

COGPPRO1

Unit 1: Prepare materials for processing according to instructions within Polymer Processing and Related Operations



Overview

This unit is for those with responsibility for preparing processing materials according to instructions to ensure that they are handled and managed in a way that is safe and that contributes to the business success of the organisation. It is suitable for process industries personnel who have material preparation responsibilities.

This unit deals with the following:

1. Measure out materials in specified quantities
2. Prepare materials for process operations
3. Having sound knowledge of materials for process operation

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices as they apply to you.

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Performance criteria

- You must be able to:*
- P1 Work safely at all times, complying with health and safety, environmental and other **relevant regulations, legislation and guidelines** in accordance with company procedures
 - P2 Obtain and carry out work to the correct **work procedures** for the work being carried out
 - P3 Check that any unusual quantities stated in work instructions are correct before starting the task
 - P4 Check that the **material** matches the specification
 - P5 Identify **materials** being processed and their basic characteristics
 - P6 Preparing **materials** for use by blending and temperature control
 - P7 **Measure** out the quantities required accurately, keeping material wastage to a minimum and to required quantities
 - P8 Use **measuring** or metering equipment and systems safely and effectively
 - P9 Control material **preparation** so that specifications are met
 - P10 Use material handling techniques which are safe and which keep material wastage to a minimum
 - P11 Operate preparation equipment safely and effectively
 - P12 Being aware of and ensuring material quality is maintained
 - P13 Accurately and promptly report any damage, loss and contamination to **materials** for which you are responsible, and prevent the materials from being used until the problem has been dealt with
 - P14 Check that **materials** are within specification before transferring them on to the next stage
 - P15 Deal with **problems** within your responsibility and report any you cannot deal with in accordance with company procedures
 - P16 Complete **documentation** in accordance with company procedures

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Knowledge and understanding

You need to know and understand:

- K1 The specific organisational health, safety and environmental policies and other **regulations, legislation and guidelines** for your work area and why they are important
- K2 The different types potential **hazards**, how they can be minimised and the action to take in the event of a work area hazard
- K3 What the workplace procedures are for reporting potential **hazards** you are unable to deal with
- K4 When, which and how personal protective equipment should be used
- K5 The importance of checking equipment, how to do this and to whom you should report defects
- K6 What risks are associated with the working environment
- K7 What risk control measures are in place and how to comply with them
- K8 Where to find **work procedures** and production requirements and how to interpret these
- K9 What sort of records are kept and how to complete them and the implications of not maintaining them accurately and legible
- K10 The importance of disposing of waste materials safely and how to do this
- K11 The sorts of **problems** that might occur and who you should report these to
- K12 What **materials** and products are used in your process environment
- K13 Why **material** has to be prepared
- K14 Why it is important to understand the type of material being processed and their characteristics and properties
- K15 Where to locate and interpret information relating to the type of material and any significant arrangements from the material safety data sheet
- K16 What precautions and procedures should be applied when handling materials and in storage
- K17 Where to get the specification for a job
- K18 Why it is important to make sure the specification is met
- K19 How to read and interpret a specification
- K20 What sort of records are kept and how to complete them
- K21 Different types of documentation that is required

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Additional Information

Glossary

1. **Regulations/Legislation/Guidelines:** organisational procedures and guidelines, Work place Policies, Health, safety and environmental requirements and regulations relevant to the work and work area being carried out
2. **Measure(ing):** automated measuring, semi-automated measuring, manual measuring, computer controlled measuring
3. **Problems:** materials do not meet quality or condition specification, faulty or defective handling or measuring equipment
4. **Types of Material:** Identify type of material /products being processed and their properties. Locate and interpret information relating to materials being processed including any significant hazards or special arrangements from the material safety data sheet. Cost appropriate to material being processed
5. **Hazards:** hazardous materials, spillages, dangerous tools and e work **instructions** equipment
6. **Operating Procedures/Work Procedures:** Work instructions, Method Statements, Standard Operating Procedures
7. **Documentation:** Records, analysis sheets, report sheets, log book
8. Preparation and handling of **Materials:** raw materials, resins, pellets, granules, powders, liquids, bales, colour, additives

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