

# COGPOLY8

## Pack and store production components



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### Overview

This unit is for those with responsibility for packing and storing production components or materials to meet product and production specifications. It is suitable for processing operations personnel who work within an organisational context that provides them with procedures and criteria for making decisions and taking actions.

This unit deals with the following:

1. Pack and store production components

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 B8 of Polymer Processing and Related Operations NOS – version November 2004.

# COGPOLY8

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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 procedures and packaging specifications
- P3 select and obtain the correct type and quantity of packaging materials
- P4 accurately identify defective packaging materials and non-conforming production components and take the appropriate action to deal with these
- P5 pack production components in accordance with procedures and to meet the relevant packaging specifications
- P6 dispatch packaged production components to the designated location in accordance with storage and delivery requirements
- P7 store and dispose of production components safely and securely in accordance with organisational procedures
- P8 correctly identify and position label
- P9 complete documentation accurately and legibly

# COGPOLY8

## Pack and store production components

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### Knowledge and understanding

*You need to know and understand:*

- K1 the packaging specification to be achieved
- K2 the different types of packaging materials that are available within the workplace and their suitability for different production components
- K3 what packing and labelling devices are available in the workplace and how to prepare and use these correctly
- K4 the importance of identifying defective packaging materials and the implications of not doing this
- K5 the importance of identifying non-conforming production components and the implications of not doing this
- K6 the actions to be taken with defective packaging materials and non-conforming production components
- K7 the importance of disposing of waste materials and defective production components safely and how to do this
- K8 how and where packed and non-conforming production components should be stored
- K9 the importance of safe and secure storage of packed production components and how this is achieved
- K10 what working practices and authorisations apply
- K11 what lines of communication and command should be followed in a given situation
- K12 why it is important to work within the 'rules' of the organisation
- K13 what sorts of records are kept and how to complete them
- K14 the purpose of different records and the implications of not maintaining them effectively
- K15 what agreed workplace health and safety procedures relate to controlling risks to Health and Safety in the process environment
- K16 the specific organisational Health and Safety policies covering packaging and storing activities
- K17 what safe working practices apply to your own job role in packing and storing production components
- K18 your scope and responsibility for dealing with potential hazards in the work area
- K19 the workplace procedures for reporting potential hazards you are unable to deal with

# COGPOLY8

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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

##### Packaging materials

Wrapping materials, packing containers, labelling or identification materials, storage pallets or container

##### Action

Replacing defective items, reporting defective items, recording defective items

# COGPOLY8

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