SEMTS219

Assisting in obtaining resources for engineering activities

Overview

This standard identifies the competences you need to support colleagues in obtaining resources (such as materials, drawings, people, equipment and documentation) for the implementation of engineering activities, in accordance with approved procedures. You will be required to apply appropriate methods and approaches for specifying and obtaining the resources. You will also be required to highlight any deviations from agreed schedules to the relevant people.

Your responsibilities will require you to comply with organisational policy and procedures for obtaining the resources for the engineering activities, and to report any problems that you cannot personally resolve, or that are outside your permitted authority, to the relevant people. You will be expected to work to instructions, either alone or in conjunction with others, taking personal responsibility for your own actions and for 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 will enable you to adopt an informed approach to obtaining resources for the specified engineering activities. You will have an understanding of the engineering activities for which the resources are required, in sufficient detail to enable you to carry out the activities to the required standards.

You will be aware of any health, safety and environmental requirements applicable to the engineering activities for which the resources are being obtained. You will be required to demonstrate safe working practices throughout, and will understand the responsibility you owe to yourself and others in the workplace.

Performance criteria

You must be able to:

P1 assess the engineering requirements and any factors that could affect them

P2 specify the resources required for the engineering activities

P3 consult with all relevant people on the resources that are available

P4 use appropriate organisational procedures to obtain the required resources

P5 deal with problems within your control and report those that cannot be solved

P6 complete and store all relevant documentation in accordance with organisational requirements

Knowledge and understanding

You need to know and understand:

K1 how to access information on health and safety regulations and guidelines relating to the engineering activities to be used and the resources required

K2 the implications of not taking account of legislation, regulations, standards and guidelines when obtaining resources

K3 how to obtain information on the engineering activities and resource requirements, and the types of information available

K4 the organisational procedures that should be used when obtaining resources

K5 how to access and use the appropriate information and documentation systems

K6 the types of resource that will need to be obtained for the planned engineering activities

K7 how to assess the resources that will be required

K8 the main types of resources involved with different types of engineering activity

K9 the factors to be taken into account when determining resources, especially those covering working conditions and safety

K10 how to verify that the resources identified are suitable, and are available within or to the organisation

K11 the development of the resource documentation

K12 the procedures for changing the resource requirements, and why control procedures are used

K13 the importance of maintaining records on resource requirements; what needs to be recorded, and where records are kept

K14 the different ways of presenting information to different people

K15 the importance of providing the right information at the right time

K16 the types of issues that can occur when obtaining resources, and how these issues can be overcome

K17 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. Carry out all of the following when determining and obtaining the required resources:
   - 1.1 use the correct issue of company information
   - 1.2 collect relevant information on the engineering requirements
   - 1.3 use the information collected to determine the resources required
   - 1.4 identify potential issues which may influence the provision of the resources
   - 1.5 check that the appropriate resources will be available at the time they are required
   - 1.6 ensure that health and safety regulations, environmental issues, safe working practices are taken into account
2. Determine and obtain resources for one of the following engineering activities:
   - 2.1 drawing/design activities (such as mechanical, electrical/electronic, motor vehicle, aerospace, marine)
   - 2.2 manufacturing activities (such as machining, detail fitting, fabrication of components, pressing)
   - 2.3 material processing activities (such as heat treatment, casting, injection moulding, purification)
   - 2.4 composite manufacture (such as wet lay-up, pre-preg laminating, resin infusion, blow moulding)
   - 2.5 finishing activities (such as stripping finishes, painting, plating, anodising, veneering, lacquering)
   - 2.6 assembly activities (such as mechanical, structural, fluid power, electrical/electronic, woodworking)
   - 2.7 installation activities (such as mechanical, electrical/electronic, avionic, structural, environmental equipment)
   - 2.8 plant and equipment (such as site preparation, plant layout, equipment changeover, equipment replacement)
   - 2.9 equipment capability studies/performance measurement
   - 2.10 movement of materials, components or finished goods
   - 2.11 engineering safety audits or risk assessments
   - 2.12 business improvement activities
   - 2.13 quality control/quality assurance
   - 2.14 maintenance activities
   - 2.15 modification and repair activities
   - 2.16 commissioning/decommissioning
   - 2.17 testing and trialling
   - 2.18 research and development
   - 2.19 engineering support services
3. Obtain relevant information from the appropriate information source, including two of the following:
   - 3.1 work orders
   - 3.2 purchase orders
   - 3.3 plans/designs
   - 3.4 contracts

3.5 schedules
3.6 planning documentation
3.7 quality standards
3.8 standard operating procedures
3.9 equipment or materials supplier information
3.10 production control documentation
3.11 customer requirements

4. Obtain/arrange for the supply of four of the following types of resource:
4.1 the documentation to be used (such as drawings, specifications, quality assurance, surveys)
4.2 people required who have the necessary skills and knowledge
4.3 the space/work area in which to carry out the engineering activities
4.4 the raw materials required (such as type and specification of material, form of material, amount of material)
4.5 consumable materials required (such as welding accessories, masking mediums, lubricants, cutting compounds)
4.6 bought-in standard components (such as bearings, electrical or electronic components, fluid power components, mechanical fasteners)
4.7 equipment required (such as hand tools, power tools, machinery, lifting and handling equipment)
4.8 measuring or test equipment (such as mechanical measuring, electrical measuring)
4.9 any outside support services required (such as material treatments, specialist lifting and moving equipment)
4.10 special/specific safety equipment required (such as fume extraction, fire equipment, environmental protection)

5. Record the resource details in the appropriate information systems, and inform the appropriate people that the required resources are available, using one of the following methods:
5.1 specific company documentation
5.2 written or typed report
5.3 verbal report
5.4 electronic mail

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Developed by	Enginuity
Version Number	3
Date Approved	31 Mar 2026
Indicative Review Date	01 Apr 2029
Validity	Current
Status	Original
Originating Organisation	Enginuity
Original URN	SEMTS2-19
Relevant Occupations	Engineering, Engineering and Manufacturing Technologies
Suite	Engineering Technical Support Suite 2
Keywords	Engineering; technical support; resources; engineering activities; materials; drawings; people; equipment; documentation; schedules