

SKSMSP1

Look after the work area in manufacturing sewn products



Overview

This standard is for those who organise and maintain their work areas and activities to make sure that agreed production targets and instructions are met.

The job role may involve:

1. Organising, cleaning and maintaining the work area.
2. Organising the work to ensure it flows effectively through the work area.
3. Carrying out on-going routine maintenance of tools and equipment.
4. Helping to achieve production targets.

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Performance criteria

- You must be able to:*
- P1 handle materials, machinery, equipment and tools safely and correctly
 - P2 use correct lifting and handling procedures
 - P3 use materials to minimise waste
 - P4 prepare and organise work
 - P5 maintain a clean and hazard free working area
 - P6 deal with work interruptions
 - P7 move about the workplace with care
 - P8 maintain tools and equipment
 - P9 carry out running maintenance within agreed schedules
 - P10 report the need for maintenance and/or cleaning outside your responsibility
 - P11 report unsafe equipment and other dangerous occurrences
 - P12 ensure the correct machine guards are in place
 - P13 work in a comfortable position with the correct posture
 - P14 use cleaning equipment and methods appropriate for the work to be carried out
 - P15 dispose of waste safely in the designated location
 - P16 store cleaning equipment safely after use
 - P17 carry out cleaning according to schedules and limits of responsibility
 - P18 complete and store accurate records and documentation

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Knowledge and understanding

You need to know and understand:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 how the work role fits in with the overall manufacturing process
- K4 the importance of good time keeping and attendance
- K5 the importance of minimised production costs
- K6 the importance of taking action when problems are identified
- K7 different ways of minimising waste
- K8 the importance of running maintenance and regular cleaning
- K9 effects of contamination on products i.e. machine oil, dirt
- K10 common faults with equipment and how they can be rectified
- K11 maintenance procedures
- K12 hazards likely to be encountered when conducting routine maintenance
- K13 different types of cleaning equipment and substances and their use
- K14 safe working practices for cleaning and how they are carried out
- K15 personal hygiene and duty of care
- K16 safe working practices and organisational procedures
- K17 limits of your own responsibility
- K18 ways of resolving with problems within the work area
- K19 the production process and how your specific work activities relate to the whole process
- K20 the importance of effective communication with colleagues
- K21 the lines of communication, authority and reporting procedures
- K22 the organisation's rules, codes and guidelines (including timekeeping)
- K23 the companies quality standards
- K24 the types of records kept, how are they completed and the importance of keeping them accurate
- K25 the importance of complying with written instructions
- K26 equipment operating procedures / manufacturer's instructions
- K27 statutory responsibilities under Health, Safety and Environmental legislation and regulations

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Validity	Current
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Originating organisation	Creative Skillset
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Original URN	MSP1
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Relevant occupations	Manufacturing technologies; Crafts, creative arts and design; Design Associate Professionals; Textile and Garment Trades
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Suite	Manufacturing Sewn Products; Footwear, Leathersgoods & Leather Production
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