

COGPPRO10

Unit 10: Supply Materials Required for Process Operations within Polymer Processing and Related Operations



Overview

This unit is for those with responsibility for supplying materials required for process operations. The materials may be raw or part processed materials, product components and/or used products for processing.

This unit deals with the following:

1. Identify and collect materials required for process operations
2. Deliver materials to the designated locations

This unit is suitable for process industries' personnel who have responsibility for selecting and supplying materials required for process operations and who work within an organisational context which provides them with specifications to work to and criteria for making decisions and taking actions.

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 procedure
 - P2 Follow the correct **work procedures** in accordance with company procedures
 - P3 Establish the requirements for **materials** from available **information** and at which locations and by what deadlines
 - P4 Seek further information from the relevant person when these **requirements** cannot be met
 - P5 Notifying the relevant person if there are any difficulties in meeting requirements for materials
 - P6 Ensure deadlines are met by assessing current capacity
 - P7 Correctly identifying and collecting materials required for process operations and remove the required materials from stock to the designated location by the specified time and **organisational requirements**
 - P8 Positioning materials in the designated location to meet requirements for safety, security, access and stock rotation
 - P9 Label the materials and complete documentation as instructed
 - P10 Update stock control **Information** to record progress of requisitions and stock levels
 - P11 Assemble materials to meet process requirements and prepare them for delivery
 - P12 Obtain the **equipment** specified to move the materials
 - P13 Check and confirm that the equipment can meet operational requirements
 - P14 Identify handling tasks which require the assistance of others and seek appropriate assistance promptly
 - P15 Using equipment, including personal protective equipment, safely and correctly
 - P16 Report difficulties in moving **materials** to a person in authority
 - P17 Maintaining records required for stock control, production records, quality control and traceability on the relevant documentation
 - P18 Deal with **problems** within your responsibility and report any you cannot deal with 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 are required for the process operation
- K13 The importance of clear and accurate instructions for supplying materials and how to clarify incomplete or ambiguous **information**
- K14 The costs associated with not meeting requirements accurately and on time
- K15 Methods for collecting materials that will minimise risks of damage
- K16 Timescales required for the assembly of materials
- K17 Use of the inventory system to locate items in stock and check availability
- K18 The importance of grades and product codes for identifying the correct materials
- K19 The types of materials to be moved and their specific handling requirements
- K20 The locations where materials are required, their characteristics and storage facilities
- K21 The importance of moving materials to the correct location by the required time
- K22 The differing security, safety (e.g. COSHH) and environmental conditions required for different materials
- K23 The different types of equipment used in your work area for moving items and their suitability for the different materials to be moved

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- K24 What defects in equipment can arise, and who these should be reported to
- K25 How and where materials should be positioned in designated locations
- K26 How to lift and handle materials safely
- K27 Types of handling tasks for which assistance is needed, why it is important to seek assistance and who to ask
- K28 The risks associated with unsafe lifting and handling practices
- K29 Methods for updating stock control information
- K30 The 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. **Problems:** incomplete procedures, imprecise instructions, inaccurate information, damage, wear, malfunction
3. **Hazards** and control measures: waste, spillage, obstructions, hazardous materials. personal protective equipment
4. **Materials:** raw materials, part-processed materials, re-processed materials, finished products, process related materials, e.g. packaging, processing equipment and waste materials
5. **Operating Procedures /Work Procedures:** Work instructions, Method Statements, Standard Operating Procedures
6. Preparation of **Materials:** used products for processing, raw materials, part processed materials, product components, prepared materials
7. **Information:** requisitions and records, a person in authority or senior responsibility
8. **Equipment:** manual, mechanical, automated conveyor
9. **Organisational requirements:** meeting specified deadlines, materials are safe and secure, can be accessed for process operations to meet stock rotation requirements, materials requested are not available, requests for materials cannot be fulfilled on time, requirements are not fully specified
10. **Operational requirements:** suitability for the task, required state of cleanliness, production timescales and deadlines
11. **Documentation:** Records, analysis sheets, report sheets, log book

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