

# COGPPRO17

## Unit 17: Finish Products within Polymer Processing and Related Operations



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### Overview

This unit is about finishing products to achieve the required product specifications and quality standards. It is suitable for people who work within an organisational context that provides them with procedures to work to and criteria for making decisions and taking actions. The finishing process may apply to new or re-treaded tyres, plastic mouldings, extrusions or any other polymer product that requires a finishing operation.

This unit deals with the following:

1. Finish products

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 Prepare work area for finishing operations
  - P4 Use appropriate **work methods and techniques** to handle products, operate tools and equipment and sequence activities to achieve the **product specification and production requirements**
  - P5 Segregate and clearly identify non-performing products in accordance with organisational procedures
  - P6 Deal promptly and effectively with any problems within your control and report those that cannot be solved
  - P7 Identify and label finished products that comply with quality standards and meets organisational requirements
  - P8 Working effectively to achieve the required quantity and quality of output with minimum downtime, wastage and risks to people, property and the environment
  - P9 Identify handling tasks which require the assistance of others and seek appropriate assistance promptly
  - P10 Stack and store finished products according to customer or organisational requirements
  - P11 Safely and effectively dispose of waste materials in accordance with organisational and legal requirements
  - P12 Forward finished components to the next operation to meet **production requirements**
  - P13 Complete information on the relevant documentation accurately and legibly
  - P14 Leave work area clean and tidy after finishing product has been safely and securely stored
  - P15 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 How to interpret and use **product specifications** to identify finishing requirements
- K13 What **work methods and techniques** to use to achieve different product specifications
- K14 The importance of achieving **production requirements** and the consequences of not doing so
- K15 The effects of downtime and wastage and how these can be minimised
- K16 The organisational requirements for maintaining the condition, safety and security of finished products
- K17 What the specific organisational Health and Safety procedures covering finishing operations are
- K18 What safe working practices apply to your own job role in carrying out finishing operations
- K19 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, variances in material supplies, non-conforming materials or products
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. **Work methods and techniques:** trimming, minor assembly and packing
7. **Product specification:** finishing requirements, quantity, quality
8. **Production requirements:** production schedule, rate of production, quality of output
9. **Documentation:** Records, analysis sheets, report sheets, log book

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**Developed by** Cogent

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**Version number** 1

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**Date approved** March 2011

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**Indicative review date** March 2013

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**Validity** Current

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**Status** Original

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**Originating organisation** Cogent

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**Original URN** O11NPOL17

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**Relevant occupations** Professional Occupations; Engineering Professionals; Engineering; Manufacturing technologies

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**Suite** Polymer Processing and Related Operations

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**Key words** finish, products, specifications, quality, standards, processes

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