

Overview

This standard covers the skills and knowledge you will need to conclude manufacturing operations.

This involves stopping the manufacturing operations according to defined company procedures, and taking account of all health and safety requirements. You will be expected to control the shutdown of all operating systems and equipment in accordance with specified shutdown procedures, making any adjustments within your permitted authority and minimising any waste. The equipment should be cleaned where necessary, and materials should be removed and stored correctly. The work area must also be left in a clean and tidy manner. 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 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 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 adopt an informed approach to applying the appropriate shutdown procedures / methods of completing the manufacturing operations. You will need to understand why your actions are important in the manufacturing operation.

You will understand the safety precautions required when carrying out the shutdown activities, especially those for isolating power supplies and leaving mechanised equipment in a safe condition. You will be required to demonstrate safe working practices throughout, and will understand the responsibility you owe to yourself and others in the workplace.

This standard on completing manufacturing operations involves:

1. working with minimum supervision
2. stopping manufacturing operations according to defined company procedures
3. cleaning tools and equipment when required
4. storing materials when required
5. reporting unsolvable problems, or problems that you are not responsible

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- for, to the appropriate person
- 6. completing any necessary documentation
- 7. working in ways which maintain the safety of yourself and others

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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 completion/shutdown procedure instructions,
- P3 stop the operations in accordance with job instructions and specified completion/shutdown procedures, and take account of any specific safety procedures
- P4 make sure any related equipment is shut down to a safe condition in accordance with completion/shutdown procedures
- P5 ensure equipment is clean for further use
- P6 remove and store materials in a correct and safe manner
- P7 minimise any waste during completion/shutdown activities
- P8 resolve any problems with the completion/shutdown 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
- P11 report on status of completion/shutdown of manufacturing operations
- P12 confirm completion / shutdown is correct and complete according to defined procedures/instructions

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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 activities
- K2 the specific safe working practices that need to be observed whilst carrying out the completion/shut down activities
- K3 the hazards associated with carrying out the completion/shutdown activities and how can they be minimised
- K4 what personal protective equipment (PPE) needs to be used during the completion/shutdown and cleaning activities and where can it be obtained
- K5 what actions need to be taken in case of emergencies when shutting down machines or fully automated manufacturing operations
- K6 how to obtain the necessary job instructions, equipment shutdown procedures and how to interpret them
- K7 when in the manufacturing operation is it safe to shut down the equipment
- K8 what completion checks need to be made
- K9 what the procedures are for cleaning the equipment
- K10 what the procedures are for storing and removing materials and waste
- K11 what methods can be used to minimise waste during completion activities
- K12 what the potential problems are with carrying out the completion activities and how can they be avoided
- K13 what problems can occur in completion/shutdown activities
- K14 how to identify problems within completion/shutdown activities
- K15 what actions you can take within the limits of your responsibility to solve the problems
- K16 who to report unsolvable problems to, or problems that are not within the limits of your responsibility
- K17 what documentation needs to be completed and why it is important to complete it accurately and legibly
- K18 what your responsibilities are with regard to the reporting lines and procedures in your working area
- K19 who the other appropriate people are and what are their responsibilities within your working area

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Additional Information

Scope/range related to performance criteria

You must be able to:

1. Follow relevant shutdown procedures and safety requirements to include **all** of the following:
 - 1.1. health and safety regulations
 - 1.2. job instructions
 - 1.3. safe working practices
 - 1.4. equipment shutdown instructions
 - 1.5. company procedures

2. Deal appropriately with the following at completion of the manufacturing operations to include:
 - 2.1. finished products / components
and **one** other type of material from the following:
 - 2.2. production materials
 - 2.3. waste or scrap materials
 - 2.4. surplus consumable materials

3. Close down equipment used in the manufacturing operations to include **one** of the following:
 - 3.1. machinery
 - 3.2. material handling arrangements
 - 3.3. process plant
 - 3.4. tools (hand held and portable)
 - 3.5. equipment specific to the operation

4. Use the correct reporting procedure on completion of manufacturing operations for **one** of the following:
 - 4.1. output
 - 4.2. quality
 - 4.3. scrap
 - 4.4. downtime
 - 4.5. maintenance requirements
 - 4.6. work in progress

5. Report any problems outside your permitted authority to the appropriate person to include **two** of the following:
 - 5.1. supervisor
 - 5.2. maintenance personnel
 - 5.3. team leader
 - 5.4. quality control

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