

# COGPOLY4

## Prepare for a processing operation



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### Overview

This unit is for those with responsibility for preparing for a processing operation. 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 process operation may be machine-based or hand-based. It may relate to continuous or batch production and may be a primary or secondary operation.

This unit deals with the following:

1. Prepare the work area for a processing operation
2. Prepare for a processing operation
3. Check materials for a processing operation

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 B4 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 comply with and follow correct operating procedures, recording documents and job instructions
  - P3 prepare the work area and any storage area(s) to meet company production requirements
  - P4 deal promptly and effectively with any problems within your control and report those that cannot be solved
  - P5 make sure that the required safety arrangements are in place to protect other workers from hazards and activities likely to disrupt normal working
  - P6 complete equipment checks and ensure that it is in a safe and useable condition
  - P7 carry out the necessary preparations in line with work requirements and procedures
  - P8 ensure the required materials are available using your organisation's specifications
  - P9 check the materials to conform to specification
  - P10 accurately identify non-conforming materials and take prompt action to isolate and report them
  - P11 accurately identify any variances in material supply and promptly report these to a person in authority
  - P12 use safe handling techniques for the materials
  - P13 accurately 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 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 the potential hazards are and how they can be minimised
- K4 what action to take in the event of a work area hazard
- K5 the range and function of equipment used in the process operation
- K6 what takeover checks need to be completed and how to identify deficiencies in the condition or safety of equipment
- K7 the importance of preparing equipment to meet production requirements and how to do this
- K8 the importance of checking equipment before use, how to do this and to whom you should report defects
- K9 what materials, products and/or components are required and how to obtain them
- K10 the significance of product labelling and product codes when selecting materials or products
- K11 the importance of meeting the required material or product specification and the implications of not doing so
- K12 what preparations are required to meet the material or product specification
- K13 the importance of checking material or product supply and the consequences of different sorts of variances
- K14 the importance of identifying non-conforming materials or products and the implications of not doing this
- K15 where non-conforming materials or products should be placed and who they should be reported to
- K16 the importance of handling materials or products safely and the risks associated with unsafe handling procedures
- K17 what working practices and authorisations apply
- K18 what lines of communication and command should be followed in a given situation
- K19 what sorts of records are kept and how to complete them
- K20 The purpose of different records and the implications of not maintaining them effectively
- K21 what agreed workplace health and safety procedures relate to controlling risks to Health and Safety in the process environment
- K22 what the specific organisational Health and Safety policies covering processing operations are
- K23 what safe working practices apply to your own job role for processing operation

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- K24 what your scope and responsibility is for dealing with potential hazards in the work area
- K25 what the workplace procedures are 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

##### **Production requirements**

Rate of production, quality of production, the type of materials or products to be processed, sequence of processing operations

##### **Problems**

Incomplete procedures, imprecise instructions, inaccurate information, damage, wear, malfunction

##### **Hazards**

Waste, spillage, obstructions, hazardous materials

##### **Preparations**

Cleaning, safety checks and equipment settings

##### **Relevant people**

Supervisor/line manager, co-workers, maintenance personnel

##### **Information**

Product or production specification, written instructions or procedures, a person in authority

##### **Specification**

Type, grade, quantity, quality

##### **Variations**

Over supply, under supply

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**Developed by** Cogent

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**Version number** 1

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**Date approved** January 2010

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**Indicative review date** January 2012

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**Validity** Current

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**Status** Original

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**Originating organisation** Cogent

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**Original URN** POLY4

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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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**Key words** prepare, work area, materials, check, processing,