

SKSFL2 – Contribute to production flow by carrying out complex footwear / leathersgoods / saddlery product operations(SQA Unit Code-H7CE 04)

Overview:

This standard is for those who contribute to production flow by carrying out complex operations within footwear / leathersgoods / saddlery products operations and is about identifying bottlenecks in production flow and moving to other operations to assist production flow when required. You will need to carry out quality checks on materials from previous operations and completed work checked to ensure quality standards are maintained before passing to the next stage of production.

You need to know the styles currently being produced, production schedules, targets and sequences.

The job role may involve:

1. identifying bottlenecks in production flow
2. moving to other complex operations to assist production flow
3. using a range of materials, machinery, tools and equipment within and across departments

Performance Criteria:

- P1 make sure the work area is free from hazards
- P2 identify where the production flow is holding up other operations
- P3 check that those operations which are in need of extra assistance are within own job capabilities and responsibility
- P4 make sure the operation is appropriate to the production sequence
- P5 check company requirements on the work ticket before starting a new operation
- P6 select and use the correct tools, equipment and materials for the operation
- P7 make sure that tools, equipment and materials are fit for purpose
- P8 check that the quality of the work passed from previous operations are:
 - P8.1 within the tolerances required of the operation
 - P8.2 acceptable for company quality requirements
- P9 maintain an acceptable level and quality of work for the operation
- P10 place all work on completion correctly to assist the next stage of production
- P11 liaise with the relevant person where additional problems are identified
- P12 leave the work area clean, safe and secure
- P13 facilitate the requirements of the relevant department in manufacturing area
- P14 comply with written instructions
- P15 complete forms, records and other documentation
- P16 work to legal requirements, standards and regulations, policies, procedures and professional codes

complex operations (leathersgoods / saddlery production);

- P17 prepare components of leathersgoods / saddlery
- P18 skive and split materials for leathersgoods / saddlery manufacture
- P19 machine form and embellish components of leathersgoods / saddlery
- P20 machine sew components to produce leathersgoods / saddlery
- P21 process customer orders for leathersgoods / saddlery

Knowledge and Understanding:

- K1 styles of footwear / leathersgoods / saddlery products currently being produced
- K2 production schedules and targets associated with each operation within the department(s)
- K3 the production sequence and the timing of key operations
- K4 how to identify when the workflow is holding up other operations
- K5 what you need to know before deciding to help out

- K6 what the job role, scope and which complex operations are within own capabilities and training
- K7 which aspects of the work tickets are appropriate to the operations
- K8 which tools, equipment and materials need to be selected for use in each operation
- K9 how to make suitable adjustments to maintain quality standards
- K10 how to check the work area is clean and free from hazards
- K11 the tools, equipment and materials are fit for purpose
- K12 the importance of monitoring the quality of the work for each operation
- K13 what to look for in checking the acceptability of the quality to the company
- K14 the tolerances required for each operation
- K15 the level of workflow required for every operation within scope
- K16 the reasons for placing work carefully for the next process
- K17 the key facts the relevant person needs to know when problems are identified, any possible solutions, and who to inform about what to do to solve the problems
- K18 how to ensure the work area is left clean and safe
- K19 the organisation's rules, codes, guidelines and standards
- K20 equipment operating procedures
- K21 statutory responsibilities under health, safety and environmental legislation and regulations
- K22 common hazards in the work area and workplace procedures for dealing with them
- K23 manufacturers' instructions