

COGPPRO15

Unit 15: Prepare to Produce Products by Hand-Based Operations within Polymer Processing and Related Operations



Overview

This unit is for those with responsibility for preparing to produce products by hand-based operations to meet processing and production requirements. 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.

Examples of production operations that might be involved include:

1. Laminating
2. Assembly
3. Welding/bonding
4. Fabrication
5. Re-treading tyres

This unit deals with the following:

6. Prepare for production
7. Select materials required for the production process

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 appropriate **work procedures** relevant to the procedure in accordance with company procedure
- P3 Identify **production requirements** from available information
- P4 Check and confirm that **information** is accurate and complete
- P5 Agree the allocation of work with colleagues to meet **production requirements**
- P6 Share **information** with colleagues to ensure that production requirements are achieved
- P7 Organise your work area to be free from potential hazards and to meet operational requirements to process materials efficiently and safely
- P8 Select and **prepare equipment and tools** to meet production requirements effectively and safely
- P9 Identify **defective** equipment and tools and take appropriate action to deal with these
- P10 Identifying and responding to problems and difficulties when preparing for a processing operation
- P11 Select **materials** to conform to specification
- P12 Identify non-conforming **materials** and take prompt action
- P13 Identify **variances** in material supply and promptly report these to the appropriate person
- P14 Collect **materials** in the correct sequence for processing
- P15 Handle **materials** safely in accordance with organisational guidelines, legal requirements and codes of practice
- P16 Maintaining the records required for monitoring production, quality and product identification in accordance with organisational requirements on the relevant documentation
- P17 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 Where to find production specifications and how to interpret these
- K13 The importance of agreeing work allocations to meet production requirements and how to do this
- K14 The importance of current, accurate and complete **information** about production **requirements** and how to ensure mutual understanding of and commitment to these
- K15 What **equipment and tools** are needed for the process operation
- K16 The importance of preparing **equipment and tools** to meet production requirements and how to do this
- K17 The importance of checking **equipment and tools** before use, how to do this and to whom you should report **defects**
- K18 What materials are required and how to obtain them
- K19 The significance of product labelling and product codes for material identification
- K20 The importance of meeting the required material specification and the implications of not doing so
- K21 The current organisational quality standards that have to be met and how these relate to any relevant and current British and/or European standards
- K22 What **preparations** are required to meet the material specification and how to recognise when these have not been adequately carried out

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- K23 The importance of checking material supply, the consequences of different sorts of **variances** and who to report **variances** to
- K24 How to identify non-conforming materials and the implications of not doing this
- K25 Where non-conforming materials should be placed and who they should be reported to
- K26 The potential effects of using materials out of sequence and how to prevent this from happening
- K27 The potential hazards associated with the materials used in the process operation and what actions to take against them
- K28 The importance of handling materials safely and the risks associated with unsafe handling procedures
- K29 What working practices and authorisations apply
- 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:** 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. **Production requirements:** process specification, product specification, production schedule
7. **Information:** specifications, procedures, schedules for production records, for traceability, for quality checks
8. **Preparations:** cleaning, setting up
9. **Equipment & tools:** hand tools, power tools, measuring equipment
10. **Defects:** damage, wear, malfunction, service defects, breakage
11. **Action:** reporting faults, isolating defective equipment, requesting specialist assistance
12. **Non-conforming Materials:** incorrect quality or grade, contaminated, inadequately prepared
13. **Prompt action:** move these to the designated isolation area, report to the appropriate person, label appropriately

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