

# COGPPRO21

## Unit 21: Contribute to the Provision of Ancillary Systems within Polymer Processing and Related Operations



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### Overview

This unit is for those with responsibility for contributing to the provision of ancillary systems to ensure that processes run in an optimum manner. It is suitable for process industries personnel who have responsibility for ancillary systems linked to process operations and who work within an organisational context which provides them with specifications to work to and criteria for choosing between possible causes and solutions to the sorts of problems that can arise.

Typical examples of ancillary systems might include:

1. Heating/cooling systems,
2. Generators, conveyors.

This unit deals with the following:

3. Ensure that ancillary systems are ready and available
4. Control and regulate the operation of ancillary systems to meet needs

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 Check the condition of ancillary systems at scheduled intervals during operations
  - P3 Carry out required operational tests accurately and safely
  - P4 Make sure that **necessary maintenance** is carried and maintenance of ancillary systems is in working order
  - P5 Monitoring system operating keeping accurate, complete and up to date records of the condition of ancillary systems and equipment
  - P6 Call for specialist support promptly when there are faults and unusual conditions in ancillary systems
  - P7 Carrying out simple operational tests checking ancillary systems process settings against operational requirements
  - P8 Start up and shut down the operation of ancillary systems to meet production schedules
  - P9 Regulate ancillary systems to produce the outputs needed to support the process
  - P10 Maintain safe control of ancillary systems during operation
  - P11 Work in line with the standard operating procedures for the system
  - P12 Make sure that other people working on the process know when ancillary systems are in operation
  - P13 Follow the safety, health and environmental procedures relevant to work on and around ancillary systems
  - P14 Shut down and isolate ancillary systems promptly and safely in an emergency
  - P15 Deal with **problems** and report any **problems** 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 procedures to follow in the event of emergencies or hazardous occurrences
- K13 Your responsibilities for your own safety and that of your colleagues
- K14 What ancillary systems are used in the process and what do they do
- K15 How to start up, shut down and control **ancillary systems**
- K16 Why it is important to make sure that the outputs of ancillary systems meet the specification
- K17 What tests and checks are carried out to make sure that **ancillary systems** are running properly
- K18 How to call for maintenance and engineering support
- K19 What personal protective equipment requirements are appropriate to different processing tasks
- K20 What alarm systems are used and when to use them
- K21 What the effects are of emergency shut down
- K22 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:** those you can deal with yourself by simple adjustments to the system, those which require specialist engineering/maintenance support, 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. **Ancillary equipment:** monitoring equipment, control equipment, downstream equipment, servicing equipment, conditioning equipment
7. **Necessary maintenance:** minor servicing carried out by yourself, routine maintenance carried out by maintenance staff according to the schedule
8. **Documentation:** Records, analysis sheets, report sheets, log book

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