

Overview

This unit covers the skills and knowledge you will need to get ready for the manufacturing operations.

This will involve preparing for the manufacturing operations according to defined company procedures, whilst taking account of all health and safety requirements. You will be expected to prepare your work area in readiness for the manufacturing operations and this will include ensuring correct layout of tools and materials, maintaining accessibility for receipt and removal of materials and ensuring that the area is free from obstructions or potential hazards. You will need to check that all tools and equipment are in a safe condition and are operating correctly, and enough materials are available for the operation. Any incorrect documentation, equipment tools and / or materials should be promptly reported to the appropriate person.

Your responsibilities will require you to comply with organisational policy and procedures for the preparation activities undertaken, and to report any problems with the preparation activities to the appropriate people. You will be expected to work to instructions, taking personal responsibility for your actions and the quality of 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 to adopt an informed approach to applying the required work instructions and preparation procedures. You will have an understanding of the work area, equipment and material preparations required, in adequate depth to provide a sound background for carrying out the activities safely and correctly. You will understand why your actions are important in the manufacturing operation.

You will understand the safety precautions required when carrying out the preparations, especially those that may involve machinery. 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 preparing for manufacturing operations involves:

1. preparing work area, equipment and materials
2. confirming the status of the work area and equipment
3. completing any necessary documentation
4. working in ways which maintain the safety of yourself and others

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Getting ready for manufacturing operations

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 ensure you have the correct job instructions and any relevant preparation procedure specifications, and that you understand them
 - P3 carry out work area preparations according to procedure specification
 - P4 check that equipment is in a safe and usable condition
 - P5 make sure that the materials are available for the operation
 - P6 report any problems to the appropriate person
 - P7 maintain a safe and organised work area at all times
 - P8 confirm preparations are correct and complete

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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 preparation activities
- K2 what are the specific safe working practices that need to be observed whilst carrying out the preparations
- K3 what are the hazards associated with carrying out the preparation activities and how can they be minimised
- K4 what personal protective equipment needs to be used during the preparation activities and where can it be obtained
- K5 how to obtain the necessary job instructions and tools and equipment preparation procedures
- K6 how the work area needs to be laid out
- K7 what material preparations may be required
- K8 what preparation checks need to be taken on the tools and/or equipment that you will use
- K9 how to identify problems with preparation and who to report them to
- K10 why it is important to report problems immediately
- K11 what the arrangements are for the receiving and removal of materials and products
- K12 what your responsibilities are with regard to the reporting lines and procedures in your working area
- K13 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 relevant preparation procedures and safety requirements to include **all** of the following:
 - 1.1. health and safety regulations
 - 1.2. safe working practices
 - 1.3. company procedures
 - 1.4. job instructions

2. Prepare and maintain the work area to include **all** of the following:
 - 2.1. accessibility for receipt and removal of materials
 - 2.2. freedom from obstructions and hazards
 - 2.3. equipment and material correctly in place

3. Checking equipment for manufacturing operations to include **one** of the following:
 - 3.1. machinery
 - 3.2. process plant
 - 3.3. tools (hand held and portable)
 - 3.4. material handling arrangements
 - 3.5. equipment specific to the operation

4. Making materials available for manufacturing operations to include **one** of the following:
 - 4.1. production materials
 - 4.2. consumable materials

5. Report problems to the appropriate person to include **one** of the following:
 - 5.1. supervisor
 - 5.2. team leader
 - 5.3. quality control

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