

SKSTEX23 - SQA Unit Code H9EP 04

Monitor and sustain equipment performance



Overview

This standard is for those who monitor machinery and equipment during the production process and make adjustments to ensure it is operating to full capacity and meeting quality and quantity production requirements.

The job role may involve:

1. Monitoring production
2. Contributing to quality control requirements
3. Analysing and rectifying faults in production
4. Producing and maintaining accurate records

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Performance criteria

- You must be able to:*
- P1 comply with written instructions
 - P2 identify quality and quantity requirements
 - P3 monitor production runs
 - P4 check that quality standards are maintained during production
 - P5 identify any irregularities in processing operations for irregularities
 - P6 analyze faults and their causes using standard fault finding procedures
 - P7 dealing with defective products following agreed procedures
 - P8 making necessary adjustments to equipment within process control limits
 - P9 ensure adjustments meet quality and quantity specifications
 - P10 ensure adjustments are within process control limits and within the limits of own authority
 - P11 return machinery and equipment to full production after rectifying faults and ensure that all appropriate people are informed
 - P12 rectify faults and resolve problems with minimum disruption to production following agreed procedures
 - P13 make recommendations on how to return process to requirements and inform appropriate people
 - P14 report faults that are outside your area of responsibility to the appropriate person and make recommendations to prevent repetition of problems
 - P15 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 quality control checks within production run and during tests
- K4 process control methods
- K5 procedures for dealing with defective or faulty products
- K6 technical tolerances of machinery and operating characteristics
- K7 characteristics of materials during production
- K8 commonly occurring faults and their diagnosis
- K9 sources of technical data on materials, equipment, machinery and processes
- K10 the compatibility of machine and product
- K11 limits of personal responsibility and lines of communication
- K12 agreed working practices
- K13 fault finding principles and techniques
- K14 machine specifications and capabilities
- K15 types of records to be maintained
- K16 requisition and ordering procedures
- K17 safe working practices and organisational procedures
- K18 limits of your own responsibility
- K19 ways of resolving with problems within the work area, and within limits of personal responsibility
- K20 the production process and how your specific work activities relate to the whole process
- K21 the importance of effective communication with colleagues
- K22 the lines of communication, authority and reporting procedures
- K23 the organisation's rules, codes and guidelines (including timekeeping)
- K24 the companies quality standards
- K25 the types of records kept, how are they completed and the importance of keeping them accurate
- K26 the importance of complying with written instructions
- K27 equipment operating procedures / manufacturers' instructions
- K28 statutory responsibilities under Health, Safety and Environmental legislation and regulations

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