
Overview

This unit covers the skills and knowledge you will need to plan and maintain the production process.

This unit deals with the following:

1. Process requirements
2. Schedule production
3. Monitor production

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

COGSM28

Unit 28: Plan and Monitor Production Process

Performance criteria

- You must be able to:*
- P1 Establish schedule of work according to work instructions, organisational and client
 - P2 Ensure the resources are available to achieve the production specification
 - P3 Identify any discrepancies and problems and take the appropriate action
 - P4 Monitor production to meet scheduled requirements
 - P5 Communicate and liaise with relevant personnel throughout the process
 - P6 Ensure all documentation is completed accurately for the job

COGSM28

Unit 28: Plan and Monitor Production Process

Knowledge and understanding

You need to know and understand:

- K1 How to follow Health and Safety and environmental requirements and legislation at all times
- K2 How to identify and interpret work instructions
- K3 Specification requirements
- K4 Organisational procedures and practices
- K5 How to organise and schedule workload and why it is important
- K6 Different manufacturing methods
- K7 What actions you would take if operations were disrupted
- K8 The types of problems likely to be encountered and how they are dealt with
- K9 The importance of resources availability
- K10 Production problems that may occur and how they are dealt with
- K11 How to communicate requirements for work activities
- K12 The importance of maintaining quality assurance
- K13 Why it is important to maintain good communications
- K14 How to identify improvements in operations and forward to the relevant personnel
- K15 How to complete documentation according to organisational requirements

COGSM28

Unit 28: Plan and Monitor Production Process

Additional Information

Glossary

Appropriate Action: Report, record, clarify, rectify

Production Specifications: Delivery schedule, quality, quantity, effective use of supplies

Relevant Personnel: Line manager, team leaders, supervisors, production, purchasing, sales, despatch, client

Documentation: Purchase orders for supplies, order acknowledgement, works instruction ticket

Organisational Requirements: Policies, procedures

Problems: Machine availability, availability of materials, sub-contractor availability

Production Problems: Limitations of production processes, conflict of demand, customer delays in forwarding materials, material delays, technical faults, machine breakdowns, manpower availability, bottlenecks

Work Activities/Records to Comply with: Organisational policy, practices and procedures, health, hygiene and safety legislation employment and other legal requirements, industry-specific legislation, approved codes of practice, customer requirements

Communications: Written, verbal, computer-based, practical demonstration, visual/pictorial

Relevant Health and Safety and Environmental Requirements: What your responsibilities are in respect of health and safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational/site specific procedures

COGSM28

Unit 28: Plan and Monitor Production Process

Developed by	Cogent
Version number	1
Date approved	May 2011
Indicative review date	May 2013
Validity	Current
Status	Original
Originating organisation	Cogent
Original URN	SIGN28
Relevant occupations	Professional Occupations; Engineering Professionals; Engineering and manufacturing technologies; Manufacturing technologies
Suite	SignMaking
Key words	works instructions, production specification, work schedule, operational requirements, advice, improvements, monitor, delivery specification