

# COGPOLY5

## Contribute to a machine-based processing operation



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### Overview

This unit is for those with responsibility for running a machine-based processing operation to achieve the product specification and production requirements. 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 relate to continuous or batch production and may be a primary or secondary operation.

This unit deals with the following:

1. Process materials to specification
2. Maintain the production process

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 B5 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 follow the correct work methods and techniques for the product specification to be achieved
  - P3 correctly identify processing problems and promptly report these to a person in authority
  - P4 take prompt and appropriate remedial action in the event of an emergency
  - P5 check that the materials supplied to the processing operation are sufficient to meet production requirements
  - P6 identify non-conforming materials and take the action specified in instructions
  - P7 monitor the product and process according to instructions
  - P8 identify, where applicable, when a process is out of specification
  - P9 maintain processing operations schedules
  - P10 safely dispose of waste materials in accordance with organisational and legal requirements
  - P11 forward output to the next operation to meet agreed production requirements
  - P12 record required information on the relevant documentation

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### Knowledge and understanding

*You need to know and understand:*

- K1 how to interpret and use product specifications
- K2 how to interpret and use production specifications
- K3 the running conditions required for the process operation
- K4 which work methods to use to achieve the product specification
- K5 the importance of achieving production requirements and the consequences of not doing so
- K6 the sorts of processing problems that might occur and who you should report these to
- K7 the actions to take in response to an accident, loss of power or equipment breakdown
- K8 the effects of downtime and wastage and how these can be minimised
- K9 the importance of disposing of waste materials safely and how to do this
- K10 the different types of materials required for the process operation, their basic characteristics and handling requirements
- K11 what material loading systems are used for the processing operation and how to use these effectively and safely
- K12 the significance of product labelling and product codes for identifying the materials required for the process operation
- K13 the importance of identifying non-conforming materials and the implications of not doing this
- 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 policies covering machine-based processing operations
- K21 what safe working practices apply to your own job role for machine-based processing operations
- K22 what your scope and responsibility is for dealing with potential hazards in the work area
- K23 the workplace procedures 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

##### **Work methods and techniques**

Handling materials and products, operating equipment and tools

##### **Product specification**

Quality, quantity

##### **Problems**

Lack of services, variances in material supply, non-conforming materials, non-conforming products, low output rates, equipment malfunction

##### **Remedial action**

Reporting a problem, using prescribed procedures for dealing with a problem

##### **Emergency**

Accident, loss of power, equipment breakdown

##### **Production requirements**

Product specification, processing specification, rate of production

##### **Non-conforming materials**

Incorrect grade or quality, contaminated, inadequately prepared

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