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### Overview

This unit is for those with responsibility for involved with the handover of operational responsibilities, materials and or information to maintain the continuity and quality of production. It is suitable for personnel in the polymer industries who work within an organisation that provides them with clear procedures to work to.

This unit deals with the following:

1. Contribute to the handover of production activities

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 M4 of Polymer Processing and Related Operations NOS – version November 2004.

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## Contribute to the handover of production activities

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### Performance criteria

- You must be able to:*
- P1 work safely at all times, complying with health and safety and other regulations and guidelines
  - P2 comply with organisational procedures for handing over production activities
  - P3 obtain and use correct cleaning equipment and materials
  - P4 complete all preparations by the specified handover time
  - P5 check for and deal with hazards in line with organisational procedures
  - P6 carry out the handover in accordance with procedures and safe working practices
  - P7 store equipment and materials according to organisational procedure
  - P8 complete the required handover documentation in accordance with organisational procedures

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### Knowledge and understanding

*You need to know and understand:*

- K1 the importance of effective communication in handovers especially when to be concise and when to give more details to help make sure that you are understood
- K2 the basic terminology and conventions used in the processing industry and why it is important to use them correctly
- K3 whom to inform in the handover process
- K4 why it is important to support each other effectively
- K5 when and where handovers take place
- K6 the relevant regulations and safe working procedures required for your work area and why it is important to follow them
- K7 the importance of good housekeeping routines, what these are in relation to handover procedures and how they should be carried out safely and effectively
- K8 the hazards associated with the handover and your responsibility for taking corrective actions
- K9 what the responsibilities are of the incoming and outgoing operators during a handover
- K10 when no formal handovers take place, why it is a good idea to make appropriate notes for yourself for when you return to the process
- K11 the reporting lines and procedures in your working environment
- K12 the specific organisational Health and Safety procedures covering handover activities
- K13 what safe working practices apply to your own job role during handover
- K14 what personal protective equipment is required, the correct procedures for use, storage and inspecting it, and the actions to take with defective equipment

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### Additional Information

#### Glossary

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

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

##### **Handing over**

To the next operation, to a customer, to the next shift, to relief staff or to other departments

##### **Hazards**

Hazardous materials, spillages, dangerous tools and equipment

##### **Procedures**

Handing over and for taking over

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**Suite** Polymer Processing and Related Operations

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