

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 systems containing a limited range of factors, with an approved response to each condition
- 2 settings where all critical features of each system are known, and settings where clarification is needed – guidance is available which gives the procedures and criteria to be used in order to match the approved solution to each problem
- 3 resources relating to tools, aids and equipment, and team members
- 4 communication between team members and instructing authorities
- 5 the nature of the problems in returning systems to an established standard of operation and raising the standard of operation of the system
- 6 established and approved procedures for monitoring systems
- 7 monitoring procedures where all features of a range of monitoring parameters are fully described, guidance is available which gives exact criteria against which to monitor the performance of the system

This unit deals with the following:

- 1 Finish packaging
- 2 Prepare packs, materials and waste disposal
- 3 Reconcile specific materials
- 4 Ensure clearance of packaging line

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 3.10 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 carry out preparations to finish packaging according to the specified procedures
 - P3 achieve the end point according to specified procedures
 - P4 identify and deal correctly with problems
 - P5 prepare correctly the final packs for removal
 - P6 prepare correctly the excess materials for removal
 - P7 handle waste materials according to the specified procedures
 - P8 complete documentation accurately and legibly with the specified information at the correct time
 - P9 quantify accurately the total amounts of packs and excess materials
 - P10 complete the reconciliation correctly
 - P11 ensure that the equipment is in a safe condition for line clearance
 - P12 locate and remove from the line any unwanted residual material according to the specified procedures
 - P13 transfer finished packs to storage and dispose of waste and excess materials according to your organisation's procedure

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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 timescale for completion of the order or batch
- K3 the procedures for finishing and the time needed to do so
- K4 the quantities required
- K5 how to switch off services and equipment
- K6 the procedures for reporting problems
- K7 the methods of dealing with problems
- K8 the total number of packs that should be removed
- K9 how to identify the packs for removal
- K10 how to stack the packs
- K11 how to collate and label excess materials
- K12 how to check all areas for excess materials
- K13 the procedure for collating, quantifying, labelling and removing waste material
- K14 the techniques for the safe handling of hazards
- K15 what information is needed and when
- K16 the procedures for completing documentation
- K17 the specified manner for making alterations
- K18 which materials should be reconciled
- K19 the results of the calculation
- K20 what the reconciliation procedures are
- K21 how to make the required calculations
- K22 when and to whom to refer results outside the specified limits
- K23 which documents are to be completed and when
- K24 where to obtain the documents and to whom they should be given
- K25 what constitutes a safe condition of line clearance equipment
- K26 which services to shut down and how to do it
- K27 how to identify what should be removed and/or transported, the equipment needed, and the destination
- K28 how to remove and dispose of unwanted materials and waste
- K29 the requirements for the line after the clearance have been completed
- K30 the security procedures for dealing with documents and materials
- K31 the procedures for operating equipment
- K32 the acceptable time limits for completion and priority order tasks

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Suite Packaging

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