

# SEMPMO206 – SQA Unit Code HK5N 04

## Ensuring effective handover of manufacturing operations



### Overview

This standard covers the skills and knowledge you will need to ensure the effective handover of continuous manufacturing operations to other people.

This involves preparing for the handover according to defined company procedures, and taking account of all health and safety requirements. You will be expected to check all operating systems, and that equipment conforms to the relevant handover instructions. You will be expected to monitor and control the handover operation, minimising waste and making adjustments within the limits of your permitted authority. The equipment should be cleaned where necessary, and materials and equipment stored correctly. The work area must also be left in a clean and tidy manner.

Your responsibilities will require you to comply with organisational policy and procedures for the handover 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 minimum 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 handover procedures. You will have an understanding of the hand over operation used, and its application, in an adequate depth to provide a sound background for carrying out the handover operation, making allowable adjustments when required, to ensure that the handover operation is completed satisfactorily. 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 handover activities, especially those involving mechanised equipment or continuous process operations. 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 handing over manufacturing operations involves:

1. preparation of area, equipment and materials for handover
2. cleaning tools and equipment when required
3. confirming the status of the area, equipment and materials for handover
4. handover of manufacturing operations
5. monitoring and controlling the handover operation

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6. reporting unsolvable problems or problems that you are not responsible for, to the appropriate person
7. completing any necessary documentation
8. 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 handover instructions
- P3 carry out pre-handover checks, and prepare the manufacturing operation for handover
- P4 make sure that you take account of any specific safety requirements involved in the handover
- P5 perform the handover operation
- P6 monitor and control the handover operation, and identify any faults, variation, problems that occur
- P7 make any necessary adjustments within your permitted authority
- P8 report any faults, variations or problems that you can't solve or are outside your permitted authority to the appropriate person
- P9 minimise any waste during the handover operation
- P10 confirm handover as correct and complete
- P11 complete documentation in accordance with organisational procedures (or requirements)

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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 handover activities
- K2 the specific safe working practices that need to be observed whilst carrying out the handover activities
- K3 the hazards associated with carrying out the handover activities and how can they be minimised
- K4 what personal protective equipment (PPE) needs to be used during the preparation activities for handover and where can it be obtained
- K5 what actions need to be taken in case of emergencies when handing over machines or fully automated manufacturing processes / operations
- K6 how to obtain the necessary job instructions, handover procedures, and how to interpret them
- K7 when in the manufacturing operation is it safe to carry out the handover procedure
- K8 what pre handover checks need to be made
- K9 what the layout of the work area should be for the handover operation
- K10 what are the procedures for cleaning the equipment, and storing and removing materials and waste
- K11 how to carry out the handover operation safely and correctly
- K12 what faults, problems or variations can occur in the handover operation
- K13 how to identify faults, problems or variations in the handover operation
- K14 what adjustments you are allowed to make during the handover operation
- K15 why it is important to report faults, variations or problems that are outside your permitted authority and or you cannot solve
- K16 what documentation may need to be completed on handover, and why it is important to complete it accurately and legibly
- K17 what your responsibilities are with regard to the reporting lines and procedures in your working area
- K18 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 handover procedures and safety requirements to include **all** of the following:
  - 1.1. health and safety and environmental regulations
  - 1.2. job instructions
  - 1.3. safe working practices
  - 1.4. equipment handover instructions
  - 1.5. company procedures
  
2. Maintain the work area in readiness for handover of the manufacturing operations to include **all** of the following:
  - 2.1. cleanliness of equipment and tooling
  - 2.2. accessibility for receipt and removal of materials
  - 2.3. freedom from obstructions and hazards
  - 2.4. equipment and material correctly in place
  
3. Prepare and handover equipment used in the manufacturing operations to include **one** of the following:
  - 3.1. machinery
  - 3.2. process plant
  - 3.3. tools (hand held and portable)
  - 3.4. material handling arrangements
  - 3.5. equipment specific to the operation
  
4. Make permitted adjustments to solve handover problems to include **two** of the following:
  - 4.1. quality
  - 4.2. accuracy
  - 4.3. material utilisation
  - 4.4. operational safety
  - 4.5. manufacturing changes
  - 4.6. productivity
  
5. Report problems that you cannot solve or are outside your permitted authority to the appropriate person to include **one** of the following:
  - 5.1. supervisor
  - 5.2. team leader
  - 5.3. quality control

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