

Overview

This unit covers the skills and knowledge you will need to carry out packaging operations on finished products which may be for protective, decorative, marketing or transportation purposes. This will include wrapping, boxing, bagging, bottling -----etc.

This will involve carrying out the packaging operations according to defined operating procedures. You will be expected to monitor the packaging operation, ensuring that the packaged 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 packaging activities undertaken, and to report any problems with the packaging 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 packaging procedures. You will have an understanding of the packaging 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 packaging 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 packaging products involves:

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

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

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

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

3. Carry out checks of the packaging operations to include the following:
 - 3.1. completeness of the packaging operations and **one** other check from the following
 - 3.2. appearance of finished product
 - 3.3. freedom from damage
 - 3.4. security of the packaging
 - 3.5. correct quantity
 - 3.6. freedom from contamination
 - 3.7. correct volume

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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