

## Overview

This unit covers the skills and knowledge you will need to move and transport materials, which could be expected to include raw materials, components or finished products, to their correct location within a manufacturing operations environment. This will include the use of manual lifting and handling techniques and the use of mechanical equipment such as sack barrows and hand operated mechanical or hydraulic lifting and moving equipment.

This will involve choosing the right equipment to use to move the materials, loading the materials correctly and following instructions when moving the materials to their intended destination. You will be expected to return the equipment to its correct position on completion of the activities and leave it in a safe condition in accordance with operating procedures and taking account of all health and safety requirements. Meeting production requirements will be an important issue and your records must show consistent and satisfactory performance.

Your responsibilities will require you to comply with organisational policy and procedures for moving the materials, and to report any problems to the appropriate people. You will be expected to work to instructions, taking personal responsibility for your actions and the work that you carry out. You will also be expected to complete any necessary documentation.

Your underpinning knowledge will be sufficient to provide a sound basis for your work, and mean that you can adopt an informed approach to applying the required work instructions and lifting and moving procedures. You will have an understanding of the lifting and moving techniques used, and their application. You will know about the lifting and moving equipment, and materials to be moved, in adequate depth to provide a sound background for carrying out the activities to the required standard.

You will understand the safety precautions required when working with the lifting and moving equipment. 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 unit on moving materials involves:

1. choosing the correct equipment to move the materials
2. loading the materials safely and correctly
3. moving the materials
4. reporting problems to the appropriate person
5. completing any necessary documentation

## **SEMPMO103** - SQA Unit Code H03K 04

### Moving materials within manufacturing operations

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6. working in ways which maintain the safety of yourself and others

## **SEMPMO103** - SQA Unit Code H03K 04

### Moving materials within manufacturing operations

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#### **Performance criteria**

*You must be able to:*

- P1 work safely at all times, complying with health and safety, environmental and other relevant regulations and guidelines
- P2 choose the right equipment and techniques to move the materials
- P3 check that the materials to be moved are in a suitable condition
- P4 move the materials to their correct location in accordance with instructions
- P5 report any problems immediately to the appropriate persons
- P6 return any equipment you have used to its correct location on completion of the activities and leave it in a safe and reusable condition
- P7 complete documentation when necessary

## SEMPMO103 - SQA Unit Code H03K 04

### Moving materials within manufacturing operations

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#### Knowledge and understanding

*You need to know and understand:*

- K1 what are the relevant health and safety requirements of the work area in which you are carrying out the material moving operations
- K2 what are the specific safe working practices, lifting and moving procedures and regulations that need to be observed
- K3 what are the hazards associated with carrying out the material moving operations
- K4 what personal protective equipment needs to be used during the material movement activities and where can it be obtained
- K5 how to make sure that you have the necessary job instructions, lifting and moving equipment operating procedures
- K6 what tools and equipment are used for the material movement operations undertaken and how to check that they are in a safe and usable condition
- K7 how to apply manual lifting techniques when lifting alone and with the assistance of others
- K8 what specific moving operations are being performed
- K9 why it is important to move the materials to their correct location
- K10 what problems may occur in the moving of materials
- K11 how to identify problems and who to report those problems to
- K12 why is it important to return the equipment to its correct location on completion of the activities, store it correctly, and leave it in a safe and reusable condition
- K13 what documentation may need to be completed
- K14 what your responsibilities are with regard to the reporting lines and procedures in your working area
- K15 who are the appropriate people and what are their responsibilities within your working area

### Additional Information

#### Scope/range related to performance criteria

You must be able to:

1. Follow the relevant lifting and moving procedures and safety requirements to include **all** of the following:
  - 1.1. health and safety regulations
  - 1.2. lifting and moving equipment operating instructions
  - 1.3. safe working practices
  - 1.4. company standards and procedures
  - 1.5. job instructions
  
2. Move materials using **one** or more of the following types of equipment:
  - 2.1. hand operated
  - 2.2. power operated
  
3. Carry out **all** of the following checks when moving materials:
  - 3.1. the materials are as specified on the documentation
  - 3.2. the materials are stacked safely
  - 3.3. the load is secure
  - 3.4. there are no restrictions or obstacles preventing movement of the materials
  
4. Move materials to include **one** of the following:
  - 4.1. production materials
  - 4.2. finished products or components
  - 4.3. consumable materials
  - 4.4. waste or scrap
  
5. Carry out lifting and carrying techniques to include **two** of the following:
  - 5.1. lifting alone
  - 5.2. lifting with assistance from others
  - 5.3. lifting with mechanical assistance
  
6. Carry out safe and correct manual lifting techniques to include **two** of the following
  - 6.1. lifting from ground level
  - 6.2. lifting from waist high
  - 6.3. lifting from overhead
  - 6.4. lifting from an angle
  - 6.5. lifting from below ground level
  
7. Report problems to the appropriate person to include **one** of the following:
  - 7.1. supervisor
  - 7.2. team leader

## **SEMPMO103** - SQA Unit Code H03K 04

### Moving materials within manufacturing operations

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#### 7.3. quality control

## **SEMPMO103** - SQA Unit Code H03K 04

### Moving materials within manufacturing operations

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