you cannot solve
 - P8 follow safe working procedures when using equipment and dealing with hazardous materials
 - P9 complete any records and documentation accurately
 - P10 check that you have the required specification and that it is clear and complete
 - P11 make the product following the correct procedures
 - P12 ensure that the product meets the quality specification
 - P13 ensure that the product meets the quantity requirements in the time specified
 - P14 inform the appropriate person of any problems you cannot solve and/or are not your responsibility
 - P15 work safely at all times with regard to material/product, equipment and personal safety
 - P16 check products made and materials used against the operating instructions
 - P17 record results accurately and legibly
 - P18 report promptly any unspecified results to the appropriate person
 - P19 isolate equipment according to standard operating procedure if necessary
 - P20 ensure that equipment is cleaned to the required state for next scheduled production
 - P21 clear the area of all residual materials, product and documentation
 - P22 dispose of residual materials, product and documentation according to company procedure

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Produce by process operation

Knowledge and understanding

You need to know and understand:

- K1 the meaning of terms used in operating instructions
- K2 the functions and uses of the different types of equipment used in processing operations
- K3 the different handling characteristics of materials/products
- K4 why it is important to check that the equipment is ready
- K5 how to handle processing equipment safely to protect yourself and others
- K6 your personal responsibilities are with regard to health, safety and environment
- K7 what personal protective equipment to use, when and why
- K8 how to deal with typical problems and who to report unsolvable problems to
- K9 to whom to report if you cannot solve a problem
- K10 what documentation to use and what information needs to be recorded
- K11 the meaning of terms used in specifications
- K12 the handling characteristics of different types of materials to be produced
- K13 why it is important that products meet quality specifications
- K14 why it is important to meet quantity and time requirements
- K15 methods of documentation that are used, and the importance of completing correctly
- K16 methods of checking products made and materials used against the operating instructions
- K17 the importance of accurate reconciliation of materials/products
- K18 to whom the report unspecified results
- K19 what procedure to follow to isolate equipment.
- K20 when and how to clean equipment in readiness for next scheduled production
- K21 why it is important to clear away all residual materials, products and documentation
- K22 how to dispose of residual materials, product and documentation according to company policy

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Produce by process operation

Glossary

Materials/Product

To include solids, liquids and gases (some may be hazardous)

Operating Instructions/Specification

Instructions which describe the work to be carried out, including details of quality, quantity and time requirements

Equipment/Plant

Equipment/ plant where there is some interaction between items and/or people. Also single items of equipment comprising a few parts

PPE

Personal protective equipment to be specified and worn when necessary

Problems

Relating to materials, equipment and/or materials and/or records/ specifications. The person carrying out this work would not be expected to resolve any equipment problem for which maintenance engineers are required. Where a problem does not require a maintenance engineer, the person would be expected to report the problem to a more senior person

Corrective Actions

To include adjust, replace defective materials, request assistance or shutdown

Documentation

Records, specification and any other relevant documentation

Waste

Ways of minimising waste in the process and may include acceptance re-cycling within the operation

Health, Safety and Environmental Legislation

All relevant legislation and company policy

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Produce by process operation

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Suite Packaging

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