
Overview

This unit is for those with responsibility for finishing production components to meet the product specification. 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.

Finishing operations may involve one or more of the following:

1. Hand trimming
2. Cleaning
3. Machine trimming
4. Bending/forming
5. Solvent/adhesive bonding
6. Heat based machine bonding
7. Mechanically based bonding by hand
8. Other specialised finishing or assembly operation

This unit deals with the following:

9. Prepare for a finishing operation
10. Carry out a finishing 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 B7 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 obtain and follow correct operating procedures and job instructions for the finishing operation
 - P3 prepare the work area and any storage area(s) so that they are ready for the finishing operation to meet production requirements
 - P4 prepare equipment and tools in accordance with operational requirements and safe working practices
 - P5 deal promptly and effectively with any problems within your control and report those that cannot be solved
 - P6 identify potential hazards in the work area and take appropriate action to deal with these
 - P7 select and prepare products and components required for the finishing operation
 - P8 accurately and promptly report any variances in product or component supply to a person in authority
 - P9 carry out finishing operation in accordance with organisational work methods and techniques to achieve the required product specification and requirements
 - P10 dispose of waste and excess materials in accordance with organisational and legal requirements
 - P11 forward finished components to the next operation to meet production requirements
 - P12 complete documentation accurately and legibly

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Knowledge and understanding

You need to know and understand:

- K1 where to find work procedures and production requirements and how to interpret these
- K2 the importance of preparing to meet production requirements and how to do this
- K3 what the potential hazards are and how they can be minimised
- K4 the importance of checking equipment, how to do this and to whom you should report defects
- K5 the importance of checking product supply and the consequences of different sorts of variances
- K6 which work methods to use to achieve the product specification
- K7 the effects of downtime and wastage
- K8 the importance of achieving production requirements and the consequences of not doing so
- K9 the importance of disposing of waste materials safely and how to do this
- K10 the importance of identifying non-conforming products and the implications of not doing this
- K11 your organisation's quality systems and your role and responsibility in relation to these
- K12 the sorts of processing problems that might occur and who you should report these to
- K13 what working practices and authorisations apply
- K14 what lines of communication and command should be followed in a given situation
- K15 why it is important to work within the 'rules' of the organisation
- K16 what sorts of records are kept and how to complete them
- K17 the purpose of different records and the implications of not maintaining them effectively
- K18 what agreed workplace health and safety procedures relate to controlling risks to Health and Safety in the process environment
- K19 the specific organisational Health and Safety policies covering finishing operations
- K20 where to find information for the safe use of equipment and tools and why they should be followed
- K21 what safe working practices apply to your own job role in finishing products
- K22 what personal protective equipment should be used and how to use this correctly
- K23 your scope and responsibility for dealing with potential hazards in the work area
- K24 the workplace procedures for reporting potential hazards you are unable to deal with

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Additional Information

Glossary

Key terms

Examples

Regulations and guidelines

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

Production requirements

Type and sequence of finishing process(es), product specification, rate of production, production schedule, quality of output, storage and stacking of finished components, minimum downtime and wastage

Prepare equipment

Cleaning, safety inspections, setting up

Problems

Incomplete procedures, imprecise instructions, inaccurate information, equipment malfunction, non conforming products, variances in supplies, equipment breakdown

Hazards

Waste, spillage, obstructions, hazardous materials

Variances

Over supply, under supply, incorrect/ defective supplies

Work methods and techniques

Handling goods and materials, sequencing finishing operations

Product Specification

Finishing requirements, quantity, quality

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