

COGPOLY9

Accept, verify and store materials required for process operations



Overview

This unit is for those with responsibility for accepting, verifying and storing materials required for process operations.

The materials may be raw materials, product components and/or used products for processing. They may come from external suppliers or be internal deliveries in transit to other parts of the process operation.

This unit is suitable for process industries personnel who work within an organisational context that provides them with procedures to work to and criteria for making decisions and taking actions.

This unit deals with the following:

1. Prepare to receive deliveries of materials
2. Accept and verify deliveries of materials
3. Store materials

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 C1 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 confirm delivery arrangements from available information
 - P3 ensure the receiving area is ready to receive the delivery
 - P4 confirm the availability of handling equipment required to off-load and move the materials being delivered
 - P5 identify defects to equipment, relating to availability or malfunction, and promptly report these to the appropriate person
 - P6 confirm the availability of sufficient storage capacity to accommodate anticipated deliveries
 - P7 check and confirm that materials are of the specification contained in the delivery documentation
 - P8 identify and take action with any discrepancies
 - P9 accurately record the reasons for refusing delivery of material and inform the relevant people
 - P10 minimise damage and prevent contamination of materials
 - P11 complete any preparation and labelling requirements in accordance with organisational procedures
 - P12 position materials using methods in designated storage locations within specified deadlines and meets organisational requirements
 - P13 protect materials from the environment to avoid deterioration
 - P14 monitor materials in storage and report discrepancies and defects
 - P15 record the required information on the relevant documentation

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Knowledge and understanding

You need to know and understand:

- K1 how to access and interpret information to determine the quantity and characteristics of deliveries
- K2 procedures relating to the receipt of goods and materials
- K3 good housekeeping practices and the consequences of not carrying them out
- K4 what handling equipment is necessary and how to access it
- K5 defects which may arise, and who to report these to
- K6 legal and local regulations affecting security, safety and the delivery of goods and materials, and how to apply them
- K7 communications structures and procedures within the organisation
- K8 the importance of effective communication and the implications of not communicating effectively
- K9 what documentation is required
- K10 why accurate and complete documentation is important, and the possible consequences of incorrect completion
- K11 what to look for when checking goods for their acceptability
- K12 acceptable reasons for refusing goods entry to storage
- K13 methods for checking type of goods
- K14 use of stock control systems
- K15 where deliveries should be off-loaded
- K16 sources of information on supplier history
- K17 what resources are available for checking goods entering storage
- K18 why it is important to handle goods safely
- K19 the types of goods and materials held in storage
- K20 the storage facilities and locations available, their characteristics and the importance of selecting suitable storage locations
- K21 criteria for assessing the suitability of locations for storage, including its suitability to maintain the quality of goods and materials in storage
- K22 what the storage requirements are for the range and types of materials held in storage and where information about them is to be obtained
- K23 the differing security, safety and environmental conditions required for different materials
- K24 why it is important to check materials in storage and how and when this should be carried out
- K25 what defects can arise in materials held in storage, and how to deal with them
- K26 costs associated with damaged goods and materials and why it is important that damaged goods and materials are reported promptly

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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

Delivery arrangements

Type of materials, quantity of materials, access requirements, handling requirements, date and time of delivery

Information

Records and requisitions, delivery notifications, a person in authority

Appropriate person

Supervisor, charge hand, team leader manager, quality control person, maintenance person, customer

Check

Visual checks, physical checks for quality

Action

Refusing delivery and reporting discrepancies to at least one of the following: your line manager, the person delivering the materials, the supplier

Relevant people

Supervisor, production co-coordinator

Methods

Manual handling, handling with machinery

Organisational requirements

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Meeting specified deadlines, ensuring stock rotation, meeting organisational Health and Safety requirements, making best use of available space

Monitoring

Visual checks, physical checks for quality

Discrepancies and defects

Discrepancies in stock levels, deterioration of materials, damage to materials or packaging, out of date stock, lost labels, shortfalls and over supply, defects in quality, wrong materials, damaged container, incorrect size

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