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## Overview

To perform competently, you will need to show that you can operate in a range of conditions. You will need to demonstrate therefore that you can deal effectively with the following:

- 1 single items of equipment requiring no major adjustment, and requiring some clearance of blockages and limited fault diagnosis
- 2 visual checks of packs, product security and safety
- 3 procedures relating to legal requirements and quality standards
- 4 problems with equipment, materials and packs, services and quality
- 5 primary, secondary or tertiary packs
- 6 face to face handovers, within teams or with someone in another team, during the working period and at the end of the working period
- 7 documentation referring to the packaging and packaging records

This unit deals with the following:

- 1 Commence packaging run
- 2 Pack product
- 3 Hand over the operation
- 4 Stop packaging run

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

### **Previous Version**

Unit 3.2 SEMTA National Occupational Standards in Packaging (STM4)

# COGPACK15 HP8R 04

## Pack Product by Machine

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### Performance criteria

- You must be able to:*
- P1 use the appropriate Personal Protective Equipment (PPE)
  - P2 check that the specified services, equipment and materials are ready for use
  - P3 complete pre-start-up checks correctly
  - P4 start the operation without undue delay
  - P5 identify and deal with problems correctly
  - P6 ensure that the product is packed to the correct specification
  - P7 segregate and label correctly materials and packs which do not meet the specification
  - P8 maintain the required output rates
  - P9 prepare correctly the packs for transfer
  - P10 report the current operational status accurately within the acceptable time limits, at the correct time and place
  - P11 maintain the correct operational status when you have taken over responsibility
  - P12 ensure that you have followed the correct procedures when handing over to someone else
  - P13 prepare to stop the packaging run according to the specified procedures
  - P14 leave the equipment and work area in the appropriate condition

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## Pack Product by Machine

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### Knowledge and understanding

*You need to know and understand:*

- K1 which Personnel Protective Equipment (PPE) is appropriate and why
- K2 the services which are available
- K3 the machine sequence for packaging operations
- K4 which pieces of equipment are needed and are in place
- K5 how to verify against the documentation that the materials are correct
- K6 how to complete correct product security checks
- K7 which documents to obtain and when
- K8 the acceptable time limits for the completion of tasks
- K9 the procedures for reporting problems
- K10 the methods for dealing with problems
- K11 how to interpret and identify packaging instructions
- K12 the procedures for segregating materials and packs
- K13 labelling procedures
- K14 how to take and identify samples
- K15 the rate at which to operate the equipment
- K16 how to monitor and maintain the levels of materials
- K17 how to make machine adjustments within your level of responsibility
- K18 how to clear blockages within your level of responsibility
- K19 how to prepare packs for transfer
- K20 how to handle and dispose of non-recoverable packs and materials
- K21 the requirements of the handover procedure
- K22 what information is to be transferred and in what format
- K23 how to identify and emphasise significant information
- K24 the operational quality standards required
- K25 how to deplete the materials
- K26 when you should prepare to stop the run
- K27 how and when to switch off services and equipment
- K28 the condition in which the area should be left
- K29 how and where to remove packs and part packs

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## Pack Product by Machine

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**Relevant occupations** Engineering and manufacturing technologies; Manufacturing technologies; Process, Plant and Machine Operatives; Process Operatives

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**Suite** Packaging

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**Key words** packaging, run, commence, pack, handover, stop, monitor, operation

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