

SKSFW2 – Carry out ancillary footwear / leathersgoods operations(SQA Unit Code-H7C5 04)

Overview:

This standard is for those who carry out ancillary operations in any area within footwear / leathersgoods manufacture, where the actions do not physically alter the product and is about providing support to the quality and effectiveness of the footwear / leathersgoods process, including, for example: identification of natural and synthetic materials, assembly, testing (e.g. heat seal, bond), sorting, track feeding, examining work-in-progress.

You will need to be aware of the styles of product currently being produced by the organisation and what the finished product should look like. You will also need to know the common faults in materials and the common faults that affect the final product as well as how to handle materials without damaging them.

The job role may involve:

1. providing support to the quality and effectiveness of the shoe making process, including, for example: assembly, testing (e.g. heat seal, bond), sorting, track feeding, examining work-in-progress

Performance Criteria:

- P1 make sure the work area is free from hazards
- P2 follow the instructions on the work ticket
- P3 check for special instructions
- P4 identify and use materials used in the process of producing footwear / leathersgoods component parts, both natural or synthetic materials
- P5 choose the batch of materials needed and check availability
- P6 check that the materials are free from faults and fit for purpose
- P7 take the necessary action when materials do not conform to company quality standards
- P8 report any damaged work to the responsible person
- P9 carry out work safely and at a rate which maintains work flow
- P10 report to the responsible person when the work flow of other production areas disrupts work
- P11 test, sort, track feed and examine work in progress
- P12 fault-find materials and components for:
 - P12.1 creased
 - P12.2 stained
 - P12.3 damage
 - P12.4 incorrectly made up component parts
- P13 follow company reporting procedures for defective equipment
- P14 sort and place work to assist the next stage of production
- P15 leave the work area safe and secure when work is completed
- P16 comply with written instructions
- P17 complete forms, records and other documentation
- P18 work to legal requirements, standards and regulations, policies, procedures and professional codes

Knowledge and Understanding:

- K1 styles of product currently being produced
- K2 appearance of the final product
- K3 where own work fits in the process
- K4 common faults affecting the appearance of the final product
- K5 how to handle materials and avoid making them unusable
- K6 common faults in materials and the implications of processing faulty work
- K7 how to carry out work safely and avoid disrupting the work flow
- K8 the normal work flow and how to maintain it

- K9 common methods of identifying and reporting faults in ancillary operations
- K10 the action to take when own workflow is disrupted by others
- K11 the organisation's rules, codes, guidelines and standards
- K12 equipment operating procedures
- K13 statutory responsibilities under health, safety and environmental legislation and regulations
- K14 common hazards in the work area and workplace procedures for dealing with them
- K15 manufacturers' instructions
- K16 the implications of not meeting quality and production targets