

Overview

This unit covers the skills and knowledge you will need to carry out finishing operations on materials or products that is used to either; enhance its appearance, increase its protection or improve its safety properties. Examples of this could be applying decorative coatings, applying protective coatings, removing sharp edges -----etc.

This will involve producing finished products according to defined operating procedures. You will be expected to monitor and control the finishing operation, minimising any waste, making adjustments within the limits of your permitted authority and ensuring that the completed components are to the required specification. Meeting production targets will be an important issue and your production records must show consistent and satisfactory performance.

Your responsibilities will require you to comply with organisational policy and procedures for the finishing activities undertaken, and to report any problems with the finishing activities that you cannot personally resolve, or are outside your permitted authority to the appropriate people.

You will be expected to work to instructions, with minimum supervision, taking personal responsibility for your actions and for the quality and accuracy of the work that you produce. You will also be expected to complete any necessary documentation accurately and legibly.

Your underpinning knowledge will be sufficient to provide a sound basis for your work, and will enable you to adopt an informed approach to applying the required work instructions and finishing procedures. You will have an understanding of the finishing operation used, and its application, and will know about the equipment, materials and consumables in adequate depth to provide a sound background for carrying out the activities, making allowable adjustments when required, to ensure that the required specification is achieved.

You will understand the safety precautions required when working with the finishing tools and 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 finishing products involves:

1. working with minimum supervision
2. using the correct tools, equipment and materials for the finishing operation

SEMPMO213 - SQA Unit Code H04G 04

Finishing products

3. performing the finishing operation
4. monitoring and controlling the finishing operation
5. making adjustments within your permitted authority
6. reporting unsolvable problems or problems that you are not responsible for, to the appropriate person
7. completing any necessary documentation accurately and legibly
8. working in ways which maintain the safety of yourself and others

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 obtain and follow the correct job instructions and any relevant finishing procedure and quality specifications
- P3 use the correct finishing tools, equipment, materials for the finishing operations being performed
- P4 perform the finishing operation according to instructions and safe operating procedures
- P5 follow the correct sequence of events in the finishing operation
- P6 monitor and control the finishing operation and identify any faults, variations or problems that occur
- P7 make any necessary adjustments within your permitted authority
- P8 report any problems that you cannot solve or are outside your permitted authority to the appropriate person
- P9 minimise any waste during the finishing operation
- P10 produce finished products which comply with the finishing specification and quality requirements
- P11 work to achieve your production targets
- P12 deal appropriately with finished components and complete any necessary documentation accurately and legibly

SEMPMO213 - SQA Unit Code H04G 04

Finishing products

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 finishing operations
- K2 what are the specific safe working practices, finishing procedures and environmental regulations that need to be observed
- K3 what are the hazards associated with carrying out the finishing operations and how can they be minimised
- K4 what actions need to be taken in case of emergencies
- K5 what personal protective equipment needs to be used during the finishing activities and where can it be obtained
- K6 how to obtain the necessary job instructions, operating procedures and finishing specifications that are used, and how to interpret them
- K7 what tools and equipment are used for the finishing operations undertaken and how to check that they are in safe and usable condition
- K8 how to operate, monitor and control the finishing equipment to achieve the required specification
- K9 what are the specific finishing operations to be performed
- K10 why it is important to follow the specified finishing sequence and procedure at all times
- K11 what methods can be used to minimise waste during finishing operations
- K12 what faults, problems or variations can occur in the finishing operation
- K13 how to identify faults, problems or variations in the finishing operation
- K14 what allowable adjustments can you make to achieve specification in the finishing operation
- K15 why it is important to report faults, variations or problems that are outside your permitted authority and or you cannot solve
- K16 how to check the quality of the finished components, against the required quality standards and what tools and equipment are used
- K17 what documentation may need to be completed, and why it is important to complete it accurately and legibly
- K18 what your responsibilities are with regard to the reporting lines and procedures in your working area
- K19 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 finishing procedures and safety requirements to include **all** of the following:
 - 1.1. health and safety regulations
 - 1.2. finishing equipment / tool operating instructions
 - 1.3. safe working practices
 - 1.4. company standards and procedures
 - 1.5. job instructions

2. Perform finishing operations using **one** of the following methods:
 - 2.1. hand finishing operations
 - 2.2. fully automated machine finishing operations
 - 2.3. manually operated machine finishing operations
 - 2.4. combined finishing operations

3. Carry out checks of the finished products to include **all** of the following:
 - 3.1. completeness of finishing operations
 - 3.2. freedom from deformity
 - 3.3. quality of finish and appearance
 - 3.4. freedom from contamination
 - 3.5. freedom from damage

4. Make permitted adjustments to solve production faults, variations or problems related to **two** of the following:
 - 4.1. quality
 - 4.2. operational safety
 - 4.3. accuracy
 - 4.4. manufacturing changes
 - 4.5. material utilisation
 - 4.6. productivity

5. Report problems that you cannot solve and or are outside your permitted authority to the appropriate person to include **one** of the following:
 - 5.1. supervisor
 - 5.2. team leader
 - 5.3. quality control

6. Work to achieve production targets for **both** of the following:
 - 6.1. output
 - 6.2. quality

SEMPMO213 - SQA Unit Code H04G 04

Finishing products

Developed by	SEMTA
Version number	1
Date approved	July 2003
Indicative review date	December 2012
Validity	Current
Status	Original
Originating organisation	SEMTA
Original URN	2.13
Relevant occupations	Engineering and manufacturing technologies; Manufacturing technologies; Process, Plant and Machine Operatives; Process Operatives
Suite	Performing Manufacturing Operations Suite 2
Key words	joining, manufacturing, operations, equipment, machine, hand, tool, manually, automated, soldering, bonding, gluing, brazing