

Overview

This unit covers the skills and knowledge you will need to transfer, move and transport materials, to their correct location within a manufacturing operations environment. This will include the use of manual lifting and handling techniques and may include the use of mechanical equipment such as sack barrows and hand operated mechanical or hydraulic lifting and moving equipment. Materials could be expected to include raw materials, components and / or products.

This will involve choosing the right equipment to use to move the materials, loading the materials correctly and following job instructions when moving the materials to their intended destination. In a manufacturing environment you could be expected to supply the production line with materials in the right place, at the right time. You will be expected to return any equipment used for the transfer of the materials to its correct position on completion of the activities, and leave it in a safe condition in accordance with 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 moving the materials, and to report any problems with the transfer activity, or the equipment, materials or documentation used, that you cannot personally resolve, or are outside your permitted authority to the appropriate people. You will be expected to work to instructions, with a minimum of supervision, taking personal responsibility for your actions and the work that you carry out. You will also be expected to complete any necessary documentation accurately and legibly.

Your underpinning knowledge will be sufficient to provide a sound basis for your work, and allow you to adopt an informed approach to applying the required work instructions and lifting and moving procedures. You will have an understanding of the lifting and moving techniques used, and their application, and will know about the lifting and moving equipment and materials to be moved in adequate depth to provide a sound background for carrying out the activities to the required standard.

You will understand the safety precautions required when working with the lifting and moving 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.

SEMPMO203 - SQA Unit Code H042 04

Transferring materials

This unit on transferring materials involves:

1. choosing the correct equipment to transfer the materials
2. loading the materials safely and correctly
3. carrying out the transfer activity, and when necessary keeping the operation going
4. reporting unsolvable problems, or problems that you are not responsible for, to the appropriate person
5. completing any necessary documentation accurately and legibly
6. working in ways which maintain the safety of yourself and others

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Transferring materials

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 choose the right equipment/techniques to move the materials
 - P3 check that the weight of the materials does not exceed the safe lifting capacity of the equipment chosen
 - P4 check that the materials to be moved are correct, safely loaded and secure
 - P5 move the materials to their correct location in accordance with instructions
 - P6 identify any problems with the material transfer
 - P7 take appropriate action to solve problems which are within your permitted authority/responsibility
 - P8 report any problems that you cannot solve or are outside your permitted authority to the appropriate person
 - P9 return any equipment you have used to its correct location on completion of the activities and leave it in a safe and reusable condition
 - P10 maintain any material/s movement documentation accurately and legibly

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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 material moving operations
- K2 what are the specific safe working practices, lifting and moving procedures and regulations that need to be observed
- K3 what are the hazards associated with carrying out the material moving operations
- K4 how can the specific hazards be minimised
- K5 what personal protective equipment needs to be used during the material movement activities and where can it be obtained
- K6 how to obtain the necessary job instructions, lifting and moving equipment operating procedures and how to interpret them
- K7 what procedures and documentation are required to allow the transfer of materials to take place
- K8 what tools and equipment are used for the material movement operations undertaken and how to check that they are in a safe and usable condition
- K9 how to choose the most suitable equipment for the moving operation being performed
- K10 what are the lifting and handling procedures, and load bearing capacities of the equipment being used
- K11 how to apply manual lifting techniques when lifting alone and with the assistance of others
- K12 what specific moving/transfer operations are being performed
- K13 how to identify problems with the moving/transfer operation
- K14 what action you should take to solve problems that are within the limits of your responsibility
- K15 why it is important to report problems to the appropriate people when you cannot solve them and / or they are not your responsibility
- K16 why is it important to return the equipment to its correct location on completion of the activities, store it correctly, and leave it in a safe and reusable condition
- K17 what documentation may need to be completed, and why it is important to complete it accurately and legibly
- K18 what your responsibilities are with regard to the reporting lines and procedures in your working area
- K19 who are the 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 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 using **one** or more of the following types of equipment:
 - 2.1. hand operated
 - 2.2. power operated

3. Carry out checks of the materials to be moved to include **all** of the following:
 - 3.1. the materials are as specified on the documentation
 - 3.2. the load does not exceed the safe lifting capacity of the equipment
 - 3.3. the materials are stacked safely
 - 3.4. the load is secure
 - 3.5. materials are in a suitable condition for the moving operation
 - 3.6. there are no restrictions or obstacles preventing movement of the materials

4. Move 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

5. Carry out lifting and carrying techniques to include **two** of the following:
 - 5.1. lifting alone
 - 5.2. lifting with assistance from others
 - 5.3. lifting with mechanical assistance

6. Carry out safe and correct manual lifting techniques to include **three** of the following:
 - 6.1. lifting from ground level
 - 6.2. lifting from waist high
 - 6.3. lifting from overhead
 - 6.4. lifting from an angle
 - 6.5. lifting from below ground level

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7. Make permitted adjustments to solve problems related to **two** of the following:
 - 7.1. equipment condition
 - 7.2. material weight/suitability for moving
 - 7.3. securing the load in place

8. Report problems that you cannot solve and/or are not your responsibility to the appropriate person to include **one** of the following:
 - 8.1. supervisor
 - 8.2. team leader
 - 8.3. 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	2.03
Relevant occupations	Engineering and manufacturing technologies; Manufacturing technologies; Process, Plant and Machine Operatives; Process Operatives
Suite	Performing Manufacturing Operations Suite 2
Key words	joining, manufacturing, operations, equipment, machine, hand, tool, manually, automated, soldering, bonding, gluing, brazing