

COGPOLY6

Carry out a hand-based processing operation



Overview

This unit is for those with responsibility for carrying out a hand-based processing operation to meet product and production specifications. It is suitable for process operators who work within an organisational context that provides them with procedures to work to and clear criteria for making decisions and taking actions. The process operation may be a primary or secondary operation and may involve raw or processed materials, components and/or used products.

This unit deals with the following:

1. Produce products using a hand-based processing operation
2. Shut down a hand-based 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 B6 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 carry out the hand-based process using appropriate work methods and techniques
 - P3 produce the product using materials to achieve the required specification
 - P4 check the finished product and forward to the next operation to meet production requirements
 - P5 deal promptly and effectively with problems within your control and report those that cannot be solved
 - P6 dispose of waste materials safely in accordance with organisational and legal requirements
 - P7 shut down the hand based processing operation procedures to a safe condition on completion of the process
 - P8 identify potential hazards and take appropriate actions
 - P9 ensure equipment and materials are stored in accordance with organisational procedures
 - P10 ensure the work area is left in a clean, tidy and safe condition
 - P11 accurately 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 different types of materials required for the process operation, their characteristics and handling requirements
- 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 effects of downtime and wastage and how these can be minimised
- K8 the importance of disposing of waste materials safely and how to do this
- K9 the importance of quality assurance checks and how and when these should be carried out
- K10 what organisational, national and/or European quality standards apply to the product
- K11 the importance of identifying non-conforming materials and products and the implications of not doing this
- K12 the importance of stopping operations in the correct sequence and the implications of not doing this
- K13 the potential hazards associated with shut down and cleaning and the appropriate actions to take to deal with these
- K14 the procedures for cleaning, servicing and storing equipment and how to implement these safely and effectively
- K15 the organisational and legal requirements for the care, safety and security of materials and products involved in the process operation
- K16 what working practices and authorisations apply
- K17 what lines of communication and command should be followed in a given situation
- K18 why it is important to work within the 'rules' of the organisation
- 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 the specific organisational Health and Safety policies covering hand-based processing operations
- K23 what safe working practices apply to your own job role for hand-based processing operations
- K24 your scope and responsibility for dealing with potential hazards in the work area
- K25 the workplace procedures for reporting potential hazards you are unable

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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, products and components, operating equipment and tools, sequencing process operations

Specification

Quality, quantity

Materials

Raw materials, part processed materials, product components, used products

Production requirements

Processing requirements, rate of production, production schedule, minimise downtime and wastage

Problems

Lack of services, variances in the supply of materials or products to be processed, non-conforming materials or products to be processed, non-conforming end products, equipment malfunction

Shut-down

At the end of a product run, at the end of a shift, routine shut down during a shift, non-routine shut down

Hazards

Waste, spillage, obstructions, hazardous materials, potentially dangerous equipment

Equipment

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Hand tools, hand held power tools, measuring equipment, processing Cogent is the Sector Skills Council for the Chemicals, Pharmaceuticals, Nuclear, Oil and Gas, Petroleum and Polymers Industries

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Suite Polymer Processing and Related Operations

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