
Overview

This unit is for those who carry out data processing activities after the immediate recording of data at the point of sampling and testing. Data may be recorded by others and brought together in order to validate and assess the outcomes of activities. The person performing this function may not be the one who conducted the sample taking or testing.

The competences described here are evaluative and more analytical although they may use information drawn from simple or complex sampling and testing activities. There will be responsibility for ensuring the validity of the data as opposed to its accurate recording and this may involve reporting to others including colleagues and customers (both internal and external).

This unit deals with the following:

1. Collate and validate data
2. Present results

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 Collate and **validate data** against required outcomes **and requirements**
 - P3 Investigate and resolve identified deviations
 - P4 Applying tolerances, reconciling anomalies and making corrections to quantitative **data**
 - P5 Record, store and retrieve **data** in accordance with standard operating procedures
 - P6 Make corrections to **data** in accordance with **standard operating procedures**
 - P7 **Process** data correctly in order to provide usable information
 - P8 Ensure that your report draws **valid conclusions** from the presented data
 - P9 Identify the characteristics and needs of the target audience
 - P10 Adopt the most suitable method of **presentation**
 - P11 Ensure the **presentation** of results conforms to relevant procedures
 - P12 Ensure that the report includes all necessary information and is accurate, clear and concise
 - P13 Present the report to the **relevant people** within agreed timescales, using appropriate **documentation**
 - P14 Ensure that the correct documentation is completed and stored in accordance with **standard operating procedures**
 - P15 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 constitutes complete and valid **data**
- K13 What methods can be used for validating **data**
- K14 How identified deviations involving integrity, reliability and the application of relevant statistical techniques can be resolved
- K15 What procedures can be used for correcting **data**
- K16 What level of accuracy is required
- K17 What units of measurement are required
- K18 What statistical and mathematical techniques can be applied to **data**
- K19 What the procedures for recording, retrieving and correcting data are
- K20 What the likely or expected outcomes are
- K21 How to recognise anomalies in the **data** against standard operating procedures
- K22 How to interpret **data** appropriately
- K23 What the appropriate interpretive techniques to be applied to **data** are
- K24 What methods can be used to process **data**
- K25 What methods can be used for report writing
- K26 What presentational methods can be used
- K27 How you circulate reports
- K28 Who the relevant people in the organisation are

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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, 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. **Data:** oral; written; numerical; graphical
7. **Validation** factors: reliability; accuracy; deviation from expected outcomes; compliance with requirements
8. **Requirements:** collating monthly reports on results of precision testing, statistical analysis of sampling results, evaluating data as part of disputes resolution assignment
9. **Standard operating procedures:** relevant organisational requirements, instructions, departmental procedures, codes of practice, organisational regulations, in house procedures, British, European and International standards

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