

# SKSTEX14 - SQA Unit Code H9E9 04

## Prepare for textile manufacturing operations



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### Overview

This standard is for those who carry out essential preparatory operations.

The job role may involve:

1. Preparing for work operations
2. Gathering resources
3. Ensuring equipment is in good order to meet requirements

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### Performance criteria

- You must be able to:*
- P1 keep the work area clean, safe and free from waste and obstructions
  - P2 receive and interpret work instructions
  - P3 identify and select resources to meet specifications and maintain continuity of work operations
  - P4 make equipment ready for use in order to meet work instructions
  - P5 organise the work area to ensure efficiency during work operations
  - P6 protect resources from damage and contamination
  - P7 take action when resources and equipment do not meet requirements
  - P8 carry out preparation activities safely within agreed timescales following agreed procedures
  - P9 complete and store accurate records and documentation

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### Knowledge and understanding

*You need to know and understand:*

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 work operations and specifications to be followed
- K4 preparation activities prior to work operations
- K5 characteristics of materials to be processed and how to handle them
- K6 capabilities of equipment to be used and actions to be taken when it does not conform to specification
- K7 importance of maintaining a clean and safe work area
- K8 the importance of achieving quality and its relation to the end user / customer
- K9 the production process and how your specific work activities relate to the whole process
- K10 safe working practices and organisational procedures
- K11 limits of your own responsibility
- K12 ways of resolving with problems within the work area, and within limits of personal responsibility
- K13 the production process and how your specific work activities relate to the whole process
- K14 the importance of effective communication with colleagues
- K15 the lines of communication, authority and reporting procedures
- K16 the organisation's rules, codes and guidelines (including timekeeping)
- K17 the companies quality standards
- K18 the types of records kept, how are they completed and the importance of keeping them accurate
- K19 the importance of complying with written instructions
- K20 equipment operating procedures / manufacturers' instructions
- K21 statutory responsibilities under Health, Safety and Environmental legislation and regulations

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