

SKSLG8 – Improve production methods and processes(SQA Unit Code-H7BY 04)

Overview:

This standard is for those who work in production and have the responsibility to review the production process and identify opportunities to improve production. You will need to initially establish whether any problems exist and where improvements may be made. You will liaise with others to discuss the opportunities for improvement and develop recommendations, identifying resources required to implement the improvements before presenting your proposals to the relevant people.

The job role may involve:

1. identifying the technical content of customer's requirements
2. carrying out a review to establish where opportunities for improvement can be made
3. consulting with others
4. presenting feasible recommendations

Performance Criteria:

- P1 conduct a review of the production process stage to identify opportunities for improvement
- P2 establish whether any problem areas exist and where improvements might be made
- P3 record all feasible recommendations for improving production and possible courses of action
- P4 meet with others to consult with them about the options for improvement within production
- P5 encourage those attending the meeting to make useful contributions about the options for improvement
- P6 check that the options meet:
 - P6.1 company objectives
 - P6.2 health, safety and environmental regulations
 - P6.3 customer requirements
- P7 identify what resources, including costs, are required to meet the recommendations to improve production
- P8 present the proposals to relevant people clearly and concisely
- P9 ensure that process and specification are made clear to those in production
- P10 ensure that process and specification are met throughout the production process
- P11 comply with written instructions
- P12 complete forms, records and other documentation
- P13 work to legal requirements, standards and regulations, policies, procedures and professional codes

Knowledge and Understanding:

- K1 the common types and nature of raw materials used
- K2 the company's production methods and techniques
- K3 how to conduct a review process, what to look for and how to collate the information
- K4 how to consult with others in a manner which ensures their views and opinions are sought
- K5 how to manage discussions so that the objectives of the meeting are met within the allocated time
- K6 current company objectives and how to relate them to the review of production
- K7 health, safety and environmental regulations relating to production work
- K8 the requirements of customers and how to apply those to production processes for which you are responsible
- K9 what additional resources would be required to implement proposals
- K10 the organisation's rules, codes, guidelines and standards
- K11 statutory responsibilities under health, safety and environmental legislation and regulations
- K12 common hazards in the work area and workplace procedures for dealing with them
- K13 the hazards associated with the machines and the safety precautions that must be taken