

## Overview

This standard covers the skills and knowledge you will need to prepare for the manufacturing operations. This involves preparing for the manufacturing operations according to defined company procedures, and taking account of all health and safety requirements.

You will be expected to prepare your work area in readiness for the manufacturing operations and this will include ensuring the correct layout of tools and materials, maintaining accessibility for receipt and removal of materials and ensuring the area is free from obstructions or potential hazards. You will be expected to control preparation activities, making adjustments, minimising waste and solving problems that are within your permitted authority. The equipment should be cleaned where necessary, and materials should be removed and stored correctly. You will need to check all tools and equipment are in a safe condition and are operating correctly, and that sufficient materials are available for the manufacturing operation, and that they conform to the relevant specification/s. Any incorrect documentation, equipment, tools and / or materials should be corrected within the limits of your responsibility, otherwise it should be promptly reported to the appropriate person.

Your responsibilities will require you to comply with organisational policy and procedures for the preparation activities undertaken, and to report any problems that you cannot personally resolve, or are outside your permitted authority to the appropriate people. You will be expected to work to instructions, with a minimum of supervision, taking personal responsibility for your actions and the quality of the work that you carry out. You will also be expected to complete any necessary documentation accurately and legibly.

Your underpinning knowledge will be sufficient to provide a sound basis for your work, and to adopt an informed approach to applying the required work instructions and preparation procedures. You will have an understanding of the work area, equipment and material preparations required, in adequate depth to provide a sound background for carrying out the activities safely and correctly. You will understand why your actions are important in the manufacturing operation.

You will understand the safety precautions required when carrying out the preparations, especially those involving machinery. You will be required to demonstrate safe working practices throughout, and will understand the responsibility you owe to yourself and others in the workplace.

## **SEMPMO204 – SQA Unit Code HK5J 04**

### **Preparing for manufacturing operations**

---

This standard on preparing for manufacturing operations involves:

1. working with minimum supervision
2. preparing the work area, equipment and materials
3. requesting replacement tools, equipment when required
4. solving problems within the limits of your responsibility
5. confirming the status of the work area, equipment
6. checking and confirming the materials
7. reporting unsolvable problems, or problems that you are not responsible for, to the appropriate person
8. working in ways which maintain the safety of yourself and others

# SEMPMO204 – SQA Unit Code HK5J 04

## Preparing for manufacturing operations

---

### Performance criteria

*You must be able to:*

- P1 work safely at all times, complying with health and safety, environmental and other relevant regulations, directives and guidelines
- P2 obtain and follow the correct job instructions and any relevant preparation procedure specifications
- P3 carry out work area preparations according to procedure specification and take account of any specific safety requirements
- P4 prepare the equipment for the manufacturing operations and check that it is in a safe and usable condition
- P5 when necessary, request replacement tools and equipment within the limits of your responsibility
- P6 ensure that the materials are available, and they meet the specification for type, quantity and quality
- P7 minimise any waste during preparation activities
- P8 resolve any problems with the preparation activity within the limits of your responsibility
- P9 report any problems that you cannot solve or are outside your permitted authority to the appropriate person
- P10 maintain a safe and organised work area at all times

# SEMPMO204 – SQA Unit Code HK5J 04

## Preparing for manufacturing operations

---

### Knowledge and understanding

*You need to know and understand:*

- K1 the relevant health and safety requirements of the work area in which you are carrying out the preparation activities
- K2 the specific safe working practices that need to be observed whilst carrying out the preparations
- K3 the hazards associated with carrying out the preparation activities and how can they be minimised
- K4 what personal protective equipment (PPE) needs to be used during the preparation activities and where can it be obtained
- K5 how to obtain the necessary job instructions, equipment preparation procedures and how to interpret them
- K6 how the work area needs to be laid out, and where tools and materials need to be positioned
- K7 what material preparations may be required and how they will be carried out
- K8 what preparation checks need to be taken on the tools and/or equipment that you will use
- K9 what to do if your work area, equipment and /or materials are unsuitable for the planned operations
- K10 what the arrangements are for the receiving and removal of materials and products
- K11 what checks are needed to make sure materials meet the required specification
- K12 how to check that preparation is complete and correct
- K13 what methods can be used to minimise waste during preparation activities
- K14 what are the potential problems with carrying out preparation activities and how can they be avoided
- K15 what problems can occur in preparation activities
- K16 how to identify problems within preparation activities
- K17 what actions you can take within the limits of your responsibility to solve the problems
- K18 who to report unsolvable problems to, or problems that are not within the limits of your responsibility
- K19 what documentation may need to be completed, and why it is important to complete it accurately
- K20 what your personal responsibilities are with regard to health, safety and environmental issues
- K21 who the appropriate people are and what are their responsibilities within your working area

# SEMPMO204 – SQA Unit Code HK5J 04

## Preparing for manufacturing operations

---

### Additional Information

#### Scope/range related to performance criteria

You must be able to:

1. Follow the relevant preparation procedures and safety requirements to include **all** of the following:
  - 1.1. health and safety and environmental regulations
  - 1.2. equipment / tool operating instructions
  - 1.3. company standards and procedures
  - 1.4. safe working practices
  - 1.5. job instructions
  
2. Prepare and maintain the work area to include **all** of the following:
  - 2.1. accessibility for receipt and removal of materials
  - 2.2. correct equipment and material layout
  - 2.3. freedom from obstructions and hazards
  
3. Prepare equipment for manufacturing operations to include **one** of the following:
  - 3.1. machinery
  - 3.2. material handling arrangements
  - 3.3. process plant
  - 3.4. equipment specific to the operation
  - 3.5. tools, hand held and portable
  
4. Make available and check materials for manufacturing operations to include **one** of the following :
  - 4.1. production materials
  - 4.2. consumable materials
  
5. Deal with problems in preparation in **two** of the following areas:
  - 5.1. raw materials
  - 5.2. equipment
  - 5.3. documentation
  - 5.4. work area
  - 5.5. tooling
  
6. Report any problems with preparations outside your permitted authority to the appropriate person to include **two** of the following:
  - 6.1. supervisor
  - 6.2. maintenance personnel
  - 6.3. team leader
  - 6.4. quality control

# SEMPMO204 – SQA Unit Code HK5J 04

## Preparing for manufacturing operations

---

<b>Developed by</b>	SEMTA
<b>Version number</b>	2
<b>Date approved</b>	February 2016
<b>Indicative review date</b>	March 2019
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	SEMTA
<b>Original URN</b>	SEMPMO204
<b>Relevant occupations</b>	Engineering and manufacturing technologies; Manufacturing technologies; Process, Plant and Machine Operatives; Process Operatives
<b>Suite</b>	Performing Manufacturing Operations Suite 2
<b>Key words</b>	joining; manufacturing; operations; equipment; machine; hand; tool; manually; automated; soldering; bonding; gluing; brazing; preparing