
Overview

This unit is about preparing to configure processing equipment to meet processing and production requirements. It is suitable for process industries personnel who work within an organisational context that provides them with procedures to work to and clear criteria for making decisions and taking actions. The processing equipment may be for continuous or batch production and should include ancillary equipment. Configuring process equipment may involve, for example, mounting moulds or extrusion dies.

This unit deals with the following:

1. Organise and prepare the work area
2. Prepare the processing equipment

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 C11 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 follow the configuration requirements from the available information
 - P3 Inform the relevant people of the work to be carried out and work effectively to maintain an effective flow of work
 - P4 organise the work area to meet operational requirements
 - P5 take prompt and effective actions against potential hazards
 - P6 record required information using the relevant documentation
 - P7 isolate processing and ancillary equipment from services and confirm it is safe
 - P8 check the availability and suitability of removal equipment and report any defects or deficiencies to the appropriate person
 - P9 service the forming tool in accordance with organisational procedures
 - P10 identify and isolate any forming tool ancillaries
 - P11 prepare the forming tool in accordance with organisational procedures
 - P12 communicate appropriate information to the relevant people that meets the production and safety requirements

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Knowledge and understanding

You need to know and understand:

- K1 how to establish configuration requirements from schedules, specifications and procedures
- K2 the significance of process settings to configuration requirements
- K3 the importance of effectively briefing others involved in the preparations and how to confirm their understanding of, and commitment to, achieving objectives and deadlines
- K4 what the potential hazards are and what actions can be taken to minimise risk to people, property and the environment
- K5 the importance of ensuring that processing and ancillary equipment is safe and isolated from services before carrying out any preparation tasks
- K6 what removal equipment is required, what checks should be carried out and who to report defects and deficiencies to
- K7 the importance of carrying out forming tool maintenance and the consequences of not doing this correctly and effectively
- K8 the consequences of damage to equipment in terms of repair and replacement costs and loss of production
- K9 the potential hazards associated with changing a forming tool and what actions can be taken to minimise risk to people, property and the environment
- K10 the importance of informing people of work requirements and potential hazards and problems, and giving them sufficient information to enable them to fulfil their responsibilities safely and effectively
- K11 what working practices and authorisations apply
- K12 what lines of communication and command should be followed in a given situation
- K13 why it is important to work within the 'rules' of the organisation
- K14 what sorts of records are kept and how to complete them
- K15 the purpose of different records and the implications of not maintaining them effectively
- K16 what agreed workplace health and safety procedures relate to controlling risks to Health and Safety in the process environment
- K17 the specific organisational Health and Safety procedures covering the configuration of processing equipment
- K18 what safe working practices apply to your own job role in configuring processing equipment
- K19 what personal protective equipment should be used, how to fit and use it correctly and how to deal with defective equipment
- K20 your scope and responsibility for dealing with potential hazards in the work area
- K21 the workplace procedures for reporting potential hazards you are unable to deal with

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Additional Information

Glossary

Regulations and guidelines

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

Configuration requirements

Timescale and deadlines, manufacturing process requirements, processing conditions, forming tool configuration

Information

Production schedule, product specification, details of work to be carried out, timescales and deadlines, potential hazards, actions to be taken in the event of problems

Relevant people

Co-workers, service and support personnel, supervisor/line manager

Hazards

Spillages, obstructions, waste, dangerous tools and equipment

Removal equipment

Forming tool lifting equipment, forming tool handling equipment, hand tools

Servicing

Cleaning, damage inspection, protection, lubrication
Communication
Oral, written

Production and safety requirements

Production schedule, processing conditions, forming tool configuration, the safety of people, property and the environment

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