

MANAGE TEXTILE PRODUCTION PROCESS

UNIT CODE: ENG/OS/TEX/CR/7/6/A

Unit description

This unit describes the competencies required by a textile technician to manage textile production process. It involves competencies required to set up production process, operationalize production process, maintain production targets, control stock utilization, oversee plant maintenance, maintain production records, manage storage of raw materials and production outputs, manage production rejects and manage safety operations

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These are assessable statements which specify the required level of performance for each of the elements	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements <i>(Bold and italicized terms are elaborated in the Range)</i>
1. Set up production process	1.1 Item to be produced is identified according to work requirements. 1.2 Raw materials for production are checked according to production requirement. 1.3 Production machine is inspected according to manufacturer's specifications. 1.4 Labour availability is confirmed according to job requirements. 1.5 Production lines are inspected according to installation manual 1.6 Safety devices are checked according to health and safety regulations 1.7 Work area is set and cleaned according to safety regulations 1.8 Production line is tested according to operation manual
2. Operationalize production process	2.1 Production line settings are adjusted according required standards 2.2 Production line is run according to operation manual 2.3 Products are checked against expected standards 2.4 Faults are identified and rectified according to operational and quality procedures

	<p>2.5 Finished products are packed and arranged according to prescribed procedures</p> <p>2.6 Rejects are removed and secured according to health and safety guidelines</p>
3. Maintain production targets	<p>3.1 Production targets are set according to production requirements</p> <p>3.2 Production personnel is informed of the set targets according to production requirements</p> <p>3.3 Set targets are assigned to production personnel at each process stage according to production requirements</p> <p>3.4 Follow up of set targets is made according to production requirements</p> <p>3.5 Achieved targets are reviewed according to production requirements.</p> <p>3.6 Production targets are assessed to ascertain if objectives have been met according to production plans.</p> <p>3.7 Records of production targets are maintained according to production requirements.</p>
4. Control raw materials utilization	<p>4.1 Raw materials requirements are defined according to production needs.</p> <p>4.2 Raw materials are re-ordered to replenish depleting stock according to company policies</p> <p>4.3 Raw materials records are maintained according to SOPs.</p>
5. Coordinate plant maintenance	<p>5.1 Plant machineries are inspected regularly according to company regulations</p> <p>5.2 Various maintenance schedules are planned according to company requirements</p> <p>5.3 Production machines are availed for maintenance according to production plans.</p> <p>5.4 Maintenance records are maintained according to SOPs</p>
6. Maintain production records	<p>6.1 Information and data to be reported is identified according to production requirements</p> <p>6.2 Method of recording information and data is identified in accordance with company procedures</p> <p>6.3 Production information and data is recorded according to company procedures</p> <p>6.4 Production reports are generated in accordance with company procedures</p>

	6.5 Records are processed and stored in accordance with company procedures
7. Manage storage of raw materials and production outputs	<p>7.1 Storage section is kept clean in accordance with health and safety regulations</p> <p>7.2 Storage conditions are kept as prescribed in storage manual</p> <p>7.3 Hazardous and fragile raw materials and finished products are stored in special conditions as prescribed in health and safety regulations</p> <p>7.4 Storage are updated according to SOPs</p> <p>7.5 Stored raw material and finished goods are inspected regularly according to organisation's regulations</p>
8. Manage production rejects	<p>8.1 Plant machinery is maintained according to maintenance manual</p> <p>8.2 Production staff is trained according to work requirements</p> <p>8.3 Production parameters are set according to production requirements</p> <p>8.4 Finished products are inspected according to production requirements</p> <p>8.5 Rejects are isolated according to company policies</p>
9. Manage safety operations	<p>9.1 Personal protective equipment is provided all the time according to health and safety regulations</p> <p>9.2 Daily safety inspections are made according to health and safety regulations</p> <p>9.3 Safety precaution notices and posts are placed at strategic points according to health and safety regulations</p> <p>9.4 5S's is implemented according to set down procedures.</p> <p>9.5 Personnel feedback on safety issues is acted on according to health and safety regulations</p> <p>9.6 Safety goals are set according to organisation's requirements</p> <p>9.7 First aid operations are handled according to health and safety regulations</p> <p>9.8 Plant inspection reports are reviewed according to safety and health regulations</p>

10. Manage sectional staff	10.1 Leave rota is developed and planned according to organization procedures. 10.2 Jobs are allocated according to available job and experience. 10.3 Set time schedules are complied with in accordance with organizational regulations. 10.4 Disputes are resolved amicably as per organizational policies 10.5 Staff appraisal is conducted in accordance with organizational procedures
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RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range
1. Tools and equipment may include but not limited to:	<ul style="list-style-type: none"> • Hand tools • Power tools
2. Types of maintenance may include but not limited to:	<ul style="list-style-type: none"> • Preventive maintenance • Corrective maintenance • Predictive maintenance

REQUIRED SKILLS

The individual needs to demonstrate skills in:

- Machine operation
- Communication skills
- Problem solving
- Data collection and analysis
- Service and repair of system components
- Fault diagnosis
- Attention to details

REQUIRED KNOWLEDGE

The individual needs to demonstrate knowledge of:

- Documentation
- Scheduling/planning for maintenance
- Service and repair of machinery
- Technical report writing
- Data analysis and interpretation
- Safety and hazards

- Problem solving
- Quality assurance
- Quality control
- Faults in production

EVIDENCE GUIDE

This provides advice on assessment and must be in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical Aspects of Competency.	<p>Assessment requires evidence that the learner</p> <ul style="list-style-type: none"> 1.1 Set up production process 1.2 Operationalized production process 1.3 Maintained production targets 1.4 Controlled stock utilization 1.5 Oversaw plant maintenance 1.6 Maintained production records 1.7 Managed storage of raw materials and production outputs 1.8 Managed production rejects 1.9 Managed safety operations
2. Resource Implications.	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Computers 2.2 Whiteboards 2.3 Whiteboard markers 2.4 Manuals
3. Methods of Assessment.	<p><i>Competency may be assessed through:</i></p> <ul style="list-style-type: none"> 3.1 Practical 3.2 Observation 3.3 Questionnaire 3.4 Case studies 3.5 Written examinations 3.6 Oral presentation
4. Context of Assessment.	<p>Competency may be assessed:</p> <ul style="list-style-type: none"> 4.1 On-the-job 4.2 Off-the –job 4.3 During Industrial attachment
5. Guidance information for assessment.	<p>This unit may be assessed on an integrated basis with others within this occupational sector.</p>