

Overview

This unit covers the skills and knowledge you will need to carry out forming operations by applying physical pressure to change the shape of the material or component. This could be by pressing, bending, vacuum forming, stretching, extrusion, shrinking.....etc

This will involve carrying out the forming operation according to defined operating procedures. You will be expected to monitor the forming operation, ensuring that the formed components are to the required specification. Meeting production targets will be an important issue and your production records must show consistent and satisfactory performance.

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

Your underpinning knowledge will be sufficient to provide a sound basis for your work, and to adopt an informed approach to applying the required work instructions and forming procedures. You will have an understanding of the forming process used, and its application, and will know about the tools, equipment, materials and consumables in adequate depth to provide a sound background for carrying out the activities to the required specification.

You will understand the safety precautions required when working with the forming tools and equipment. 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 forming products involves:

1. using the correct tools and equipment for the forming operations
2. carrying out the forming operation
3. monitoring the forming operation
4. reporting problems to the appropriate person
5. completing any necessary documentation
6. working in ways which maintain the safety of yourself and others

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Carrying out forming 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 forming procedure and quality specifications
 - P3 use the correct forming tools and equipment for the operations being carried out
 - P4 carry out the forming operations according to instructions and safe operating procedures
 - P5 monitor the forming operation and identify any problems that occur
 - P6 report any problems immediately to the appropriate person
 - P7 produce formed product/s which comply with the specification and quality requirements
 - P8 work to achieve your production targets
 - P9 deal appropriately with finished products and complete any necessary documentation

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Carrying out forming operations

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 forming operations
- K2 what are the specific safe working practices, forming procedures and environmental regulations that need to be observed
- K3 what are the hazards associated with carrying out the forming operations
- K4 what actions need to be taken in case of emergencies
- K5 what personal protective equipment needs to be used during the forming activities and where can it be obtained
- K6 how to make sure you have the necessary job instructions, forming procedures and quality specifications that are used
- K7 what are the specific forming operations to be performed
- K8 what tools and equipment are used for the forming operations being carried out and how to check that they are in a safe and usable condition
- K9 how to hold and secure the materials or components during the forming operation
- K10 how to carry out the forming process to achieve the required specification
- K11 why its important to follow the specified forming sequence and procedure at all times
- K12 what problems can occur with the forming operation, how to identify them and who to report them to
- K13 why it is important to report problems immediately
- K14 how to check the quality of the formed item, against the quality standards required
- K15 what documentation may need to be completed
- K16 what your responsibilities are with regard to the reporting lines and procedures in your working area
- K17 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 the relevant forming procedures and safety requirements to include **all** of the following:
 - 1.1. health and safety regulations
 - 1.2. forming equipment / tool operating instructions
 - 1.3. safe working practices
 - 1.4. company standards and procedures
 - 1.5. job instructions

2. Carry out forming operations using **one** of the following methods:
 - 2.1. hand forming operations
 - 2.2. manually operated machine forming operations
 - 2.3. fully automated machine forming operations
 - 2.4. combined forming operations

3. Carry out checks of the formed products to include the following:
 - 3.1. completeness of forming operations and **one** other check from the following:
 - 3.2. shape/profile of the formed components
 - 3.3. freedom from deformity or ripples
 - 3.4. surface quality and appearance
 - 3.5. freedom from damage or tool marks

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

5. Work to achieve production targets for **both** of the following:
 - 5.1. output
 - 5.2. quality

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