
Overview

This unit is about selecting and preparing used products for processing. 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 unit covers any pre-processing operation required to prepare used products, for example, tyres for re-treading or recycled plastics (e.g. film, bottles or mouldings) for re-processing. Initial assessment of the used products may involve a single process of checking and segregating, but when assessing tyres for re-treading, it must include both primary and secondary inspections.

This unit deals with the following:

1. Assess the suitability of used products for processing
2. Prepare used products for processing

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 C6 of Polymer Processing and Related Operations NOS – version November 2004.

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Select and prepare used products for processing

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 obtain the required used products and check them for quality and damage
 - P3 identify products that are not suitable for processing and take appropriate actions to deal with these
 - P4 identify products that are suitable for processing and confirm that they conform to the required quality standards
 - P5 prepare the work area, machinery and equipment in accordance with agreed procedures and safe working practices
 - P6 check that all safety checks are completed
 - P7 deal with machinery and equipment faults by taking action
 - P8 identify the correct type, quantity and quality of materials needed to meet production requirements
 - P9 prepare the products so they are ready for processing and of the required quantity and quality
 - P10 carry out quality checks to identify those products suitable for further processing and reject the non-conforming products
 - P11 meet production requirements by forwarding products to the next operation
 - P12 maintain documentation in accordance with organisational requirements

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Knowledge and understanding

You need to know and understand:

- K1 where to find work procedures and production requirements and how to interpret these
- K2 the importance of preparing the work area to meet production requirements and how to do this
- K3 what criteria apply when determining if used products are suitable for processing
- K4 what quality and damage checks should be carried out on the used products
- K5 what, if any, regulations apply to the type or condition of used products that can be processed
- K6 how to identify suitable used products for processing
- K7 the importance of checking the quality of the product both before and after preparation
- K8 the current organisational quality standards that have to be met and how these relate to any relevant and current British and/or European standards
- K9 the importance of achieving the relevant quality standard(s) and the implications of not doing this
- K10 the importance of identifying non-conforming products and the implications of not doing this
- K11 where non-conforming products should be placed and who they should be reported to
- K12 what preparation processes are required to make the used product suitable for further processing
- K13 the importance of preparing machinery and equipment to meet production requirements and how to do this
- K14 the importance of checking machinery and equipment before use and how to do this effectively
- K15 what actions to take in response to different sorts of machinery and equipment faults
- K16 what the potential hazards are and how they can be minimised
- K17 what action to take in the event of a work area hazard
- K18 what working practices and authorisations apply
- K19 what lines of communication and command should be followed in a given situation
- K20 why it is important to work within the 'rules' of the organisation
- K21 what sorts of records are kept and how to complete them
- K22 the purpose of different records and the implications of not maintaining them effectively
- K23 what agreed workplace health and safety procedures relate to controlling risks to Health and Safety in the process environment

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- K24 the specific organisational Health and Safety procedures covering preparing used products for processing
- K25 what safe working practices apply to your own job role when preparing used products for processing
- K26 the importance of handling products safely and the risks associated with unsafe handling procedures
- K27 your scope and responsibility for dealing with potential hazards in the work area
- K28 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

Actions

Segregate, mark or label, record and report, repair within the limits of your authority, request specialist assistance

Production requirements

Rate of production, production schedule, quantity of output, quality of output

Prepare

Cleaning, setting up, positioning, service connections, ancillary connections

Machinery and equipment faults

Damage, wear, malfunction

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