

Overview

This unit covers the skills and knowledge you will need to handover continuous manufacturing operations to other people.

This involves preparing for the handover according to defined company procedures, and taking account of all health and safety requirements. You will be expected to check all operating systems, and equipment conforms to the relevant handover instructions. The equipment should be cleaned where necessary, and materials and equipment stored correctly. The work area must also be left in a clean and tidy manner. Any incorrect documentation, equipment, tools and / or materials should be promptly reported to the appropriate person.

Your responsibilities will require you to comply with organisational policy and procedures for the handover 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 handover procedures. 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 handover activities, especially those involving mechanised equipment or continuous process operations. 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 handing over manufacturing operations involves:

1. preparation of area, equipment and materials for handover
2. cleaning tools and equipment when required
3. confirming the status of the area, equipment and materials for handover
4. handing over of manufacturing operations
5. completing any necessary documentation
6. working in ways which maintain the safety of yourself and others

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Handing over manufacturing operations

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 handover instructions
 - P3 carry out pre-handover checks, and prepare the manufacturing operation for handover
 - P4 make sure that you take account of any specific safety requirements involved in the handover
 - P5 carry out the handover operation
 - P6 confirm handover as correct and complete
 - P7 report any problems with the handover operation quickly to the appropriate person
 - P8 complete any documentation accurately

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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 handover activities
- K2 what are the specific safe working practices that need to be observed whilst carrying out the handover activities
- K3 what are the hazards associated with carrying out the handover activities
- K4 what personal protective equipment needs to be used during the preparation activities for handover and where can it be obtained
- K5 what actions need to be taken in case of emergencies when handing over machines or fully automated manufacturing processes / operations
- K6 how to obtain the necessary job instructions, handover procedures
- K7 when in the manufacturing operation, is it safe to carry out the handover procedure
- K8 what handover checks need to be made
- K9 what the layout of the work area should be
- K10 what are the procedures for cleaning the equipment, and storing and removing materials and waste
- K11 how to carry out the handover operation safely and correctly
- K12 how to identify problems with handover operation and who to report them to
- K13 why it is important to report problems quickly
- K14 what documentation may need to be completed on handover
- K15 what are your responsibilities with regard to the reporting lines and procedures in your working area
- K16 who are the other appropriate people and what are their responsibilities within your working area

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Additional Information

Scope/range related to performance criteria

You must be able to:

1. Follow relevant handover procedures and safety requirements to include **all** of the following:
 - 1.1. health and safety and environmental
 - 1.2. job instructions regulations
 - 1.3. equipment handover instructions
 - 1.4. safe working practices
 - 1.5. company procedures

2. Maintain the work area in readiness for handover of the manufacturing operations to include **all** of the following:
 - 2.1. cleanliness of equipment and tooling
 - 2.2. accessibility for receipt and removal of materials
 - 2.3. freedom from obstructions and hazards
 - 2.4. equipment and material correctly in place

3. Prepare and handover equipment used in the manufacturing operations to include **one** of the following:
 - 3.1. machinery
 - 3.2. process plant
 - 3.3. tools (hand held and portable)
 - 3.4. material handling arrangements
 - 3.5. equipment specific to the operation

4. Report any problems with the handover activities to the appropriate person to include **one** of the following:
 - 4.1. supervisor
 - 4.2. team leader
 - 4.3. quality control

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Developed by	SEMTA
Version number	1
Date approved	July 2003
Indicative review date	December 2012
Validity	Current
Status	Original
Originating organisation	SEMTA
Original URN	1.06
Relevant occupations	Engineering and manufacturing technologies; Manufacturing technologies; Process, Plant and Machine Operatives; Process Operatives
Suite	Performing Manufacturing Operations Suite 1
Key words	joining, manufacturing, operations, equipment, machine, hand, tool, manually, automated, soldering, bonding, gluing, brazing