
Overview

This standard identifies the competences you need to hand over and confirm the completion of mould, press tool or die equipment, ready for production/manufacturing operations, in accordance with approved procedures. This will involve checking that all try-out procedures have been carried out successfully, that all instruments and gauges have been set/calibrated, and that the equipment is producing the components to the required specification.

You will be required to ensure that the recipient/operator is made aware of all operating procedures, safety and environmental requirements before handing over the equipment. Checking of the initial finished components, making adjustments to settings to achieve specification, and solving equipment-related problems during preliminary production runs, will also form part of your role. Where appropriate, you will be expected to demonstrate the operation of the equipment to the recipient/operator, highlighting all the necessary key stages of performance, specific techniques or procedures to be used, and aspects of safety that require particular attention.

Your responsibilities will require you to comply with organisational policy and procedures for the 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 demonstrate a good understanding of your work, and will provide an informed approach to applying appropriate mould, press tool or die handover procedures. You will understand the equipment being handed over, and its application, and will know about the operating procedures, potential problems and operation 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 die and tool equipment, and with other associated equipment. You will be required to demonstrate safe working practices throughout, and will understand your responsibility for taking the necessary safeguards to protect yourself 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 that 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 that 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 handover, in accordance with organisational procedures

Knowledge and understanding

You need to know and understand:

1. the health and safety requirements of the area in which the handover is to take place, and the responsibility they place on you
2. the hazards associated with the particular tool and die equipment and its operation, and how these need to be communicated to the recipient/operator
3. the importance of wearing protective clothing and other appropriate safety equipment (PPE) during the handover, and where it may be obtained
4. the checking process to be followed before handing over the equipment (such as are the safety and quality systems operable, does the equipment function to specification)
5. the appropriate handover procedure (depending where the handover takes place)
6. the need to confirm that the other person understands the equipment operating procedures before leaving them to operate the equipment
7. the importance of ensuring that the person you are handing over the equipment to accepts that it is in a satisfactory condition
8. the organisational documentation procedures with regard to handover
9. how to create and maintain effective working relationships with appropriate people (such as encouraging, helping, politeness, open discussions both ways)
10. the problems that can occur during handover, and how they can be overcome
11. how to give a practical demonstration of the equipment operation, and how this is best achieved
12. practical training techniques (including questioning and reinforcement techniques, to ensure the required operations are understood)
13. the extent of your own responsibility and whom you should report to if you have problems that you cannot resolve

Scope/range related to performance criteria

1. Carry out handover procedures for **one** of the following conditions:
 1. equipment sited in-house
 2. equipment sited at customers premises
2. Carry out the correct handover procedures for **one** of the following:
 1. press tool
 2. injection mould tool
 3. blow mould tool
 4. vacuum tool
 5. die tools
3. Confirm that the tool and die equipment is ready for production/manufacturing operations, to include checking **all** of the following:
 1. the equipment has successfully completed try-out operations
 2. confirmation of equipment completeness and that safety requirements have been met
 3. all safety equipment is in place and is functioning correctly
 4. all die and tool equipment and associated equipment functions correctly
 5. appropriate instruments and gauges are correctly calibrated
 6. the end product meets specification
4. Carry out handover procedures which include **all** of the following:
 1. where appropriate, demonstrating the operation of the equipment to the recipient/operator
 2. identifying all the key stages and specific operation techniques required
 3. highlighting critical areas to be observed (safety, specific tolerances or finish)
 4. making periodic checks of equipment performance and product quality
5. Complete the relevant paperwork, including **one** from the following, and pass it to the appropriate people:

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1. job card
 2. completion log or report
 3. other handover paperwork

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