

### LEARNING OUTCOMES

- 1 Ensure effective handover of manufacturing operations.
- 2 Know how to ensure effective handover of manufacturing operations.

Performance evidence must be the main form of evidence gathered. You are required to provide THREE pieces of evidence that demonstrate your competence for the criteria in outcome one and ONE piece of evidence to show your essential knowledge for the criteria in outcome two.

### OUTCOME ONE

#### ENSURE EFFECTIVE HANDOVER OF MANUFACTURING OPERATIONS

You are required to provide THREE pieces of evidence that demonstrate your competence in each criteria.

Performance evidence required You must be able to:	Evidence reference number	Evidence reference number	Evidence reference number
1 Work safely at all times, complying with health and safety, environmental and other relevant regulations and guidelines.			
2 Follow relevant handover procedures and safety requirements to include <b>all</b> of the following: <ul style="list-style-type: none"> <li>• health and safety and environmental regulations</li> <li>• safe working practices</li> <li>• company procedures</li> <li>• job instructions</li> <li>• equipment handover instructions.</li> </ul>			
3 Obtain and follow the correct job instructions and any relevant handover instructions.			
4 Carry out pre-handover checks, and prepare the manufacturing operation for handover.			

Continued on page 2

## Unit 206

## Ensuring effective handover of manufacturing operations

**OUTCOME ONE** *continued***ENSURE EFFECTIVE HANDOVER OF MANUFACTURING OPERATIONS**

<b>Performance evidence required</b> You must be able to:	Evidence reference number	Evidence reference number	Evidence reference number
<b>5</b> Prepare and handover equipment used in the manufacturing operations to include <b>one</b> of the following: <ul style="list-style-type: none"> <li>• machinery</li> <li>• process plant</li> <li>• tools (hand held and portable)</li> <li>• material handling arrangements</li> <li>• equipment specific to the operation.</li> </ul>			
<b>6</b> Maintain the work area in readiness for handover of the manufacturing operations to include <b>all</b> of the following: <ul style="list-style-type: none"> <li>• cleanliness of equipment and tooling</li> <li>• accessibility for receipt and removal of materials</li> <li>• freedom from obstructions and hazards</li> <li>• equipment and material correctly in place.</li> </ul>			
<b>7</b> Make sure that you take account of any specific safety requirements involved in the handover.			
<b>8</b> Perform the handover operation.			
<b>9</b> Monitor and control the handover operation, and identify any faults, variation, problems that occur.			
<b>10</b> Make any necessary adjustments within your permitted authority.			

Continued on page 3

**OUTCOME ONE** *continued***ENSURE EFFECTIVE HANDOVER OF MANUFACTURING OPERATIONS**

<b>Performance evidence required</b> You must be able to:	Evidence reference number	Evidence reference number	Evidence reference number
<b>11</b> Make permitted adjustments to solve handover problems to include <b>two</b> of the following: <ul style="list-style-type: none"> <li>• quality</li> <li>• accuracy</li> <li>• material utilisation</li> <li>• operational safety</li> <li>• manufacturing changes</li> <li>• productivity.</li> </ul>			
<b>12</b> Report any faults, variations or problems that you cannot solve or are outside your permitted authority to the appropriate person to include <b>one</b> of the following: <ul style="list-style-type: none"> <li>• supervisor</li> <li>• team leader</li> <li>• quality control.</li> </ul>			
<b>13</b> Minimise any waste during the handover operation.			
<b>14</b> Confirm handover as correct and complete.			
<b>15</b> Complete any necessary documentation accurately and legibly.			

## Unit 206

## Ensuring effective handover of manufacturing operations

**OUTCOME TWO****KNOW HOW TO ENSURE EFFECTIVE HANDOVER OF MANUFACTURING OPERATIONS**

You are required to demonstrate competence in each criteria on at least ONE occasion.

<b>Performance evidence required</b> You must be able to:	Evidence reference number	Evidence reference number	Evidence reference number
<b>1</b> Describe the relevant health and safety requirements of the work area in which you are carrying out the handover activities.			
<b>2</b> Explain the specific safe working practices that need to be observed whilst carrying out the handover activities.			
<b>3</b> Explain the hazards associated with carrying out the handover activities and how they can be minimised.			
<b>4</b> Explain what personal protective equipment needs to be used during the preparation activities for handover and where can it be obtained.			
<b>5</b> Explain what actions need to be taken in case of emergencies when handing over machines or fully automated manufacturing processes/operations.			
<b>6</b> Explain how to obtain the necessary job instructions, handover procedures, and how to interpret them.			
<b>7</b> Explain when in the manufacturing operation is it safe to carry out the handover procedure.			
<b>8</b> Explain what pre-handover checks need to be made.			

Continued on page 5

**OUTCOME TWO** *continued***KNOW HOW TO ENSURE EFFECTIVE HANDOVER OF MANUFACTURING OPERATIONS**

<b>Performance evidence required</b> You must be able to:	Evidence reference number	Evidence reference number	Evidence reference number
<b>9</b> Explain what the layout of the work area should be for the handover operation.			
<b>10</b> Explain the procedures for cleaning the equipment, and storing and removing materials and waste.			
<b>11</b> Explain how to carry out the handover operation safely and correctly.			
<b>12</b> Explain what faults, problems or variations can occur in the handover operation.			
<b>13</b> Explain how to identify faults, problems or variations in the handover operation.			
<b>14</b> Explain what adjustments you are allowed to make during the handover operation.			
<b>15</b> Explain why it is important to report faults, variations or problems that are outside your permitted authority or you cannot solve.			
<b>16</b> Explain what documentation may need to be completed on handover, and why it is important to complete it accurately and legibly.			
<b>17</b> Explain what your responsibilities are with regard to the reporting lines and procedures in your working area.			
<b>18</b> Explain who the other appropriate people are and what their responsibilities are within your working area.			

## Unit 206

## Sign-off

---

### CANDIDATE DECLARATION

I confirm that all the evidence submitted for this qualification is my own work.

Signature of candidate:

---

Date:

---

---

### ASSESSOR DECLARATION

I can confirm that the evidence presented is valid, authentic, current and sufficient within the context of the qualification criteria, and demonstrates the candidate's competence across the outcomes claimed.

Signature of assessor:

---

Name of assessor:

---

Date:

---

Internal verifier signature (if sampled):

---

Internal verifier name:

---

Date:

---

External verifier signature (if sampled):

---

External verifier name:

---

Date:

---