

SKSTEX11 - SQA Unit Code HD97 04

Provide support services for textile production



Overview

This standard is for those who perform services that support textile production.

The job role may involve:

1. Preparing and organising work.
2. Carrying out manual operations.
3. Distributing work.
4. Isolating imperfect products.

SKSTEX11 - SQA Unit Code HD97 04

Provide support services for textile production

Performance criteria

You must be able to:

- P1 keep the work area clean and safe
- P2 organise the work area in a way that meets production requirements
- P3 check that equipment and tools are in good working order and ready for use
- P4 protect products from dirt and damage
- P5 receive and interpret work instructions accurately
- P6 identify products to be processed
- P7 support operations in accordance with instructions and following agreed procedures
- P8 use approved work methods
- P9 ensure the product meets specifications
- P10 handle products with care in accordance with agreed procedures
- P11 forward products to the next stage in the production process
- P12 identify and isolate imperfect products
- P13 report any faults to the right person
- P14 complete and store accurate records and documentation
- P15 forward products to the correct location

SKSTEX11 - SQA Unit Code HD97 04

Provide support services for textile production

Knowledge and understanding

You need to know and understand:

- K1 the support services required for particular products
- K2 how to receive work instructions and specifications and interpret them accurately
- K3 how to make use of the information detailed in specifications and instructions
- K4 how to identify products which do not conform to specification
- K5 types of problems and how to report faults to the appropriate people
- K6 how to forward products and ensure their safe handover
- K7 how to interpret and follow packaging instructions
- K8 the checks needed to ensure product for packaging is correct for quality and quantity
- K9 the type of packaging materials to be used and the quantities needed
- K10 how to report problems with products, packaging materials or equipment
- K11 how to protect products from damage and contamination during packaging
- K12 how to report packaged products which do not conform to specification and to whom
- K13 how to forward packaged products safely to next location
- K14 the importance of achieving quality and its relation to the end user / customer
- K15 the production process and how your specific work activities relate to the whole process
- K16 safe working practices and organisational procedures
- K17 limits of your own responsibility
- K18 ways of resolving with problems within the work area
- K19 the production process and how your specific work activities relate to the whole process
- K20 the importance of effective communication with colleagues
- K21 the lines of communication, authority and reporting procedures
- K22 the organisation's rules, codes and guidelines (including timekeeping)
- K23 the companies quality standards
- K24 the types of records kept, how are they completed and the importance of keeping them accurate
- K25 the importance of complying with written instructions
- K26 equipment operating procedures / manufacturers' instructions
- K27 statutory responsibilities under Health, Safety and Environmental legislation and regulations

SKSTEX11 - SQA Unit Code HD97 04

Provide support services for textile production

Developed by	Creative Skillset
---------------------	-------------------

Version number	5
-----------------------	---

Date approved	January 2013
----------------------	--------------

Indicative review date	April 2017
-------------------------------	------------

Validity	Current
-----------------	---------

Status	Original
---------------	----------

Originating organisation	Creative Skillset
---------------------------------	-------------------

Original URN	TEX11
---------------------	-------

Relevant occupations	Manufacturing technologies; Crafts, creative arts and design; Design Associate Professionals; Textile and Garment Trades
-----------------------------	--

Suite	Manufacturing Textile Products
--------------	--------------------------------

Key words	Textiles; manufacturing; operations; manual; processing
------------------	---
