

COGPPRO14

Unit 14: Select and Prepare Used Products for Processing within Polymer Processing and Related Operations



Overview

This unit is about selecting and preparing used products for processing. 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.

The unit covers any pre-processing operation required to prepare used products, for example, tyres for re-treading or recycled plastics (e.g. film, bottles or mouldings) for re-processing. Initial assessment of the used products may involve a single process of checking and segregating, but when assessing tyres for re-treading, it must include both primary and secondary inspections.

This unit deals with the following:

1. Assess the suitability of used products for processing
2. Prepare used products for processing

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

COGPPRO14

Unit 14: Select and Prepare Used Products for Processing within Polymer Processing and Related Operations

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 appropriate **work procedures** relevant to the procedure in accordance with company procedure
- P3 Obtain the required used products and check them for quality and damage
- P4 Identify products that are not suitable for processing and take appropriate **actions** to deal with these
- P5 Identify products that are suitable for processing and confirm that they conform to the required quality standards
- P6 **Prepare** the work area, machinery and equipment in accordance with agreed procedures and safe working practices
- P7 Check that all safety checks are completed
- P8 Deal with **machinery and equipment faults** by taking action
- P9 Identify and selecting the required and correct type, quantity and quality of materials needed to meet **production requirements**
- P10 Prepare the products so they are ready for processing and of the required quantity and quality
- P11 Carry out quality checks to identify those products suitable for further processing and reject the non-conforming products
- P12 Identifying and reporting problems and difficulties in following procedures, including prepared products that do not meet the required quality standards
- P13 Meet **production requirements** by forwarding products to the next operation
- P14 Maintaining the records required for monitoring production, quality and product identification in accordance with organisational requirements
- P15 Deal with **problems** within your responsibility and report any you cannot deal with in accordance with company procedures

COGPPRO14

Unit 14: Select and Prepare Used Products for Processing within Polymer Processing and Related Operations

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 The importance of preparing the work area to meet **production requirements** and how to do this
- K13 What criteria apply when determining if used products are suitable for processing
- K14 What quality and damage checks should be carried out on the used products
- K15 What regulations may apply to the type or condition of used products that can be processed
- K16 How to identify suitable used products for processing
- K17 The importance of checking the quality of the product both before and after preparation
- K18 The current organisational quality standards that have to be met and how these relate to any relevant and current British and/or European standards
- K19 The importance of achieving the relevant quality standard(s) and the implications of not doing this
- K20 The importance of identifying non-conforming products and the implications of not doing this
- K21 Where non-conforming products should be placed and who they should be reported to
- K22 What preparation processes are required to make the used product

COGPPRO14

Unit 14: Select and Prepare Used Products for Processing within Polymer Processing and Related Operations

- suitable for further processing
- K23 The importance of preparing machinery and equipment to meet **production requirements** and how to do this
- K24 The importance of checking machinery and equipment before use and how to do this effectively
- K25 What actions to take in response to different sorts of machinery and equipment **faults**
- K26 What the specific organisational Health and Safety procedures covering preparing used products for processing are
- K27 The importance of handling products safely and the risks associated with unsafe handling procedures
- K28 The different types of **documentation** that is required

COGPPRO14

Unit 14: Select and Prepare Used Products for Processing within Polymer Processing and Related Operations

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:** services, equipment, materials, products; 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. **Actions:** segregate, mark or label, record and report, repair within the limits of your authority, request specialist assistance
7. **Production requirements:** rate of production, production schedule, quantity of output, quality of output
8. **Prepare:** cleaning, setting up, positioning, service connections, ancillary connections
9. **Machinery and equipment faults:** damage, wear, malfunction, breakage
10. **Documentation:** Records, analysis sheets, report sheets, log book

COGPPRO14

Unit 14: Select and Prepare Used Products for Processing within Polymer Processing and Related Operations

Developed by	Cogent
Version number	1
Date approved	March 2011
Indicative review date	March 2013
Validity	Current
Status	Original
Originating organisation	Cogent
Original URN	O11NPOL14
Relevant occupations	Professional Occupations; Engineering Professionals; Engineering; Manufacturing technologies
Suite	Polymer Processing and Related Operations
Key words	select, prepare, used products, processing, pre-processing, assess, suitability