

# COGPPRO20

## Unit 20: Configure Processing Equipment within Polymer Processing and Related Operations



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### Overview

This unit is about configuring processing equipment according to given procedures. 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. Remove the forming tool and ancillary equipment
2. Replace the forming tool and ancillary equipment
3. Handover equipment for production

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 Take prompt and effective **actions** against potential hazards
- P3 Confirm and making sure that all services and processing and **ancillary equipment** are disconnected before starting work is safe and isolated
- P4 Safely and effectively remove the forming tool using the specified **lifting equipment** and following the organisations procedures
- P5 Disconnect, remove and store **ancillary equipment** in accordance with production
- P6 **Communicate** appropriate information to meet organisational production and safety requirements to the **relevant people**
- P7 Select the **equipment** for the task and ensure that it conforms to organisational and legal safety requirements
- P8 Mounting, aligning and configuring the new forming tool safely and effectively using the correct lifting **equipment** to meet production requirements
- P9 Connect and integrating ancillary equipment and required **services** confirming that connections are safe and secure to meet **production requirements**
- P10 Set and confirm the **process parameters** to achieve efficient and effective processing of materials to meet production requirements
- P11 Input appropriate **equipment** settings to meet production requirements
- P12 Carrying out safety checks both before, during and after handover of the equipment
- P13 Identifying and taking appropriate actions to deal with potential hazards at all stages of the configuration and handover process
- P14 Confirm that **equipment** is safe and ready for production
- P15 Carry out prescribed handover procedures by following organisational procedures
- P16 Providing others with information required to ensure that configuration is completed safely, effectively and within the specified timescale and meet **production requirements**
- P17 Record required information using the relevant **documentation**
- P18 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 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 The potential hazards associated with removal of the forming tool and **ancillary** equipment and what actions to take to minimise risks to people, property and the environment
- K13 The importance of checking that equipment is safe and isolated from **services** before starting work on it, and the checks and **actions** required to confirm this
- K14 The importance of safe lifting techniques and the risks associated with unsafe lifting practices
- K15 The organisational procedures and requirements for storing forming tools and **ancillary equipment** when not in use
- K16 The importance of protecting the forming tool and **ancillary equipment** from damage and the costs implications of damage in terms of repair, replacement and lost production
- K17 What equipment and tools are required for the configuration process and what safety and performance standards apply
- K18 The importance of meeting **production requirements** and how equipment configuration contributes to this
- K19 The importance of safe lifting techniques and the risks associated with unsafe lifting practices
- K20 The importance of safety inspections and how and when these should be carried out

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- K21 The importance of correct alignment and configuration of the forming tool and the implications of not achieving this
- K22 The importance of setting and adjusting processing parameters and how to do this
- K23 The importance of integrating process and ancillary equipment and how to achieve this
- K24 The importance of equipment settings to achieving **production requirements** and how to identify and input the correct settings
- K25 The importance of checking the safety and functioning of equipment before handing it over for production and how to do this
- K26 The importance of following the prescribed sequence of handover actions and the implications of not doing this
- K27 The potential hazards associated with handover and what actions to take to minimise risks to people, property and the environment

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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 use of tools, hazardous materials. personal protective equipment, lifting and moving items
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:** against potential hazards to include: use of personal protective equipment, use of safety guards, using prescribed procedures to deal with potential hazards within your area of responsibility, reporting potential hazards you are unable or unauthorised to deal with, informing people who work in the area of potential hazards, use of safe lifting techniques, dealing with waste, spillages and obstructions within the limits of your authority
7. **Ancillary equipment:** monitoring equipment, control equipment, downstream equipment, servicing equipment, conditioning equipment
8. **Services:** electricity, water, pneumatic, hydraulic, steam, lubrication
9. **Lifting equipment** to include: manual, powered.
10. **Communicate:** to include: oral, written
11. **Information:** details of work to be carried out, timescales and deadlines,

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