

COGPPRO46

Unit 46: Contribute to the Continuous Improvement of the Business within Polymer Processing and Related Operations



Overview

This unit is for those with responsibilities for contributing to the continuous improvement of the business by making recommendations for improving working practices.

This unit deals with the following:

1. Identify opportunities and options for improving the business
2. Develop proposals for improving the business

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 **Review** working practices to identify **opportunities** for **improvement** using valid and reliable information
 - P2 Evaluate working practices and identify rational options for **improvement**
 - P3 Record all options for **improvement**
 - P4 Consult **relevant people** about the options for **improvement**
 - P5 Ensure options are consistent with organisational requirements
 - P6 Fully and objectively evaluate the options for improvement and identify the one with the greatest potential for improving the business
 - P7 Develop a realistic and achievable **proposal** from the selected option
 - P8 Ensure that the **proposal** is consistent with organisational requirements
 - P9 Include a clear rationale for the **proposal** to enable people to evaluate potential improvements to the business
 - P10 Include sufficient detail to ensure effective implementation of the **proposal** if accepted
 - P11 Present the **proposal** to the appropriate people in a manner consistent with **organisational procedures**
 - P12 Critically reviewing working practices to identify opportunities for improvement
 - P13 Collecting valid and reliable information to review options for improvement
 - P14 Selecting realistic and achievable options for improvement and checking that these are consistent with health and safety standards, business objectives and organisational procedures
 - P15 Consulting a wide range of people to obtain their views on the feasibility of different options
 - P16 Evaluating different options and selecting the one with the greatest potential benefits to the business
 - P17 Developing the chosen option into a well structured proposal for improving working practices
 - P18 Developing a clear rationale for the proposal, using supporting evidence to justify recommendations for change
 - P19 Making sure that the proposal contains sufficient information to enable effective implementation if accepted
 - P20 Following organisational procedures for the way in which proposals should be presented

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Knowledge and understanding

You need to know and understand:

- K1 How to critically **review** working practices against relevant health and safety standards, production requirements and working procedures
- K2 The importance of using valid and reliable information when reviewing working practices and how to achieve this
- K3 How to collect, collate and evaluate information about working practices
- K4 Who should be consulted about options for improvement and how to do this
- K5 The importance of ensuring options for improvement are realistic and achievable within the organisational context in which you work
- K6 How to do a cost benefit analysis
- K7 The importance of checking **proposals** against relevant health and safety standards, production requirements and working procedures
- K8 How to structure **proposals** to suit the audience and purpose
- K9 The importance of including a clear rationale for improving working practices
- K10 The importance of clearly stating the potential benefits to be gained from the **proposals**
- K11 How supporting evidence can be used to justify your **proposals** and the information required to achieve this
- K12 How to check that **proposals** are realistic and achievable and contain sufficient detail to ensure effective implementation
- K13 Who **proposals** should be presented to
- K14 What working practices and authorisations apply
- K15 What lines of communication and procedures should be followed in a given situation
- K16 What agreed workplace health and safety procedures relate to controlling risks to health and safety and the process environment
- K17 What business objectives and production requirements apply to the working practices being reviewed

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Additional Information

Glossary

1. **Review** working practices: during normal work activities, or during a deliberate review process
2. **Opportunities**: reactive improvements and proactive improvements
3. **Improvement** to improve safety, to improve quality, to reduce costs, to save time
4. **Relevant people**: people working at the same level as you, people working at a higher level than you, people working at a lower level than you
5. **Proposal**: for improving safety, for improving quality, for more effective use of resources, for improving procedures
6. **Organisational procedures**: presentation media (e.g. written, oral, computer-generated reports), the person or people to whom proposals should be presented, format and structure of proposals, any requirement for supporting evidence (e.g. test results, data analysis, costs)

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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 O11NPOLY46

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

Suite Polymer Processing and Related Operations

Key words contribute, continuous, improvement, identify, opportunities, develop, proposals