

COGPOLY15

Prepare to produce products by hand-based operations



Overview

This unit is for those with responsibility for preparing to produce products by hand-based operations 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.

Examples of production operations that might be involved include:

1. Laminating
2. Assembly
3. Welding/bonding
4. Fabrication
5. Re-treading tyres

This unit deals with the following:

6. Prepare for production
7. Select materials required 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 C7 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 identify production requirements from available information
 - P3 check and confirm that information is accurate and complete
 - P4 agree the allocation of work with colleagues to meet production requirements
 - P5 share information with colleagues to ensure that production requirements are achieved
 - P6 organise your work area to be free from potential hazards and to meet operational requirements
 - P7 select and prepare equipment and tools to meet production requirements
 - P8 identify defective equipment and tools and take appropriate action to deal with these
 - P9 select materials to conform to specification
 - P10 identify non-conforming materials and take prompt action
 - P11 identify variances in material supply and promptly report these to the appropriate person
 - P12 collect materials in the correct sequence for processing
 - P13 handle materials safely in accordance with organisational guidelines, legal requirements and codes of practice
 - P14 record the required information on the relevant documentation

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Knowledge and understanding

You need to know and understand:

- K1 where to find production specifications 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 what equipment and tools are needed for the process operation
- K7 the importance of preparing equipment and tools to meet production requirements and how to do this
- K8 the importance of checking equipment and tools before use, how to do this and to whom you should report defects
- K9 the actions to take to deal with faulty equipment and tools and the importance of taking prompt action
- K10 what materials are required and how to obtain them
- K11 the significance of product labelling and product codes for material identification
- K12 the importance of meeting the required material specification and the implications of not doing so
- K13 the current organisational quality standards that have to be met and how these relate to any relevant and current British and/or European standards
- K14 what preparations are required to meet the material specification and how to recognise when these have not been adequately carried out
- K15 the importance of checking material supply, the consequences of different sorts of variances and who to report variances to
- K16 how to identify non-conforming materials and the implications of not doing this
- K17 where non-conforming materials should be placed and who they should be reported to
- K18 the potential effects of using materials out of sequence and how to prevent this from happening
- K19 the potential hazards associated with the materials used in the process operation and what actions to take against them
- K20 the importance of handling materials safely and the risks associated with unsafe handling procedures
- K21 what working practices and authorisations apply
- K22 what lines of communication and command should be followed in a given situation
- K23 why it is important to work within the 'rules' of the organisation

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- K24 what sorts of records are kept and how to complete them
- K25 the purpose of different records and the implications of not maintaining them effectively
- K26 what agreed workplace health and safety procedures relate to controlling risks to Health and Safety in the process environment
- K27 the specific organisational Health and Safety procedures covering hand-based processing operations
- K28 what safe working practices apply to your own job role for hand-based processing operations
- K29 what personal protective equipment is required and how and when should this be used
- K30 the importance of risk assessment and your role and responsibility in relation to this
- K31 your scope and responsibility for dealing with potential hazards in the work area
- K32 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

Process specification, product specification, production schedule

Information

Specifications, procedures, schedules for production records, for traceability, for quality checks

Preparations

cleaning, setting up

Equipment and tools

Hand tools, power tools, measuring equipment

Defects

Damage, wear, malfunction, service defects

Action

Reporting faults, isolating defective equipment, requesting specialist assistance

Materials

Raw materials, part processed materials, product components, products

Non-conforming materials

Incorrect quality or grade, contaminated, inadequately prepared

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Prompt

Move these to the designated isolation area, report to the appropriate person, label appropriately

Variance in material supply

Over supply, under supply

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Developed by Cogent

Version number 1

Date approved January 2010

Indicative review date January 2012

Validity Current

Status Original

Originating organisation Cogent

Original URN POLY15

Relevant occupations Professional Occupations; Engineering Professionals; Engineering and manufacturing technologies; Manufacturing technologies

Suite Polymer Processing and Related Operations

Key words prepare, product, products, hand-based, operations, select, materials