

SKSTEX17 - SQA Unit Code H9EC 04

Perform manual textile operations



Overview

This standard is for those who perform manual operations within the textiles industry.

The job role may involve:

1. Carrying out textile operations by hand
2. Maintaining the work pattern and flow
3. Handling materials and components

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Performance criteria

- You must be able to:*
- P1 check equipment and materials against specifications
 - P2 follow work instructions
 - P3 use correct working methods and techniques
 - P4 handle materials and products correctly and safely
 - P5 monitor the supply of materials and components to meet production requirements
 - P6 protect materials and goods from contamination
 - P7 co-ordinate work activities to maintain the work flow
 - P8 meet quality and quantity requirements
 - P9 achieve continuity of production within agreed timescales
 - P10 deal with faulty materials, equipment and tools
 - P11 report materials, equipment and tools that do not match specification
 - P12 identify problems with processing and take appropriate action
 - P13 complete and store accurate records and documentation
 - P14 forward processed goods using agreed procedures

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Knowledge and understanding

You need to know and understand:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 characteristics of materials to be processed
- K4 how the supply of materials and components is maintained
- K5 capabilities of equipment to be used
- K6 reasons why materials and equipment do not conform, and corrective action needed and who to report problems to
- K7 types of preparation activities
- K8 the types of faults and irregularities in materials, equipment and components and appropriate action
- K9 the types of problems in processing, how to deal with them and appropriate corrective action
- K10 methods of protecting materials and finished goods
- K11 importance of maintaining product quality
- K12 safe handling of materials and goods
- K13 production procedures, sequences and time schedules
- K14 the importance of maintaining continuity of production
- K15 transfer / forwarding procedures
- K16 the importance of achieving quality and its relation to the end user / customer
- K17 the production process and how your specific work activities relate to the whole process
- K18 safe working practices and organisational procedures
- K19 limits of your own responsibility
- K20 ways of resolving with problems within the work area
- K21 the production process and how your specific work activities relate to the whole process
- K22 the importance of effective communication with colleagues
- K23 the lines of communication, authority and reporting procedures
- K24 the organisation's rules, codes and guidelines (including timekeeping)
- K25 the companies quality standards
- K26 the types of records kept, how are they completed and the importance of keeping them accurate
- K27 the importance of complying with written instructions
- K28 equipment operating procedures / manufacturers' instructions
- K29 statutory responsibilities under Health, Safety and Environmental legislation and regulations

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Developed by	Creative Skillset
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Validity	Current
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Status	Original
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Originating organisation	Creative Skillset
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Original URN	TEX17
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Relevant occupations	Manufacturing technologies; Crafts, creative arts and design; Design Associate Professionals; Textile and Garment Trades
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Suite	Manufacturing Textile Products
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Key words	Textiles; fabric; materials; production; processing; manufacture
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