
Overview

This unit is for those with responsibility for carrying out routine sampling activities using prescribed standard operating procedures involving the taking of basic samples. Such samples require limited judgment and involve following standard operating procedures. The equipment to be used, the conditions necessary for taking the sample and the specific operations to be performed are defined in written instructions. Responsibility is limited to carrying out the defined procedure and recording the result. Any deviations from the standard operating procedures are referred to others for action.

This unit deals with the following:

1. Prepare for simple sampling
2. Obtain representative sample
3. Maintain integrity of sample

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 Ensure that the **conditions** for sampling are in accordance with laid down procedures
 - P3 Check that equipment and materials selected conform to instructions
 - P4 Checks that equipment is in calibration
 - P5 Prepare all equipment and materials in accordance with **standard operating** procedures
 - P6 Ensure that the required resources are available and appropriate
 - P7 Follow **safe practices** when taking the sample
 - P8 Obtain, Identify and correctly label the required sample
 - P9 Record any deviations from set procedure or anticipated results and take the **appropriate action**
 - P10 Clean the sampling equipment and materials to be re-used appropriately
 - P11 Dispose of other equipment and materials according to **working practice**
 - P12 Ensure that the sample taken meets sample plan procedure
 - P13 Record all **information** about the sample accurately using appropriate documentation to permit traceability
 - P14 **Maintain** the integrity and the condition of the sample according to instructions
 - P15 Protect the sample from external sources of contamination
 - P16 Take the **appropriate action** in the event of abnormal occurrences affecting sample condition
 - P17 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 What your legal responsibility for your own health and safety, and the health and safety of others is
- K13 What working practices ensure that the working environment is conducive to good
- K14 How to identify defective equipment and the **appropriate action** to take
- K15 How to control conditions and why it is important to **maintain** conditions
- K16 What a sampling plan is
- K17 How to interpret and use a sampling plan
- K18 What the methods to use for labelling samples are
- K19 What the methods to use for handling, storing and disposing of materials are
- K20 What the methods to use for safe lifting and handling of materials and equipment are
- K21 How to clean equipment
- K22 How to re-use materials
- K23 How to ensure traceability of samples, and why this is important
- K24 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. **Conditions** for sampling: access; location; timing; sampling points; frequency; duration; safety, health and environmental impact
7. **Standard Operating Procedures:** organisational requirements, instructions, departmental procedures, codes of practice, organisational requirements, in-house procedures, British, European and International Standards
8. **Resources:** equipment, including personal protective equipment; materials; documentation
9. **Safe practices:** personal protective equipment; safe materials handling; safe lifting and moving techniques; disposal and storage

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Developed by Cogent

Version number 1

Date approved March 2011

Indicative review date March 2013

Validity Current

Status Original

Originating organisation Cogent

Original URN O11NPOL22

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

Suite Polymer Processing and Related Operations

Key words prepare, carry out, sampling, operations, maintain, integrity
