

Overview

This unit covers the skills and knowledge you will need to carry out finishing operations on materials or products which is used to either enhance its appearance, increase its protection or improve its safety properties. Examples of this could be applying decorative coatings, applying protective coatings, removing sharp edges -----etc.

This will involve carrying out the finishing operations according to defined operating procedures. You will be expected to monitor the finishing operation, ensuring that the finished materials or products 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 finishing activities undertaken, and to report any problems with the finishing 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 finishing procedures. You will have an understanding of the finishing process used, and its application, and will know about the 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 finishing 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 material finishing involves:

1. using the correct equipment for the finishing operation
2. carrying out the finishing operation
3. monitoring the finishing 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

SEMPMO113 - SQA Unit Code H03X 04

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

SEMPMO113 - SQA Unit Code H03X 04

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

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

3. Carry out checks of the finishing operations to include the following:
 - 3.1. completeness of the finishing operations
and **one** other check from the following:
 - 3.2. appearance of finished product
 - 3.3. freedom from contamination
 - 3.4. freedom from damage

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

SEMPMO113 - SQA Unit Code H03X 04

Carrying out finishing operations

Developed by	SEMTA
Version number	1
Date approved	July 2003
Indicative review date	December 2012
Validity	Current
Status	Original
Originating organisation	SEMTA
Original URN	1.13
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