

## Overview

This standard covers the skills and knowledge required to record and report on the results of inspection and testing activities according to defined operating procedures.

It involves completing required quality control documentation accurately and in full and in making reports to the appropriate people in line with organisational procedures. This will involve completing checklists and written documentation and in making verbal and written reports on the results of inspection and test activities.

Your responsibilities will require you to comply with organisational policy and procedures for the activities undertaken, and to report any problems with the activities that you cannot personally resolve, or are outside your permitted authority, to the appropriate people. You will be expected to work with a minimum of supervision, taking personal responsibility for your actions and the quality and accuracy of the work that you carry out.

Your underpinning knowledge will be sufficient to provide a sound basis for your work, and to adopt an informed approach to recording and reporting the information accurately and legibly. You will understand the principles of inspection and testing and the importance of accurate, clear and complete records in order to provide a sound background for carrying out the activities.

You will understand the safety precautions required when working within the manufacturing environment. You will be required to demonstrate safe working practices throughout, and will understand the responsibility you owe to yourself and others in the workplace.

This standard on recording and reporting the results of inspection and testing involves:

1. maintaining accurate, clear and complete records
2. providing reports on inspection and test results in a timely fashion
3. reporting unsolvable problems, or problems that you are not responsible for, to the appropriate person
4. working in ways which maintain the safety of yourself and others

## Performance criteria

*You must be able to:*

1. work safely at all times, complying with health and safety, environmental and other relevant regulations, directives and guidelines
2. obtain and use the correct quality control documentation for the manufacturing method and product
3. record the results of the inspection activities in the appropriate format
4. record inspection and test results accurately and legibly
5. record all required details of the inspection and test activities and results
6. pass completed records on to the correct person/location
7. provide required reports on time and through the correct channels of communication
8. report any problems that you cannot solve or are outside your permitted authority to the appropriate person

## Knowledge and understanding

*You need to know and understand:*

1. the relevant health and safety requirements of the work area in which you are recording the results of inspection/testing activities
2. the specific safe working practices, sampling collection, testing procedures and environmental regulations that need to be observed
3. how to obtain the necessary quality control documentation that is used
4. how to complete quality control documentation
5. why it is important to complete documentation accurately and legibly
6. when quality control documentation should be completed
7. what information needs to be recorded in relation to the manufacturing method and sample type
8. what use is made of quality control documentation by the organisation
9. where/to whom you should pass on completed records
10. potential problems associated with completing records and passing on reports, how they can be avoided and what can be done if they arise
11. how to report any problems you are not able to deal with yourself and why it is important to report problems immediately
12. what your responsibilities are with regard to the reporting lines and procedures in your working area
13. who the appropriate people are to whom records should be passed and problems reported to

**Scope/range related  
to performance  
criteria**

1. Use the correct documentation for **one** of the following:
  1. hand manufacturing operations
  2. fully automated machine operations
  3. manually operated machine operations
  4. combined manufacturing operations
  5. computer controlled operations
  
2. Recording formats to include **two** of the following:
  1. check box/tick list
  2. written
  3. electronic
  
3. Details to be recorded to relate to **two** of the following as appropriate to the process:
  1. visual inspection
  2. analysis testing
  3. functional operation
  4. measurement
  5. other specific test/inspection
  
4. Reports to be presented to include **two** of the following:
  1. oral
  2. written
  3. electronic
  4. other specific method
  
5. Records completed related to **both** of the following sampling procedures:
  1. random
  2. defined (such as first/final)
  
6. Report problems that you cannot solve and or outside your permitted authority to the appropriate person to include **one** of the following:
  1. team leader
  2. production supervisor
  3. quality control supervisor

## Recording and reporting inspection and test results

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