

COGPPRO2

Unit 2: Maintain Stocks to Specified Levels within Polymer Processing and Related Operations



Overview

This unit is for those with responsibility for the regular checking of stock and its replenishment when levels are running below that required to maintain operations. In polymer processing situations this will apply to maintaining stocks of materials or product in the locations where they are required for process operations, when they have been part-processed or processed and may also apply to maintaining stocks of materials in a central store or warehouse.

This unit deals with the following:

1. Confirm requirements for maintaining stock at specified levels
2. Replenish stock to specified levels

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 procedures
 - P2 Obtain and carry out work to the correct **work procedures** for the work being carried out
 - P3 Check the required **stock** levels by reference to available information
 - P4 Confirm the amount in accordance with standard procedures for your work environment
 - P5 Report deviations from expected results
 - P6 Identify requirements before shortfalls adversely affect operations
 - P7 Identify and withdraw damaged and faulty materials or products
 - P8 Maintain accurate and up-to-date records of requirements
 - P9 Replenish stock in the specified location with the type and quantity as specified in the **instruction**
 - P10 Position and display stock to meet specified requirement
 - P11 Make sure the stock is handled to minimise the risk of injury to people and minimise damage
 - P12 Complete the preparation and labelling as specified in your local work practices
 - P13 Update stock records to record progress of goods into storage
 - P14 Set aside and report any items that are faulty, damaged or past their sell-by date
 - P15 Leave the work area clean and tidy after stock replenishment is complete
 - P16 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 get **information** about stock levels
- K13 What inspections to make and why it is important to inspect stock before shortfalls occur
- K14 Why it is important to maintain stock to specified levels
- K15 Where to get replacement items
- K16 What the requirements are for positioning stock
- K17 How to handle **stock** safely
- K18 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:** materials do not meet quality or condition specification, faulty or defective handling or measuring equipment
3. **Hazards:** hazardous materials, spillages, dangerous tools and equipment
4. **Gather Information:** records and requisitions, people in authorities or responsibility
5. **Materials:** raw materials, part-processed materials, re-processed materials, finished products, process related materials, e.g. packaging, processing equipment and waste materials
6. **Operating Procedures/Work Procedures:** Work instructions, Method Statements, Standard Operating Procedures
7. **Stock checks:** spot checks, programmed checks, work records and inventories
8. **Instructions:** oral, written
9. **Handle stock:** manual handling, handling equipment

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