

SEMPMO220 – SQA Unit Code HK5W 04

Analysing the results of inspection and confirming quality of production



Overview

This standard covers the skills and knowledge required to evaluate the results of the inspection and testing procedure, taking the appropriate action to confirm the quality of the products and materials according to defined operating procedures.

It involves confirming which products and materials comply with the specified quality control requirements after inspection and testing. Identifying which products and materials do not conform to the specified quality control requirements and evaluating what action is required. Materials and products that do not conform to the required quality standards must be dealt with in the appropriate way according to specified quality control requirements. This also involves the reporting of results of the sampling procedure 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 with the activities that you cannot personally resolve, or are outside your permitted authority, to the appropriate people. You will be expected to work with a minimum of supervision, taking personal responsibility for your actions and the quality and accuracy 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 quality standards. You will understand the principles of inspection and testing in order to confirm the quality of the production, in an adequate depth to provide a sound background for carrying out the activities, identifying any problems and ensuring that the production output is to the required quality specification.

You will understand the safety precautions required when working with the manufacturing equipment and when reporting on the required samples. 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 confirming quality of production involves:

1. evaluating and interpreting results of inspection and testing
2. confirming the quality of samples, products and materials
3. identifying and reporting any samples, products and materials which do not meet quality requirements
4. correctly recording inspection and testing results
5. reporting unsolvable problems, or problems that you are not responsible

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- for, to the appropriate person
- 6. 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 make sure you have all the required data to hand before starting to analyse them
 - P3 accurately interpret the results of the inspection and testing procedure
 - P4 accurately distinguish between products and materials which meet the quality requirements and those which do not
 - P5 take appropriate action with products and materials according to the results of the inspection and testing procedure
 - P6 report any problems that you cannot solve, or are outside your permitted authority, to the appropriate person

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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 inspection and analysis activities
- K2 the specific safe working practices and environmental regulations that need to be observed
- K3 the hazards associated with the analysis and testing procedures and how can they be minimised
- K4 what personal protective equipment (PPE) needs to be used during the activities and where can it be obtained
- K5 how to obtain the necessary job instructions, analysis and evaluation documentation and quality control specifications that are used, and how to interpret them
- K6 the correct methods of handling and storing the samples
- K7 how to confirm samples, products and materials meet the quality requirements
- K8 how to identify which samples, products and materials do not meet the quality requirements
- K9 how to interpret the results of the inspection and testing procedure
- K10 what action needs to be taken with samples, products and materials that do not meet the quality requirements
- K11 the potential problems associated with stages of the inspection and testing process, how they occur and how they can be corrected
- K12 how to report any problems you are not able to deal with yourself and why it is important to report faults, variations or problems immediately
- K13 what your responsibilities are with regard to the reporting lines and procedures in your working area
- K14 who the 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 the relevant inspection, testing procedures and safety requirements to include **all** of the following:
 - 1.1. health and safety and environmental regulations
 - 1.2. machinery/equipment safety procedures
 - 1.3. company standards and procedures
 - 1.4. safe working practices
 - 1.5. quality control job instructions

2. Report on samples obtained from **one** of the following manufacturing methods:
 - 2.1. hand manufacturing operations
 - 2.2. fully automated machine operations
 - 2.3. manually operated machine operations
 - 2.4. combined manufacturing operations
 - 2.5. computer controlled operations

3. Confirm quality requirements related to **both** of the following sampling procedures:
 - 3.1. random
 - 3.2. defined (such as first/final)

4. Data/results gained from **two** of the following inspection and testing activities:
 - 4.1. visual inspection
 - 4.2. analysis testing
 - 4.3. measurement
 - 4.4. functional operation
 - 4.5. other specific activity

5. Take appropriate action following the outcome of the evaluation activities related to **both** of the following:
 - 5.1. acceptable samples - within required quality
 - 5.2. unacceptable samples - outside required quality

6. Report problems that you cannot solve and or are outside your permitted authority to the appropriate person to include **one** of the following:
 - 6.1. team leader
 - 6.2. production supervisor
 - 6.3. quality control supervisor

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Developed by	SEMTA
Version number	2
Date approved	February 2016
Indicative review date	March 2019
Validity	Current
Status	Original
Originating organisation	SEMTA
Original URN	SEMPMO220
Relevant occupations	Engineering and manufacturing technologies; Manufacturing technologies; Process, Plant and Machine Operatives; Process Operatives
Suite	Performing Manufacturing Operations Suite 2
Key words	joining; manufacturing; operations; equipment; machine; hand; tool; manually; automated; soldering; bonding; gluing; brazing; inspection; quality