

# SKSTEX25 - SQA Unit Code H9ET 04

## Provide technical input into bulk production



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### Overview

This standard is for those who provide technical information and support during the production process.

The job role may involve:

1. Contributing to the implementation and control of bulk production
2. Identifying effective working procedures
3. Recommending ways to improve the production process
4. Producing specifications for bulk production
5. Identifying and rectifying problems in bulk production

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### Performance criteria

- You must be able to:*
- P1 receive work instructions and specifications and interpret them accurately
  - P2 develop effective working methods and procedures to meet quality and quantity requirements
  - P3 produce accurate information and detailed specifications for bulk production
  - P4 plan and control cost effective production systems
  - P5 determine the resources needed to achieve output
  - P6 contribute to the development of appropriate support systems
  - P7 monitor the bulk production process
  - P8 identify the nature of faults and defects and their likely causes
  - P9 recommend required adjustments to procedures
  - P10 make adjustments to processes and materials to rectify faults and defects
  - P11 monitor output after adjustments against specification to ensure conformity
  - P12 alter instructions and specifications following adjustments
  - P13 revise quality requirements as required
  - P14 develop quality systems and documentation
  - 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 organisational guidelines for conducting bulk production
- K4 roles and responsibilities during bulk production
- K5 organisational communication structures
- K6 types of resources and systems for ensuring the availability of resources
- K7 methods of establishing production outcomes and maintaining quality requirements
- K8 limits of personal responsibility
- K9 production planning and control procedures
- K10 working methods and adjustments to procedures
- K11 support systems relevant to bulk production
- K12 types of records and documentation to be maintained for bulk production
- K13 faults likely to occur during bulk production and methods of rectifying them
- K14 the compatibility of machine and product
- K15 agreed working practices
- K16 fault finding principles and techniques
- K17 machine specifications and capabilities
- K18 requisition and ordering procedures
- K19 ways of testing machinery and equipment after maintenance and fault rectification
- K20 maintenance and fault rectification record keeping systems
- K21 safe working practices and organisational procedures
- K22 limits of your own responsibility
- K23 ways of resolving with problems within the work area, and within limits of personal responsibility
- K24 the production process and how your specific work activities relate to the whole process
- K25 the importance of effective communication with colleagues
- K26 the lines of communication, authority and reporting procedures
- K27 the organisation's rules, codes and guidelines (including timekeeping)
- K28 the companies quality standards
- K29 the types of records kept, how are they completed and the importance of keeping them accurate
- K30 the importance of complying with written instructions
- K31 equipment operating procedures / manufacturers' instructions
- K32 statutory responsibilities under Health, Safety and Environmental legislation and regulations

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