

Overview

This unit covers the skills and knowledge you will need to receive and check incoming materials into the workplace.

This involves preparing for and receiving the materials according to defined company procedures, and taking account of all health and safety requirements. You will be expected to prepare your work area in readiness for the receipt of the materials and this will include ensuring accessibility for receipt and removal of the materials and ensuring the area is free from obstructions or potential hazards. You will need to check that the materials conform to the relevant specification/s, and that sufficient materials are available for the manufacturing operations being performed. Any incorrect documentation, equipment, tools and / or materials should be corrected within the limits of your responsibility, otherwise it should be promptly reported to the appropriate person.

Your responsibilities will require you to comply with organisational policy and procedures for the receipt of the materials, and to report any problems with the materials that you cannot personally resolve, or are outside your permitted authority to the relevant people. You will be expected to work to instructions, with a minimum of supervision, taking personal responsibility for your actions and the quality of 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 to adopt an informed approach to applying the required work instructions and preparation procedures. You will have an understanding of the work area, and material preparations required, in adequate depth to provide a sound background for carrying out the activities safely and correctly. You will understand why your actions are important in the manufacturing operation.

You will understand the safety precautions required when carrying out the receipt of the incoming materials, especially those involving the use of lifting or 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.

This unit on receiving and checking incoming materials involves:

1. working with minimum supervision
2. preparation of work area for receipt of materials
3. receiving materials
4. confirming the status of the materials
5. resolving problem within the limits of your responsibility

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6. completing any necessary documentation accurately and legibly
7. working in ways which maintain the safety of yourself and others

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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 obtain and follow the correct job instructions and any relevant material specifications
- P3 carry out work area preparations for the receipt of the incoming materials according to specified procedures
- P4 make sure that you take account of any additional safety requirements specific to incoming materials
- P5 carry out receipt of the incoming materials according to specified operating procedures
- P6 confirm that the materials meet the specification for type, quantity and quality
- P7 resolve any problems that are within the limits of your responsibility
- P8 report any problems that you cannot solve or are outside your permitted authority to the appropriate person
- P9 maintain a safe and organised work area at all times
- P10 confirm materials are correct and complete
- P11 complete documentation accurately and legibly

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 receipt of the materials
- K2 what are the specific safe working practices that need to be observed whilst carrying out the receipt of materials
- K3 what are the hazards associated with carrying out the receipt of the materials and how can they be minimised
- K4 what personal protective equipment needs to be used and where can it be obtained
- K5 how to obtain the necessary job instructions, material specifications and preparation procedures and how to interpret them
- K6 how the work area needs to be laid out, in readiness for the receipt of the materials
- K7 what the arrangements are for receiving the materials
- K8 what checks are needed to make sure materials meet the required specification
- K9 what methods can be used to minimise waste during receipt of materials
- K10 what are the potential problems with carrying out receipt materials and how can they be avoided
- K11 what problems can occur in receiving materials
- K12 how to identify problems with receiving materials
- K13 what to do if the materials are not to the required specification or are damaged or unsuitable for the planned production operations
- K14 what actions you can take within the limits of your responsibility to solve problems
- K15 who to report unsolvable problems to, or problems that are not within the limits of your responsibility
- 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

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Additional Information

Scope/range related to performance criteria

You must be able to:

1. Follow relevant procedures and safety requirements for the receipt of the materials to include **all** of the following:
 - 1.1. health and safety and environmental regulations
 - 1.2. safe working practices
 - 1.3. company procedures
 - 1.4. job instructions

2. Prepare and maintain the work area to include **all** of the following:
 - 2.1. accessibility for receipt and removal of materials
 - 2.2. freedom from obstructions and hazards
 - 2.3. correct material layout

3. Receive materials for manufacturing operations to include **one** of the following:
 - 3.1. production materials
 - 3.2. consumable materials
 - 3.3. hazardous materials
 - 3.4. remove extra line spacing

4. Resolve problems that are your responsibility in **two** of the following areas:
 - 4.1. material quantity
 - 4.2. material quality
 - 4.3. delivery time of material
 - 4.4. work area
 - 4.5. location of material

5. Report problems that you cannot solve or are outside your permitted authority to the appropriate person to include **one** of the following:
 - 5.1. supervisor/manager
 - 5.2. team leader
 - 5.3. quality control

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