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## Overview

This standard covers the skills and knowledge you will need to carry out packaging operations on finished products which may be for protective, decorative, marketing or transportation purposes. This could include wrapping, boxing, bagging or bottling.

This will involve packaging finished products according to defined operating procedures. You will be expected to monitor and control the packaging operation, minimising any waste, making adjustments within the limits of your permitted authority and ensuring that the packaged products meet the required specification. Meeting production targets will be an important issue and your production records must show consistent and satisfactory performance.

Your responsibilities will require you to comply with organisational policy and procedures for the packaging activities undertaken, and to report any problems with the packaging activities 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 for the quality and accuracy of the work that you produce. 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 will enable you to adopt an informed approach to applying the required work instructions and packaging procedures. You will have an understanding of the packaging operation used, and its application, and will know about the equipment, materials and consumables in adequate depth to provide a sound background for carrying out the activities, making allowable adjustments when required, to ensure that the required specification is achieved.

You will understand the safety precautions required when working with the packaging tools and equipment. 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 packaging products involves:

1. working with minimum supervision
2. using the correct tools, equipment and materials for the packaging operation
3. performing the packaging operation

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### **Producing packaged products**

4. monitoring and controlling the packaging operation
5. making adjustments within your permitted authority
6. reporting unsolvable problems or problems that you are not responsible for, to the appropriate person
7. completing any necessary documentation accurately and legibly
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 packaging procedure and quality specifications
  - P3 use the correct packaging tools, equipment, materials for the packaging operations being performed
  - P4 perform the packaging operation according to instructions and safe operating procedures
  - P5 follow the correct sequence of events in the finishing operation
  - P6 monitor and control the packaging operation and identify any faults, variations or problems that occur
  - P7 make any necessary adjustments within your permitted authority
  - P8 report any problems that you cannot solve or are outside your permitted authority to the appropriate person
  - P9 minimise any waste during the packaging operation
  - P10 produce finished products which comply with the packaging specification and quality requirements
  - P11 work to achieve your production targets
  - P12 deal appropriately with packaged components and 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 packaging operations
- K2 the specific safe working practices, packaging procedures and environmental regulations that need to be observed
- K3 the hazards associated with carrying out the packaging operations and how can they be minimised
- K4 what actions need to be taken in case of emergencies
- K5 what personal protective equipment (PPE) needs to be used during the packaging activities and where can it be obtained
- K6 how to obtain the necessary job instructions, operating procedures and packaging specifications that are used, and how to interpret them
- K7 what tools and equipment are used for the packaging operations undertaken and how to check that they are in a safe and usable condition
- K8 how to operate, monitor and control the packaging equipment to achieve the required specification
- K9 the specific packaging operations to be performed
- K10 why it is important to follow the specified packaging sequence and procedure at all times
- K11 what methods can be used to minimise waste during packaging operations
- K12 what faults, problems or variations can occur in the packaging operation
- K13 how to identify faults, problems or variations in the packaging operation
- K14 what allowable adjustments can you make to achieve specification in the packaging operation
- K15 why it is important to report faults, variations or problems that are outside your permitted authority and or you cannot solve
- K16 how to check the quality of the packaged products, against the required quality standards and what tools and equipment are used
- K17 what documentation may need 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 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 packaging procedures and safety requirements to include **all** of the following:
  - 1.1. health and safety regulations
  - 1.2. packaging equipment / tool operating instructions
  - 1.3. safe working practices
  - 1.4. job instructions
  - 1.5. company standards and procedures
  
2. Perform packaging operations using **one** of the following methods:
  - 2.1. hand packaging operations
  - 2.2. fully automated machine packaging operations
  - 2.3. manually operated machine packaging operations
  - 2.4. combined packaging operations
  
3. Carry out checks of the packaged products to include the following:
  - 3.1. completeness of packaging operations and **three** other checks from the following
  - 3.2. quality of finish and appearance
  - 3.3. security of packaging
  - 3.4. freedom from damage
  - 3.5. quantity
  - 3.6. freedom from contamination
  - 3.7. volume
  
4. Make permitted adjustments to solve production faults, variations or problems to related to **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 and 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
  
6. Work to achieve production targets for **both** of the following:
  - 6.1. output
  - 6.2. quality

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## Producing packaged products

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