

COGPPRO19

Unit 19: Prepare to Configure Processing Equipment within Polymer Processing and Related Operations



Overview

This unit is about preparing to configure processing equipment to meet processing and production requirements. It is suitable for process industries personnel who work within an organisational context that provides them with procedures to work to and clear criteria for making decisions and taking actions. The processing equipment may be for continuous or batch production and should include ancillary equipment. Configuring process equipment may involve, for example, mounting moulds or extrusion dies.

This unit deals with the following:

1. Organise and prepare the work area
2. Prepare the processing equipment

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

COGPPRO19

Unit 19: Prepare to Configure Processing Equipment 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 Establishing and follow **configuration requirements** from the production schedule, product specification and working procedures in accordance with organisational procedures
- P3 Inform the **relevant people** involved in the configuration of processing equipment to ensure that you work together effectively as a team to achieve the work objectives to be carried out and effectively maintaining an effective work flow
- P4 Organising the work area to be safe, free from potential hazards and ready for configuration to take place and to meet operational requirements
- P5 Take prompt and effective actions against potential **hazards**
- P6 Record required **information** using the relevant documentation
- P7 Isolate processing and ancillary equipment from services and confirm it is safe
- P8 Check the availability and suitability of **removal equipment** and report any defects or deficiencies to the appropriate person
- P9 **Service** the forming tool in accordance with organisational procedures
- P10 Identify and isolate any forming tool ancillaries
- P11 Prepare and carrying out routine forming tool maintenance preparing it for removal in accordance with organisational procedures
- P12 Providing the relevant people with the information required to ensure that configuration takes place safely, effectively and within the specified timescale
- P13 Complete information on the relevant documentation accurately and legibly
- P14 Deal with **problems** within your responsibility and report any you cannot deal with in accordance with company procedures

COGPPRO19

Unit 19: Prepare to Configure Processing Equipment 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 documents 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 establish configuration requirements from schedules, specifications and procedures
- K13 The significance of process settings to **configuration requirements**
- K14 The importance of effectively briefing others involved in the preparations and how to confirm their understanding of, and commitment to, achieving objectives and deadlines
- K15 What the potential hazards are and what actions can be taken to minimise risk to people, property and the environment
- K16 The importance of ensuring that processing and ancillary equipment is safe and isolated from services before carrying out any preparation tasks
- K17 What removal equipment is required, what checks should be carried out and who to report defects and deficiencies to
- K18 The importance of carrying out forming tool maintenance and the consequences of not doing this correctly and effectively
- K19 The consequences of damage to equipment in terms of repair and replacement costs and loss of production
- K20 The potential hazards associated with changing a forming tool and what actions can be taken to minimise risk to people, property and the environment
- K21 The importance of informing people of work requirements and potential hazards and problems, and giving them sufficient **information** to enable

COGPPRO19

Unit 19: Prepare to Configure Processing Equipment within Polymer Processing and Related Operations

- them to fulfil their responsibilities safely and effectively
- K22 What working practices and authorisations apply
- K23 What safe working practices apply to your own job role in configuring processing equipment
- K24 The different types of **documentation** that is required

COGPPRO19

Unit 19: Prepare to Configure Processing Equipment 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, 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. **Configuration requirements:** timescale and deadlines, manufacturing process requirements, processing conditions, forming tool configuration
7. **Information:** production schedule, product specification, details of work to be carried out, timescales and deadlines, potential hazards, actions to be taken in the event of problems
8. **Relevant people:** co-workers, service and support personnel, supervisor/line manager
9. **Removal of equipment:** forming tool lifting equipment, forming tool handling equipment, hand tools
10. **Services:** cleaning, damage inspection, protection, lubrication
11. **Documentation:** Records, analysis sheets, report sheets, log book

COGPPRO19

Unit 19: Prepare to Configure Processing Equipment 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 O11NPOL19

Relevant occupations Professional Occupations; Engineering Professionals; Engineering and manufacturing technologies; Manufacturing technologies

Suite Polymer Processing and Related Operations

Key words prepare, organise, work area, processing, equipment
