

## Overview

This standard is about reviewing production processes and identifying opportunities for improvement.

This standard includes reviewing production processes, selecting feasible changes to production processes, estimating resources and costs, presenting proposed changes to others for agreement, informing those in production about changes and checking that revised processes are effective.

This standard is for those who work in production and have the responsibility to review the production process and identify opportunities to improve production.

## Performance criteria

### *You must be able to:*

1. review production processes at appropriate times
2. use review information to identify areas where improvements might be made
3. consult relevant people about possible courses of action for improvement
4. select feasible options that comply with the organisation's objectives, customer requirements and regulations
5. produce realistic estimates of required resources and costs of changes to production processes
6. present clear and complete information about proposals to relevant people
7. ensure that sufficient information about agreed changes to processes and specifications is given to people involved in implementation
8. verify that changes to processes have been effective at appropriate times
9. comply with written instructions relating to improving production methods and processes
10. complete required forms, records and other documentation with accurate information
11. work to legal requirements, standards and regulations, policies, procedures and professional codes at all times

## Knowledge and understanding

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

1. types and nature of raw materials used
2. the organisation's production methods and techniques
3. how to conduct a review process, what to look for and how to collate the information
4. who to involve in consultation, decision making and implementation
5. how to consult with others in a manner which ensures their views and opinions are gained
6. how to manage discussions and meetings so that objectives are met within allocated timescales
7. the organisation's current objectives and how to relate them to production reviews
8. health, safety and environmental regulations relating to production work
9. the requirements of customers and how to apply those to production processes for which you are responsible
10. the organisation's policies about ethical production and sustainability
11. the effects of wastage on operations and sustainability
12. how to identify resource and cost implications of proposals
13. the organisation's rules, codes, guidelines and standards
14. the organisation's record keeping requirements
15. statutory responsibilities under health and safety and environmental legislation and regulations
16. common hazards in the work area and workplace procedures for dealing with them
17. the hazards associated with the machines and the safety precautions that must be taken

Improve production methods and processes

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**Originating Organisation** Creative Skillset

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**Relevant Occupations** Crafts, Creative Arts and Design, Design Associate Professionals, Footwear Officer, Footwear Specialist, Supervisor, Textile and Garment Trades

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**Suite** Footwear, Leather Production and Leathergoods

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