

## Overview

This standard identifies the competences you need to hand over a prepared machine tool to production operators, in accordance with approved procedures. You will have either set up the machine yourself and are now handing it over to a machine operator to complete the required production operations, or are responsible for ensuring that a prepared machine already in production is handed over to a new shift operator. This will involve checking that the machine functions safely and correctly, that there are sufficient materials and consumables available for the work to be carried out, that all the required quality control instruments and gauges are available and correctly set/calibrated, and that the machine is producing the components to the required specification.

You must then demonstrate the operation of the machine to the operator, highlighting all the necessary key stages of performance, specific techniques to be used, and aspects of safety that require particular attention. You will be required to ensure that the operator is operating the machine safely and correctly before leaving him/her to perform the tasks unsupervised. Periodic checking of the finished components, making adjustments to settings to achieve specification, and solving machine-related problems during production, will also form part of your role.

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

Your underpinning knowledge will provide a good understanding of your work, and will provide an informed approach to applying coaching and handover procedures. You will understand the equipment being handed over, and its application, and will know about the operating procedures, potential problems and operating training requirements, in adequate depth to provide a sound basis for enabling the operators to carry out the activities to the required specification.

You will understand the safety precautions required when working with the machine

and its associated equipment. You will be required to ensure that the production operator demonstrates safe working practices throughout, and that they understand the responsibility they owe to themselves and others in the workplace.

## Performance criteria

*You must be able to:*

1. work safely at all times, complying with health and safety and other relevant regulations, directives and guidelines
2. check the machine and equipment is in a safe and usable condition to hand over
3. ensure that the prepared machine is producing the components to the required specification
4. demonstrate the correct operation of the machine to the production operator
5. ensure the production operator understands the operation of the machine and the production requirements
6. make periodic checks of the production and, where appropriate, adjust machine settings to maintain the required output quality
7. deal promptly and effectively with problems within your control and report those that you cannot solve
8. maintain appropriate records of the hand over, in accordance with organisational procedures

## Knowledge and understanding

### *You need to know and understand:*

1. how to work safely at all times, complying with health and safety and other relevant regulations, directives and guidelines
2. the hazards associated with the particular machine and its operation, and how this needs to be communicated to the operator
3. the specific personal protective clothing and equipment (PPE) to be worn for the particular activities, and how this is obtained
4. the need to be extra vigilant when training new and inexperienced machine operators to carry out the tasks
5. the items that you need to check before handing over the machine to the production operator (the machine is in a fit and safe condition, the tooling is sharp and undamaged, the machine produces components to specification)
6. the need to give the operator a practical demonstration of the machine operation, and how this is best achieved
7. practical training techniques, including questioning and reinforcement techniques, to ensure the required operations are understood
8. how to vary your approach with the training, depending on the experience of the production operator
9. the need to ensure that the production operators are working safely and competently before leaving them to complete the production operations
10. how to create and maintain effective working relationships with the operators
11. organisational documentation and procedures for training and handover activities
12. the extent of your own responsibility and to whom you should report if you have problems that you cannot resolve

## Scope/range related to performance criteria

1. Confirm that the installation is ready for production operations, to include checking all of the following:
  - 1.1 the machine is correctly set up and ready for the required production operations
  - 1.2 supplies of components and consumables are adequate and correctly prepared
  - 1.3 all safety equipment is in place and functioning correctly
  - 1.4 all machine functions operate correctly
  - 1.5 appropriate quality control instruments and gauges are available and correctly calibrated
2. Carry out correct handover procedures for one type of machine tool from the following:
  - 2.1 manual machines
  - 2.2 semi-automatic machines
  - 2.3 fully automatic machines
  - 2.4 computer controlled machines
  - 2.5 power presses
  - 2.6 other specific type of machine
3. Carry out handover procedures which include all of the following:
  - 3.1 demonstrating the operation of the machine to the production operator
  - 3.2 explaining all the key stages and specific operation techniques required
  - 3.3 highlighting critical areas to be observed (such as safety, specific tolerances or finish)
  - 3.4 observing the operator in action and correcting any errors or inappropriate working practices
  - 3.5 ensuring the operator is working safely and competently before leaving them to carry on with production
  - 3.6 making periodic checks of performance and production quality
4. Carry out handover procedures on two of the following categories of production operators:
  - 4.1 experienced operators on the particular type of equipment being used
  - 4.2 experienced operators on machines but not the equipment being used
  - 4.3 new or inexperienced operators

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