

Plan and monitor small scale processing activities

Overview

This standard covers the competence you will need to plan and monitor small scale processing activities in accordance with approved procedures and practices.

You will be required to demonstrate that you can plan, run and monitor a small scale processing activity, taking prompt corrective action if required in accordance with workplace procedures.

The activity is likely to be undertaken by someone in a science related work setting, including individuals working in hospitals, scientific laboratories, schools and universities.

Plan and monitor small scale processing activities

Performance criteria

- You must be able to:*
- P1 ensure that your work is carried out in accordance with workplace procedures
 - P2 use safe practices and the appropriate personal protection equipment (PPE) where scientific or technical activities are performed
 - P3 identify and agree the business and scientific or technical requirements of your role in the workplace
 - P4 establish processes that deliver scientific or technical outcomes based on organisational goals and aims
 - P5 evaluate available information and consult with others to prepare plans for small scale processing activities
 - P6 establish the conditions for small scale processing and take the appropriate action to maintain them
 - P7 detail the calibration status of equipment and the preparations required for the processing operation
 - P8 submit proposed plans to the relevant people in the organisation, for approval and to assist the overall planning
 - P9 use the agreed plans to start, monitor and control delivery of small scale processing activities
 - P10 evaluate variances between what was planned and what actually happened on the activities
 - P11 take prompt corrective action, obtaining agreement from the relevant people if required, to deliver the critical processing outcomes
 - P12 gather information from implementation of the small processing plan to assist in the preparation of future plans
 - P13 present the results of the work done to the appropriate people, in accordance with departmental and organisational procedures

Plan and monitor small scale processing activities

Knowledge and understanding

- You need to know and understand:*
- K1 the health and safety requirements of the area in which you are carrying out the scientific or technical activities
 - K2 the implications of not taking account of legislation, regulations, standards and guidelines when conducting scientific or technical activities
 - K3 the scientific or technical techniques and processes you must use correctly in the workplace.
 - K4 the importance of wearing protective clothing, gloves and eye protection for scientific or technical activities
 - K5 the importance of correct identification, and any unique workplace coding system
 - K6 the organisational requirements for maintaining the security of the workplace and keeping confidential documents
 - K7 the workplace business aims and goals and the planning process
 - K8 the workplace organisational structure, its values and culture
 - K9 how your scientific or technical activities add value through delivering workplace products, services and processes
 - K10 the lines of communication and responsibilities in your department, and the links with the rest of the organisation
 - K11 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
 - K12 how to identify and assess the scientific or technical requirements of your work role
 - K13 the different ways in which you are set your agreed personal work objectives
 - K14 the different perspectives and approaches that are important when exercising autonomy or judgement about scientific or technical activities used
 - K15 the types of investigation initiated and used to review the effectiveness or appropriateness of methods, action and results of your scientific or technical work
 - K16 the consequences of breaches of quality procedures
 - K17 how to identify hazards and what action to take
 - K18 the principles and procedures for small scale processing
 - K19 the essential features of a process plan and how to establish it
 - K20 how to source and access relevant standards
 - K21 the operating conditions that are necessary to conduct the small scale processing, and how to maintain them
 - K22 why it is important to establish set procedures
 - K23 the range of equipment used for small scale processing
 - K24 why it is important to establish data recording and reporting procedures for activities
 - K25 the methods that can be used for dealing with the handling, storage and disposal of materials

Plan and monitor small scale processing activities

- K26 the cleaning materials and methods that should be used
- K27 the range of resources needed for small scale processing
- K28 the reporting procedure in the event of deviations from processing plans
- K29 the document control and reporting procedures that should be used
- K30 the reasons why effective communication is important, and the methods used for communicating effectively

Plan and monitor small scale processing activities

Scope/range

1. produce small scale processing plans for two of the following:
 - 1.1 testing the viability of a proposed large-scale manufacturing method
 - 1.2 meeting a customer's requirements for a specialist product not required in any great quantity
 - 1.3 producing small quantities of products to be used in sampling
 - 1.4 testing or other investigations such as reference standards or design evaluation

2. establish plans for all of the following controlled conditions during processing
 - 2.1 health and safety
 - 2.2 allotted time
 - 2.3 cleanliness & hygiene
 - 2.4 environment
 - 2.5 recording systems

3. set out data collection requirements for all of the following processing information:
 - 3.1 sample identification
 - 3.2 results of small scale processing
 - 3.3 calculations and data
 - 3.4 conditions of in-process test

4. consult two of the following people during the planning and running of small scale processing:
 - 4.1 supervisor
 - 4.2 team leader
 - 4.3 teacher or trainer
 - 4.4 manager
 - 4.5 head of department
 - 4.6 customer
 - 4.7 the processing team
 - 4.8 health and safety officer

5. quantify four of the following resource requirements for small scale processing activities:
 - 5.1 materials
 - 5.2 equipment
 - 5.3 financial
 - 5.4 time
 - 5.5 personnel

6. record and communicate details of work done, to the appropriate people, using:
 - 6.1 verbal report plus one method from the following:

Plan and monitor small scale processing activities

- 6.2 written or typed report
- 6.3 computer-based record
- 6.4 specific workplace documentation
- 6.5 electronic mail

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