

# COGPOLY23

## Carry out simple testing operations



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### Overview

This unit is for those with responsibility for carrying out simple testing activities using prescribed standard operating procedures to perform basic tests. Such tests require limited judgement by the user and involve following standard operating procedures.

The equipment to be used, the conditions necessary for testing 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 testing
2. Prepare test sample
3. Conduct simple tests
4. Record test results

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 C15 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 2.03.

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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 check that the correct documentation is available before testing commences
- P3 ensure that testing equipment is in a serviceable condition and has been calibrated correctly
- P4 check that all the required resources are available and correctly prepared in accordance with standard operating procedures
- P5 identify any unserviceable equipment and report according to agreed procedure
- P6 confirm that the relevant controlled conditions for testing are confirmed
- P7 ensure that the correct sample has been selected
- P8 ensure that you establish the identity of the sample and check it's integrity
- P9 handle and use test samples safely in accordance with standard operating procedures
- P10 ensure that the equipment used to prepare the sample is operated in accordance with standard operating procedures
- P11 confirm the relevant controlled conditions for sample preparation are present
- P12 prepare and test samples are prepared in accordance with standard operating procedures
- P13 identify and store test samples correctly until required
- P14 deal with any waste material in accordance with standard operating procedures
- P15 ensure tests are carried out following standard operating procedures
- P16 record any deviations from set procedure using appropriate documentation and take the appropriate action
- P17 ensure you take in to account the effects of the test on the immediate environment
- P18 clean and store appropriately any equipment and materials that are to be re-used
- P19 handle and dispose of any other equipment and materials safely and correctly
- P20 restore the working area to an appropriate condition
- P21 record relevant information and data according to standard operating procedures
- P22 perform simple calculations following set procedures
- P23 report any deviations from expected results promptly to the relevant people
- P24 ensure that the correct documentation is completed and stored in accordance with standard operating procedures

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### 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 what the approved codes of practice are and why it is important to follow them
- K3 the organisation's policy and procedures on safe working practices
- K4 why it is important to follow safe operating procedures when using equipment and/or materials
- K5 how to prepare testing equipment
- K6 how to check the calibration of equipment
- K7 how to check that equipment is ready to use
- K8 how to identify and report defective equipment
- K9 when and how to take appropriate action in the event of deviations
- K10 what methods of sample preparation to use
- K11 why testing conditions are important
- K12 how to control testing conditions
- K13 how to check integrity and identity of samples
- K14 what methods to use for the safe disposal of materials and waste
- K15 what documentation to use and why it is important to complete it accurately and legibly
- K16 the safe storage methods that should be used
- K17 how to calculate test results
- K18 how to present the test result information
- K19 who the relevant others are and what information will they need

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### Additional Information

#### Glossary

##### **Regulations and guidelines**

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

##### **Serviceable condition**

Calibration, serviceability, cleanliness and preparation

##### **Resources**

Materials, personal protective equipment, utilities

##### **Controlled conditions that must be confirmed**

Health and safety, environment, time, recording systems, cleanliness, any external influences giving rise to variations

##### **Integrity**

Free from subsequent defects, damage and decomposition, homogeneity. The term sample may include specimen.

##### **Standard operating procedures**

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

##### **Documentation**

Standard operating procedures supported by correctly labelled samples and the test results produced from using those samples such as performance reports, pass/fail sheets, test records and quality assurance results, finished test sheets, standard operating procedures supported by performance reports

##### **Appropriate action**

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

### **Immediate environment**

People, materials, equipment and conditions under which test is conducted

### **Information**

Sample identification, results of tests, calculations and data processing, conditions of test

### **Relevant people**

Supervisors, team leaders, managers, heads of departments, health and safety officers

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

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**Suite** Polymer Processing and Related Operations

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