

COGPOLY44

Contribute to the monitoring and maintenance of product quality



Overview

The unit is for those process industries' personnel who have responsibility for monitoring a specific aspect of the process operation and who work within an organisational context which provides them with procedures to work to and criteria for making decisions and taking actions.

This unit deals with the following:

1. Implement quality checks
2. Identify and respond to quality problems

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 M6 of Polymer Processing and Related Operations NOS – version November 2004.

COGPOLY44

Contribute to the monitoring and maintenance of product quality

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 ensure the product meets the relevant specification
- P3 identify a representative sample for testing and inspection in accordance with quality control procedures
- P4 select equipment and complete preparations to meet operational requirements
- P5 identify accurately any defects in the equipment and promptly report these to the appropriate person
- P6 complete quality checks in accordance with procedures
- P7 identify deviations from quality requirements
- P8 identify the nature of the problem using information in the operating guidelines
- P9 seek the advice of others when you are uncertain about the significance or nature of the problem
- P10 take prompt and appropriate action to deal with the problem
- P11 tell the appropriate person immediately if the problem persists after remedial actions have been taken
- P12 maintain records of actions taken in accordance with organisational procedures

COGPOLY44

Contribute to the monitoring and maintenance of product quality

Knowledge and understanding

You need to know and understand:

- K1 what quality control systems apply within your organisation and your role and responsibility in relation to these
- K2 what quality control measurements are required to meet your own role and responsibility for product quality
- K3 where to find quality procedures and how to implement these effectively
- K4 how to extract quality requirements from product or process specifications
- K5 the importance of maintaining product quality and how quality checks are used to achieve this
- K6 the equipment needed for the quality checks you have to implement and importance of preparing it correctly
- K7 what defects may occur in equipment and who these should be reported to
- K8 what tolerances apply to quality requirements and how to identify deviations
- K9 how you should respond to deviations within and outside of acceptable tolerances
- K10 the importance of seeking advice from others when you are unsure about a quality problem and who to ask
- K11 what quality problems may occur within your area of responsibility and the limits of your authority to deal with these
- K12 who you should report quality problems that are outside your area of authority for taking remedial action
- K13 the organisational procedures for reporting quality problems
- K14 what working practices and authorisations apply
- K15 what lines of communication and command should be followed in a given situation
- K16 why it is important to work within the 'rules' of the organisation
- K17 what sorts of records are kept and how to complete them
- K18 the purpose of different records and the implications of not maintaining them effectively
- K19 what agreed workplace health and safety procedures relate to controlling risks to Health and Safety in the process environment
- K20 the specific organisational Health and Safety procedures covering quality control
- K21 what safe working practices apply to your own job role when identifying and responding to quality problems

COGPOLY44

Contribute to the monitoring and maintenance of product quality

Additional Information

Glossary

Appropriate person

Supervisor, charge hand, team leader, manager, quality control person, maintenance person, customer

Quality checks

Spot checks and programmed checks

Regulations and guidelines

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

Specification

Product, process and materials

Preparations

Cleaning and checking conformance

Information

Traceability, quality assurance, production output

Deviations

Within and outside allowable tolerances

Action

Oral reporting, written reporting

Remedial action

Those taken by yourself and by others

COGPOLY44

Contribute to the monitoring and maintenance of product quality

Developed by Cogent

Version number 1

Date approved January 2010

Indicative review date January 2012

Validity Current

Status Original

Originating organisation Cogent

Original URN POLY44

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

Suite Polymer Processing and Related Operations

Key words contribute, monitor, maintenance, product, quality, checks, identify, respond, problems