Overview

This unit covers the skills and knowledge required to record and report on the results of inspection and testing activities according to defined operating procedures.

It involves completing required quality control documentation accurately and in full and in making reports to the appropriate people in line with organisational procedures. This will involve completing checklist and written documentation and in making verbal and written reports on the results of inspection and test activities.

Your responsibilities will require you to comply with organisational policy and procedures for the activities undertaken, and to report any problems with the activities that you cannot personally resolve, or are outside your permitted authority, to the appropriate people. You will be expected to work with a minimum of supervision, taking personal responsibility for your actions and the quality and accuracy of the work that you carry out.

Your underpinning knowledge will be sufficient to provide a sound basis for your work, and to adopt an informed approach to recording and reporting the information accurately and legibly. You will understand the principles of inspection and testing and the importance of accurate, clear and complete records in order to provide a sound background for carrying out the activities.

You will understand the safety precautions required when working within the manufacturing environment. 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 recording and reporting the results of inspection and testing involves:

1. maintaining accurate, clear and complete records
2. providing reports on inspection and test results in a timely fashion
3. reporting unsolvable problems, or problems that you are not responsible for, to the appropriate person
4. working in ways which maintain the safety of yourself and others
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 use the correct quality control documentation for the manufacturing method and product

P3 record the results of the inspection activities in the appropriate format

P4 record inspection and test results accurately and legibly

P5 record all required details of the inspection and test activities and results

P6 pass completed records on to the correct person/location

P7 provide required reports on time and through the correct channels of communication

P8 report any problems that you cannot solve or are outside your permitted authority to the appropriate person
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 recording the results of inspection/testing activities
K2 what are the specific safe working practices, sampling collection, testing procedures and environmental regulations that need to be observed
K3 how to obtain the necessary quality control documentation that is used
K4 how to complete quality control documentation
K5 why it is important to complete documentation accurately and legibly
K6 when quality control documentation should be completed
K7 what information needs to be recorded in relation to the manufacturing method and sample type
K8 what use is made of quality control documentation by the organisation
K9 where/to whom you should pass on completed records
K10 potential problems associated with completing records and passing on reports, how they can be avoided and what can be done if they arise
K11 how to report any problems you are not able to deal with yourself and why it is important to report problems immediately
K12 what your responsibilities are with regard to the reporting lines and procedures in your working area
K13 who are the appropriate people to whom records should be passed and problems reported to
Additional Information

1. Use the correct documentation for one of the following:
   1.1. hand manufacturing operations
   1.2. fully automated machine operations
   1.3. manually operated machine operations
   1.4. combined manufacturing operations
   1.5. computer controlled operations

2. Recording formats to include two of the following:
   2.1. check box/tick list
   2.2. written
   2.3. electronic

3. Details to be recorded to relate to two of the following as appropriate to the process:
   3.1. visual inspection
   3.2. analysis testing
   3.3. functional operation
   3.4. measurement

4. Reports to be presented to include two of the following:
   4.1. oral
   4.2. written
   4.3. electronic

5. Records completed related to both of the following sampling procedures:
   5.1. random
   5.2. defined (e.g. first/final)

6. Report problems that you cannot solve and or outside your permitted authority to the appropriate person to include one of the following:
   6.1. team leader
   6.2. production supervisor
   6.3. quality control supervisor
**SEMPMO223 - SQA Unit Code H04A 04**

**Recording and reporting inspection and test results**

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