

# COGPOLY46

## Contribute to the continuous improvement of the business



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### Overview

This unit is for those with responsibilities for contributing to the continuous improvement of the business by making recommendations for improving working practices.

This unit deals with the following:

1. Identify opportunities and options for improving the business
2. Develop proposals for improving the business

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 M8 of Polymer Processing and Related Operations NOS – version November 2004.

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### Performance criteria

- You must be able to:*
- P1 review working practices to identify opportunities for improvement using valid and reliable information
  - P2 evaluate working practices and identify rational options for improvement
  - P3 record all options for improvement
  - P4 consult relevant people about the options for improvement
  - P5 ensure options are consistent with organisational requirements
  - P6 fully and objectively evaluate the options for improvement and identify the one with the greatest potential for improving the business
  - P7 develop a realistic and achievable proposal from the selected option
  - P8 ensure that the proposal is consistent with organisational requirements
  - P9 include a clear rationale for the proposal to enable people to evaluate potential improvements to the business
  - P10 include sufficient detail to ensure effective implementation of the proposal if accepted
  - P11 present the proposal to the appropriate people in a manner consistent with organisational procedures

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### Knowledge and understanding

*You need to know and understand:*

- K1 how to critically review working practices against relevant health and safety standards, production requirements and working procedures
- K2 the importance of using valid and reliable information when reviewing working practices and how to achieve this
- K3 how to collect, collate and evaluate information about working practices
- K4 who should be consulted about options for improvement and how to do this
- K5 the importance of ensuring options for improvement are realistic and achievable within the organisational context in which you work
- K6 how to do a cost benefit analysis
- K7 the importance of checking proposals against relevant health and safety standards, production requirements and working procedures
- K8 how to structure proposals to suit the audience and purpose
- K9 the importance of including a clear rationale for improving working practices
- K10 the importance of clearly stating the potential benefits to be gained from the proposals
- K11 how supporting evidence can be used to justify your proposals and the information required to achieve this
- K12 how to check that proposals are realistic and achievable and contain sufficient detail to ensure effective implementation
- K13 who proposals should be presented to
- K14 what working practices and authorisations apply
- K15 what lines of communication and procedures should be followed in a given situation
- K16 what agreed workplace health and safety procedures relate to controlling risks to health and safety and the process environment
- K17 what business objectives and production requirements apply to the working practices being reviewed

### Additional Information

#### Glossary

##### **Review working practices**

During normal work activities, or during a deliberate review process

##### **Opportunities**

Reactive improvements and proactive improvements

##### **Improvement**

To improve safety, to improve quality, to reduce costs, to save time

##### **Relevant people**

People working at the same level as you, people working at a higher level than you, people working at a lower level than you

##### **Proposal**

For improving safety, for improving quality, for more effective use of resources, for improving procedures

##### **Organisational procedures**

Presentation media (e.g. written, oral, computer-generated reports), the person or people to whom proposals should be presented, format and structure of proposals, any requirement for supporting evidence (e.g. test results, data analysis, costs)

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**Suite** Polymer Processing and Related Operations

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