
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 checks of the packs (primary, secondary or tertiary), product security and safety
- 2 procedures relating to legal requirements and quality standards
- 3 problems associated with documentation, services, area and equipment and faults in production quality
- 4 documentation or packaging instructions, written packaging records and computer-based packaging records

This unit deals with the following:

- 1 Pack specialist product
- 2 Hand over the specialist packaging 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 3.15 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) and/or product-specific equipment/clothing
 - P2 pack the correct quantity of products to the correct specification
 - P3 segregate and label correctly materials and packs which do not meet the specification
 - P4 maintain the required output rates
 - P5 keep the work area clean, tidy and secure in compliance with procedures
 - P6 prepare the packs correctly for transfer
 - P7 identify and deal with problems according to the procedure
 - P8 complete the required documentation accurately and legibly
 - P9 maintain the correct operational status when you have taken over responsibility
 - P10 report the current operational status accurately within the acceptable time limits, at the correct time and place
 - P11 follow the correct procedures when handing over to and receiving from someone else

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Knowledge and understanding

You need to know and understand:

- K1 which Personnel Protective Equipment (PPE) is appropriate and why
- K2 any specialised protective equipment or clothing needed for the product and its use
- K3 the critical factors affecting product quality (e.g. temperature, humidity etc.)
- K4 any specific product handling requirements and sources of information (e.g. hazard sheets)
- K5 how to interpret and identify packaging instructions
- K6 what are the expected levels of cleanliness for the work area
- K7 what is the procedure for dealing with spillages
- K8 how to monitor product security/integrity during packaging
- K9 the procedure for segregating materials and packs
- K10 what are the labelling procedures
- K11 the rate at which you are expected to work
- K12 how to monitor and maintain the levels of materials
- K13 how to make adjustments according to the procedure
- K14 how to prepare packs for transfer
- K15 how to handle and dispose of non-recoverable packs and materials
- K16 the procedures for reporting problems
- K17 the methods of dealing with problems
- K18 what information is to be transferred and in what format
- K19 the requirements of the handover procedure (both giving and receiving)
- K20 how to maintain product security/integrity during the handover
- K21 how to identify and emphasise significant information
- K22 the operational quality standards required

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Suite Packaging

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