

Title	Coordinate a manufacturing operation		
Level	4	Credits	15

Purpose	People credited with this unit standard are able to: demonstrate knowledge of workflow; organise production; control and monitor activities; and undertake ongoing production analysis and identify opportunities for improvement, in a manufacturing operation.
----------------	--

Classification	Manufacturing Skills > Manufacturing Processes
-----------------------	--

Available grade	Achieved
------------------------	----------

Guidance Information

- 1 Legislation relevant to this unit standard include but are not limited to the:
Health and Safety at Work Act 2015.
Resource Management Act 1991.
- 2 Definitions
Accepted industry practice refers to the approved codes of practice and standardised procedures accepted by the wider manufacturing industry as examples of best practice.
Manufacturing operation refers to one or more workstations required to manufacture a product for internal or external customers, under the candidate's control.
Workplace procedures refer to approved procedures used by the organisation carrying out the work and applicable to the tasks being carried out, such as standard operating procedures, site safety procedures, equipment operating procedures, codes of practice, quality assurance procedures, housekeeping standards, and procedures to comply with legislative and local body requirements.
- 3 Assessment requirements
All activities and evidence must be in accordance with workplace procedures and must be consistent with accepted industry practice and the generally accepted body of knowledge relating to manufacturing processes. Such knowledge is available in relevant training manuals and reference texts. No one textbook or other source of information is envisaged, as new approaches to manufacturing and manufacturing processes are published regularly.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of workflow in a manufacturing operation.

Performance criteria

- 1.1 Essential factors for managing workflow are explained in terms of processing times, processing requirements, and product specifications.
- 1.2 Additional factors for managing workflow to meet customer requirements are explained.
- Range factors may include but are not limited to – plant or equipment capacity, personnel, workload, delivery times.
- 1.3 Production schedules and requirements are explained.
- Range may include but are not limited to – information content, notification of parties, forward advice (timeliness), communication system, customer specifications.
- 1.4 Key information capture points in the manufacturing operation are identified and explained.
- 1.5 Product movement controls between areas are explained.

Outcome 2

Organise production in a manufacturing operation.

Performance criteria

- 2.1 Staff are strategically placed to optimise productivity outputs and maintain safety standards.
- Range includes but is not limited to – staff capability or versatility, individual placements, team composition, supervisory requirements.
- 2.2 Work responsibilities, authorities, and accountability are allocated and coordinated between related production activities.
- Range may include but is not limited to – job descriptions, job cards, standard operating procedures, production plans or schedules, reporting lines, production records and reports, special instructions, housekeeping.
- 2.3 Stock inventory levels and movement controls are coordinated to and from each storage area or workstation to optimise production flows and outputs.

Outcome 3

Control and monitor activities in a manufacturing operation.

Performance criteria

- 3.1 Communication and information flows are maintained to optimise productivity and ensure product quality.
- 3.2 Production constraints and defects are identified, and corrective action is taken to meet production schedule and customer specifications.
- 3.3 Stock inventory levels are maintained at pre-planned levels.
- 3.4 Environmental, safety, health, production, and housekeeping standards are monitored and maintained at all workstations.

 Range environmental standards may include – waste recycling, discharge to air, liquid discharge, solid waste removal.
- 3.5 Maintenance schedules are managed to meet equipment and production needs.
- 3.6 Product storage and if required, dispatch, is controlled to meet customer orders.
- 3.7 Records and reports are completed, and outcomes are communicated.

Outcome 4

Undertake ongoing production analysis and identify opportunities for improvement in a manufacturing operation.

Performance criteria

- 4.1 Achievements and shortfalls against target are identified and evaluated, and corrective action identified.

 Range includes but is not limited to – manufacturing costs, breakdowns, out-of-specification product, staff factors, product returns, inventory management, product delivery.
- 4.2 Opportunities for improvements in production or quality in a manufacturing operation, and the methodology required, are identified, documented, and reported.

Planned review date	31 December 2025
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	21 January 2016	31 December 2023
Review	2	26 August 2021	N/A

Consent and Moderation Requirements (CMR) reference	0013
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.