

COGPOLY11

Prepare to start up a machine-based production process



Overview

This unit is for those with responsibility for preparing to start up a machine-based production process to meet processing and production requirements. It is suitable for process operators who work within an organisational context that provides them with procedures to work to and criteria for making decisions and taking actions. The process operation may relate to continuous or batch production and may be a primary or secondary operation.

This unit deals with the following:

1. Prepare for the production process
2. Prepare equipment for the production process
3. Select and prepare materials for the production process

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Previous Version

Adapted from Unit C3 of Polymer Processing and Related Operations NOS – version November 2004.

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Performance criteria

- You must be able to:*
- P1 Work safely at all times, complying with health and safety and other relevant regulations and guidelines
 - P2 Agree the allocation of work with colleagues to meet production requirements
 - P3 Communicate information with colleagues to ensure that production requirements are achieved
 - P4 Organise your work area to be free from potential hazards and to meet operational requirements
 - P5 Select and prepare equipment to meet production requirements
 - P6 Complete equipment safety checks in accordance with organisational procedures
 - P7 Identify equipment faults and take appropriate action to deal with these
 - P8 Integrate equipment operation to maximise output without compromising safety or quality
 - P9 Adjust equipment settings to be within set tolerances
 - P10 Identify any deviance from set tolerances and report these promptly to the relevant people
 - P11 Dispose of waste materials safely in accordance with organisational and legal requirements
 - P12 Check and prepare materials to conform to specification
 - P13 Identify non-conforming materials and move these to the designated isolation area and report to the appropriate person
 - P14 Identify variances in material supply and promptly report these to the appropriate person
 - P15 Assemble and load materials in the correct sequence for processing
 - P16 Complete relevant documentation in accordance with organisational requirements

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Knowledge and understanding

You need to know and understand:

- K1 Where to find production requirements and how to interpret these
- K2 The importance of agreeing work allocations to meet production requirements and how to do this
- K3 The importance of current, accurate and complete information about production requirements and how to ensure mutual understanding of and commitment to these
- K4 What the potential work area hazards are and how they can be minimised
- K5 What action to take in the event of a work area hazard
- K6 The processing and ancillary equipment needed for the process operation
- K7 The importance of preparing equipment to meet production requirements and how to do this
- K8 The importance of checking equipment before use, how to do this and to whom you should report defects
- K9 The actions to take to deal with faulty equipment and the importance of taking prompt action
- K10 The equipment settings required for the process, what tolerances apply and who to notify of deviancies from the set tolerances
- K11 What safety devices and guards are required, what are their specific functions and what safety checks should be carried out on them
- K12 What materials are required and how to obtain them
- K13 The significance of product labelling and product codes for material identification
- K14 The importance of meeting the required material specification and the implications of not doing so
- K15 What preparations are required to meet the material specification
- K16 The importance of checking material supply, the consequences of different sorts of variances and who to report variances to
- K17 How to identify non-conforming materials and the implications of not doing this
- K18 Where non-conforming materials should be placed and who they should be reported to
- K19 The potential effects of using materials out of sequence and how to prevent this from happening
- K20 The requirements and procedures for loading materials
- K21 The importance of handling materials or products safely and the risks associated with unsafe handling procedures
- K22 What working practices and authorisations apply
- K23 What lines of communication and command should be followed in a given situation

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- K24 Why it is important to work within the `rules' of the organisation
- K25 What sorts of records are kept and how to complete them
- K26 The purpose of different records and the implications of not maintaining them effectively
- K27 What agreed workplace health and safety procedures relate to controlling risks to Health and Safety in the process environment
- K28 The specific organisational Health and Safety policies covering processing operations
- K29 What safe working practices apply to own job role for processing operations
- K30 Your scope and responsibility for dealing with potential hazards in the work area
- K31 The workplace procedures for reporting potential hazards you are unable to deal with

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Additional Information

Glossary

Key terms

Examples

Regulations and guidelines

All relevant health, safety and environmental regulations, organisational procedures and guidelines, standard operating procedures

Production requirements

Processing specification, product specification, production schedule, rate of production

Information

Resources, safety, production output, quality of output and given using oral and written

Prepare

Cleaning, setting up, service connections, ancillary connections

Equipment

Processing equipment, ancillary equipment, test equipment

Faults

Damage, wear, malfunction

Action

Reporting faults, isolating defective equipment, requesting specialist assistance

Relevant people

Co-workers, supervisors, technician, manager, Quality Assurance person, Team leader

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Specifications

Type and grade of materials, quantity, quality

Non-conforming materials

Incorrect grade, contaminated, inadequately prepared

Variations

Over supply, under supply

Load

Manual, mechanical

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