

### Overview

This unit covers the skills and knowledge you will need to receive incoming materials into the workplace.

This involves preparing for and receiving the materials according to defined company procedures, and taking account of all health and safety requirements. You will be expected to prepare your work area in readiness for the receipt of the materials and this will include ensuring accessibility for receipt and removal of the materials and ensuring the area is free from obstructions or potential hazards. You will need to check that the materials conform to the relevant specification/s, and that sufficient materials are available for the manufacturing operations being performed. Any incorrect documentation or materials should be promptly reported to the appropriate person.

Your responsibilities will require you to comply with organisational policy and procedures for the receipt of the materials, and to report any problems with the materials to the relevant 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, 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 and receipt of the incoming materials, especially those involving the use of lifting or 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 receiving incoming materials involves:

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

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## Receiving incoming materials

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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 ensure you have the correct job instructions and any relevant material specifications
- P3 carry out work area preparations for the receipt of the incoming materials according to specified procedures
- P4 make sure that you take account of any additional safety requirements specific to incoming materials
- P5 carry out receipt of the incoming materials according to specified operating procedures
- P6 confirm that the materials meet the specification for type, quantity and quality
- P7 report any problems immediately to the appropriate person
- P8 maintain a safe and organised work area at all times
- P9 confirm materials are correct and complete

### 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 receipt of the materials
- K2 what are the specific safe working practices that need to be observed whilst carrying out the receipt of materials
- K3 what are the hazards associated with carrying out the receipt of the materials
- K4 what personal protective equipment needs to be used and where can it be obtained
- K5 how to obtain the necessary job instructions, material specifications and preparation procedures
- K6 how the work area needs to be laid out, in readiness for the receipt of the materials
- K7 what the arrangements are for receiving the materials
- K8 what checks are needed to make sure materials meet the required specification
- K9 what problems can occur, how to identify them and who to report them to
- K10 what your responsibilities are with regard to the reporting lines and procedures in your working area
- K11 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 procedures and safety requirements for the receipt of the materials to include **all** of the following:
  - 1.1. health and safety and environmental 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. correct material layout
  
3. Receive materials for manufacturing operations to include **one** of the following:
  - 3.1. production materials
  - 3.2. consumable materials
  
4. Report problems to the appropriate person to include **one** of the following
  - 4.1. supervisor
  - 4.2. team leader
  - 4.3. quality control

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