SKSMSP1
Look after the work area in manufacturing sewn products(SQA Unit Code-HC32 04)

Overview

This standard is for those who organise and maintain their work areas and activities to make sure that agreed production targets and instructions are met.

The job role may involve:

1. Organising, cleaning and maintaining the work area.
2. Organising the work to ensure it flows effectively through the work area.
3. Carrying out on-going routine maintenance of tools and equipment.
4. Helping to achieve production targets.

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Performance criteria

You must be able to:

P1 handle materials, machinery, equipment and tools safely and correctly
P2 use correct lifting and handling procedures
P3 use materials to minimise waste
P4 prepare and organise work
P5 maintain a clean and hazard free working area
P6 deal with work interruptions
P7 move about the workplace with care
P8 maintain tools and equipment
P9 carry out running maintenance within agreed schedules
P10 report the need for maintenance and/or cleaning outside your responsibility
P11 report unsafe equipment and other dangerous occurrences
P12 ensure the correct machine guards are in place
P13 work in a comfortable position with the correct posture
P14 use cleaning equipment and methods appropriate for the work to be carried out
P15 dispose of waste safely in the designated location
P16 store cleaning equipment safely after use
P17 carry out cleaning according to schedules and limits of responsibility
P18 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 how the work role fits in with the overall manufacturing process
K4 the importance of good time keeping and attendance
K5 the importance of minimised production costs
K6 the importance of taking action when problems are identified
K7 different ways of minimising waste
K8 the importance of running maintenance and regular cleaning
K9 effects of contamination on products i.e. machine oil, dirt
K10 common faults with equipment and how they can be rectified
K11 maintenance procedures
K12 hazards likely to be encountered when conducting routine maintenance
K13 different types of cleaning equipment and substances and their use
K14 safe working practices for cleaning and how they are carried out
K15 personal hygiene and duty of care
K16 safe working practices and organisational procedures
K17 limits of your own responsibility
K18 ways of resolving with problems within the work area
K19 the production process and how your specific work activities relate to the whole process
K20 the importance of effective communication with colleagues
K21 the lines of communication, authority and reporting procedures
K22 the organisation's rules, codes and guidelines (including timekeeping)
K23 the companies quality standards
K24 the types of records kept, how are they completed and the importance of keeping them accurate
K25 the importance of complying with written instructions
K26 equipment operating procedures / manufacturer's instructions
K27 statutory responsibilities under Health, Safety and Environmental legislation and regulations

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