

COGPOLY22

Carry out simple sampling operations



Overview

This unit is for those with responsibility for carrying out routine sampling activities using prescribed standard operating procedures involving the taking of basic samples. Such samples require limited judgment and involve following standard operating procedures. The equipment to be used, the conditions necessary for taking the sample and the specific operations to be performed are defined in written instructions. Responsibility is limited to carrying out the defined procedure and recording the result. Any deviations from the standard operating procedures are referred to others for action.

This unit deals with the following:

1. Prepare for simple sampling
2. Obtain representative sample
3. Maintain integrity of sample

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 C14 of Polymer Processing and Related Operations NOS – version November 2004. NB This unit is a tailored version of a LATA unit produced by ST & M Council, which was originally designated Unit 2.04.

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Performance criteria

- You must be able to:*
- P1 work safely at all times, complying with health and safety, environmental and other relevant regulations and guidelines
 - P2 ensure that the conditions for sampling are in accordance with laid down procedures
 - P3 check that equipment and materials selected conform to instructions
 - P4 checks that equipment is in calibration
 - P5 prepare all equipment and materials in accordance with standard operating procedures
 - P6 ensure that the required resources are available and appropriate
 - P7 follow safe practices when taking the sample
 - P8 identify and correctly label the sample
 - P9 record any deviations from set procedure or anticipated results and take the appropriate action
 - P10 clean the sampling equipment and materials to be re-used appropriately
 - P11 dispose of other equipment and materials according to working practice
 - P12 ensure that the sample taken meets sample plan procedure
 - P13 record all information about the sample accurately using appropriate documentation to permit traceability
 - P14 maintain the condition of the sample according to instructions
 - P15 protect the sample from external sources of contamination
 - P16 take the appropriate action in the event of abnormal occurrences affecting sample condition

COGPOLY22

Carry out simple sampling operations

Knowledge and understanding

You need to know and understand:

- K1 your personal responsibilities with regard to health, safety and the environment in the working area
- K2 your legal responsibility for your own health and safety, and the health and safety of others
- K3 what working practices ensure that the working environment is conducive to good health
- K4 what the approved codes of practice/working practices are and why it is important to follow them
- K5 how to identify defective equipment and the appropriate action to take
- K6 how to control conditions and why it is important to maintain conditions
- K7 what a sampling plan is
- K8 how to interpret and use a sampling plan
- K9 the methods to use for labelling samples
- K10 the methods to use for handling, storing and disposing of materials
- K11 the methods to use for safe lifting and handling of materials and equipment
- K12 how to clean equipment
- K13 how to re-use materials
- K14 why it is important to record information accurately and legibly
- K15 how to ensure traceability of samples, and why this is important

Additional Information

Glossary

Regulations and guidelines

All relevant health, safety and environmental regulations, organisational procedures and guidelines, standard operating procedures, national and organisational standards, site procedures and specific organisational requirements

Conditions for sampling

Access, location, timing, sampling points, frequency, duration, safety, health and environmental impact

Standard Operating Procedures

All relevant organisational requirements, instructions, departmental procedures, codes of practice, organisational requirements, in-house procedures, British, European and International Standards

Resources

Equipment, including personal protective equipment, materials, documentation

Safe practices

Personal protective equipment, safe materials handling, safe lifting and moving techniques, disposal and storage

Appropriate action

Any action taken relating to either materials, personnel and/or equipment within the limits of your responsibility

Working practices

All those relating to working environment conducive to good health, equipment including personal protective equipment, standard operating procedures, materials, safe disposal of waste and approved codes of practice

COGPOLY22

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Information to be recorded

Time, conditions, location, nature of sample, known hazards, required storage conditions, possible contamination sources

Documentation

Any relevant sample taking records, labelling systems and quality assurance results

Maintain condition of the sample

Preservation, transportation, packaging, documentation

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Suite Polymer Processing and Related Operations

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