

### Overview

This unit covers the skills and knowledge you will need to complete the manufacturing operations. This involves stopping the manufacturing operations according to defined company procedures, whilst taking account of all health and safety requirements.

You will be expected to shut down all operating systems, and equipment in accordance with specified shutdown procedures. The equipment should be cleaned where necessary, and materials should be removed and stored correctly. The work area must also be left in a clean and tidy manner. Any incorrect documentation, equipment, tools and / or materials that may affect the completion of the operation should be promptly reported to the appropriate person.

Your responsibilities will require you to comply with organisational policy and procedures for the activities undertaken, and to report any problems with the activities to the appropriate people. You will be expected to work to instructions, taking personal responsibility for your actions and the quality of the work that you carry out. You will be expected to complete any necessary documentation.

Your underpinning knowledge will be sufficient to provide a sound basis for your work, and adopt an informed approach to applying the appropriate shutdown procedures / methods of completing the manufacturing operations. You will need to understand why your actions are important in the manufacturing operation.

You will understand the safety precautions required when carrying out the shutdown activities, especially those for isolating power supplies and leaving mechanised equipment in a safe condition. You will be required to demonstrate safe working practices throughout, and will understand the responsibility you owe to yourself and others in the workplace.

This unit on completing manufacturing operations involves:

1. stopping manufacturing operations according to defined company procedures
2. cleaning tools and equipment when required
3. storing materials when required
4. completing any necessary documentation
5. working in ways which maintain the safety of yourself and others

# SEMPMO105 - SQA Unit Code H03M 04

## Completing manufacturing operations

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### Performance criteria

*You must be able to:*

- P1 work safely at all times, complying with health and safety, environmental and other relevant regulations and guidelines
- P2 ensure you have the correct job instructions and any relevant completion/shutdown procedure instructions
- P3 stop the operations in accordance with job instructions and specified completion/shutdown procedures
- P4 make sure any related equipment is shut down to a safe condition in accordance with specified completion/shutdown procedures
- P5 ensure equipment is clean for further use
- P6 remove materials in a correct and safe manner
- P7 report any problems to the appropriate person
- P8 maintain a safe and organised work area at all times
- P9 confirm completion / shutdown of manufacturing operations is correct and complete

### Knowledge and understanding

*You need to know and understand:*

- K1 what are the relevant health and safety requirements of the work area in which you are carrying out the activities
- K2 what are the specific safe working practices that need to be observed whilst carrying out the closing down activities
- K3 what are the hazards associated with carrying out the closing down activities
- K4 what personal protective equipment needs to be used during the closing down and cleaning activities and where can it be obtained
- K5 how to obtain the necessary job instructions, equipment shutdown procedures
- K6 when in the manufacturing operation is it safe to shut down the equipment
- K7 how to shut down the equipment safely
- K8 what completion checks need to be made
- K9 what are the procedures for cleaning the equipment, and removing materials
- K10 how to identify problems during the completion activities and who to report them to
- K11 why it is important to report problems immediately
- K12 what are your responsibilities with regard to the reporting lines and procedures in your working area
- K13 who are the appropriate people and what are their responsibilities within your working area

### Additional Information

#### Scope/range related to performance criteria

You must be able to:

1. Follow relevant shutdown procedures and safety requirements to include **all** of the following:
  - 1.1. health and safety regulations
  - 1.2. job instructions
  - 1.3. safe working practices
  - 1.4. equipment shutdown instructions
  - 1.5. company procedures
  
2. Deal appropriately with materials at completion of the manufacturing operations to include the following:
  - 2.1. finished products / components  
and **one** other type of material from the following:
  - 2.2. production materials
  - 2.3. waste or scrap materials
  - 2.4. surplus consumable materials
  
3. Close down equipment used in the manufacturing operations to include **one** of the following:
  - 3.1. machinery
  - 3.2. material handling arrangements
  - 3.3. process plant
  - 3.4. equipment specific to the operation
  - 3.5. tools (hand held and portable)
  
4. Report any problems with the completion activities to the appropriate person to include **one** of the following:
  - 4.1. supervisor
  - 4.2. quality control
  - 4.3. team leader

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