

# SKSTEX27 - SQA Unit Code H9EW 04

## Produce prototype samples



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### Overview

This standard is for those who are responsible for the production of samples, selecting appropriate production methods and interpreting specifications.

The job role may involve:

1. Setting up machinery and equipment for the production of samples
2. Making adjustments to ensure requirements are met
3. Maintaining accurate records and prototype samples safely according to agreed procedures
4. Finalising the sample making process

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### Performance criteria

- You must be able to:*
- P1 receive work instructions and interpret instructions and sample specifications accurately
  - P2 select and evaluate the most efficient way of producing samples to meet requirements
  - P3 set up and configure machinery to produce samples
  - P4 ensure the materials and components for production are available and meet requirements
  - P5 ensure the appropriate people are fully informed about the sample making process
  - P6 produce samples within the required timescales
  - P7 evaluate samples against specification
  - P8 identify problems in production, materials and components
  - P9 rectify problems in production, materials and components
  - P10 make adjustments required to meet specifications
  - P11 ensure the prototype sample meets requirements and is correct to specification
  - P12 labeling finalised sample and store in the agreed place
  - P13 record any amendments to the prototype sample specification and highlight special requirements and problems which occurred during sample production
  - P14 recommend efficient and cost-effective methods ways of bulk production for the product
  - P15 contribute to the finalisation of the prototype sample specification
  - P16 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 procedures for sample production
- K4 ways of selecting appropriate methods of producing samples
- K5 content of a prototype sample specification
- K6 how to configure machinery and types of adjustments possible
- K7 ways of adjusting specifications within machine capabilities and cost constraints
- K8 types of records required
- K9 roles and responsibilities of those involved in sample production
- K10 methods of evaluating results
- K11 quality assurance procedures
- K12 the characteristics of materials and their properties
- K13 methods of calculating production resource requirements
- K14 components of a product specification
- K15 technical aspects of product development
- K16 impact of customer requirements on production
- K17 compatibility of machine and product
- K18 limits of personal responsibility and lines of communication
- K19 organisational procedures for sample production
- K20 awareness of sample costing methods
- K21 sample development methods
- K22 content of a sample specification
- K23 alternative methods of production
- K24 ways of adjusting specifications within machine capabilities and cost constraints
- K25 safe working practices and organisational procedures
- K26 limits of your own responsibility
- K27 ways of resolving with problems within the work area
- K28 the production process and how your specific work activities relate to the whole process
- K29 the importance of effective communication with colleagues
- K30 the lines of communication, authority and reporting procedures
- K31 the organisation's rules, codes and guidelines (including timekeeping)
- K32 the companies quality standards
- K33 the types of records kept, how are they completed and the importance of keeping them accurate
- K34 the importance of complying with written instructions
- K35 equipment operating procedures / manufacturers' instructions

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K36 statutory responsibilities under Health, Safety and Environmental legislation and regulations

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<b>Developed by</b>	Creative Skillset
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<b>Version number</b>	5
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<b>Date approved</b>	January 2013
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<b>Validity</b>	Current
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<b>Status</b>	Original
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<b>Originating organisation</b>	Creative Skillset
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<b>Original URN</b>	TEX27
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<b>Relevant occupations</b>	Manufacturing technologies; Crafts, creative arts and design; Design Associate Professionals; Textile and Garment Trades
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<b>Suite</b>	Manufacturing Textile Products
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<b>Key words</b>	Textiles; laboratory; sample; sampling; prototype; pre-production
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