

COGPPRO38

Unit 38: Plan Polymer Process Activities within Polymer Processing and Related Operations



Overview

This unit is for those with responsibility for the management of the polymer process resources and equipment. It covers planning, by monitoring process schedules or checking the human resources are available.

This unit deals with the following:

1. Plan polymer process activities

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices as they apply to you.

COGPPRO38

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Performance criteria

- You must be able to:*
- P1 Collect the information needed to prepare for the **activity**
 - P2 Identify health and safety issues and safe procedures which must be followed
 - P3 Identify the **operations** to be carried out and determine their sequence
 - P4 Establish which methods are required and what **resources** are to be used
 - P5 Identify any special requirements and incorporate them in the activity
 - P6 Estimate timescales required
 - P7 Prepare and record the activity
 - P8 Inform the appropriate people when the activity is completed
 - P9 Deal effectively with problems within your control and report those that cannot be solved in accordance with company policy

COGPPRO38

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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** which apply to the tasks necessary to meet the plan and why they are important
- K2 The specific safe working practices or regulations
- K3 The risk assessments necessary for the operation of the plan
- K4 Where to get information needed to prepare the plan
- K5 How to identify the operations to be carried out
- K6 How to determine the sequence of tasks to carry out the plan
- K7 How to establish the working methods to use
- K8 How to establish what resources are required and where to get them from
- K9 How to identify any special requirements, e.g. prioritisation, sequencing rules, technical issues, safety issues, and how to incorporate these into your plan
- K10 How to estimate timescales for the plan, including making allowances for delays
- K11 The format of presentation for the plan
- K12 How to formally record your plan
- K13 Who to inform when your plans are complete
- K14 How to communicate plans to those responsible for their implementation
- K15 Your level of authority to deal with problems which affect your planning activities, or may affect the implementation of your plans
- K16 To whom you must report issues which you cannot resolve, and the procedure for doing so

COGPPRO38

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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. **Activity:** meeting productivity targets, providing support to a process, planning and overcoming production blockages
3. **Operations:** routine and non-routine processing activities
4. **Resources:** materials, equipment, people

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