

Overview

This unit covers the skills and knowledge you will need to keep the manufacturing operation going, by `servicing the line`.

This will involve supplying the work area for which you are responsible with the correct materials and / or products, whilst taking account of all relevant health and safety requirements. You will be expected to identify and anticipate when the materials and /or products will be required in the manufacturing operation and make sure that adequate supplies of materials and / or products are maintained to keep the manufacturing operation going. You will be expected to transfer materials and / or products to the manufacturing area at the right time, in the right way, using safe methods. You must also ensure that the area of work for which you are responsible is kept free from obstructions, and perform all activities according to operating procedures and taking account of all health and safety requirements. Meeting production requirements will be an important issue and your records must show consistent and satisfactory performance.

Your responsibilities will require you to comply with organisational policy and procedures for servicing the line, and to report any problems to the appropriate people. You will be expected to work to instructions, taking personal responsibility for your actions and the work that you carry out. 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 servicing the line procedures. You will have an understanding of the techniques used, and their application, and will know about the materials and /or products in an adequate depth to provide a sound background for carrying out the activities to the required standard.

You will understand the safety precautions required when servicing the line. 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 servicing the line involves:

1. identifying when materials and /or products are required in the work area
2. transferring the materials/ products to the work area when required
3. reporting problems to the appropriate person
4. completing any necessary documentation
5. working in ways which maintain the safety of yourself and others

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Servicing the line

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 that you have the correct equipment, job instructions, and any relevant specifications
- P3 identify when materials/products will be required in the work area you are responsible for
- P4 transfer the materials/products to the work area you are responsible for, at the correct time, in the correct quantity
- P5 check availability of stocks and take action to replenish them when required
- P6 always maintain correct levels of supplies of materials/products in the area of work that you are responsible
- P7 maintain a safe and organised work area at all times
- P8 report any problems immediately to the appropriate person
- P9 work to achieve your production targets
- P10 complete documentation when necessary

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Servicing the line

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 material moving operations
- K2 what are the specific safe working practices, procedures and regulations that need to be observed
- K3 what are the hazards associated with carrying out the operation
- K4 what personal protective equipment needs to be used during the activities and where can it be obtained
- K5 how to make sure that you have the necessary job instructions, specifications and or operating procedures
- K6 what tools and equipment may be used for the transfer of materials/products and how to check that they are in a safe and usable condition
- K7 how to identify when materials /products will be required in the work area that you are responsible for
- K8 how to transfer materials/products safely to the line
- K9 how to apply safe manual movement techniques when working alone
- K10 how to check stock levels to ensure that materials/products are available when required
- K11 why it is important to keep the operation going
- K12 what problems may occur in servicing the line, how to identify them, and who to report them to
- K13 why is it important to keep your area of work clean and tidy
- 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 lifting and moving procedures and safety requirements to include **all** of the following:
 - 1.1. health and safety regulations
 - 1.2. lifting and moving equipment operating instructions
 - 1.3. safe working practices
 - 1.4. company standards and procedures
 - 1.5. job instructions

2. Move materials/products safely using **one** of the following methods:
 - 2.1. hand
 - 2.2. power operated
 - 2.3. combination

3. Keep the manufacturing operation going, by carrying out **all** of the following when transferring materials/products to the line:
 - 3.1. identify when materials/products will be required
 - 3.2. check that the materials/products are as specified on the documentation
 - 3.3. ensure that the materials/products are transferred safely
 - 3.4. check that there are no restrictions or obstacles preventing the transfer of the materials/products

4. Transfer materials to include **one** of the following:
 - 4.1. production materials
 - 4.2. finished products or components
 - 4.3. consumable materials
 - 4.4. waste or scrap
 - 4.5. work in progress

5. Report problems to the appropriate person to include **one** of the following:
 - 5.1. supervisor
 - 5.2. team leader
 - 5.3. quality control

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