

# WHAT WE DO AND HOW WE DO IT ... HILCLARE WORKSHOP

## STAGE 1 – RECEIVING GOODS

Goods arrive in lorry

Use pallet truck to position pallets  
TRAINING REF: E038 R003 R009

Use inventory to check quantities of goods are correct and highlights any discrepancies.

Identify the job type, batch number & quantity required.

Stores man calculates quantities, e.g. wires required

Introduce first pallet to dismantling area ensuring all pallets adhere to Health and Safety.  
TRAINING REF: E038 R003 R009

Dismantling & unpacking of products according to procedure booklet  
TRAINING REF: R003 R009

Distribute various dismantled parts & labels to relevant areas of workshop  
TRAINING REF: R003 R009

Full striping of light fitting and ready for the next process.  
TRAINING REF: H001 H002 H003 H005 H008

Collects all components left over ready for recycling and stack on pallet ready for collection.  
TRAINING REF: R003 R009

Present dismantled shells to next stage.  
TRAINING REF: E038 R003 R009

## STAGE 2 – PREPARATION OF WIRES

Calculate number of wires required to finish job.

Use template to determine length of wires. Cut & strip correct quantity of wires to complete the job. Count in batches of 100.  
TRAINING REF H001 H002

## STAGE 3 - CONSTRUCTION

Ballast is drilled and fixed using screws & bolts.  
TRAINING REF: H008 P018

Use workbook/sample and accurately position the ballast according to the procedure.

## STAGE 4 - ASSEMBLY

Connect the appropriate wires as per wiring diagram.  
TRAINING REF: H001 H002 H003 H005

## STAGE 5 – 1st INSPECTION

Visually and physically inspect the light.

Check for: bare wires, bad connections, unsecured components.  
TRAINING REF: H001 H002 H003 H005

Annotate light to identify passed first check.

## STAGE 6 ELECTRICAL TEST

Earth continuity test, check the test current is greater than 10 amps a.c. into a resistance of 0.5 ohms using the earth probe for 3 – 6 seconds.  
TRAINING REF: M124 H005

Functional light up test. Illuminate the lamp for a minimum of 30 seconds.  
TRAINING REF: M124 H005

If testing stage satisfactory apply appropriate stickers to fitting. If lamp fails test then refer back to Stage 3.

## STAGE 7 – QUALITY CONTROL & PACKING

Visually inspect completed fitting inclusive of all stickers

Appropriate auxiliary kits fitted, i.e. springs, grommets. Complete final packing checklist and add with instruction leaflet.

Package product and identify as complete with red tape.  
TRAINING REF: H031

Completed product is stacked on pallet and filled pallets are shrink wrapped.  
TRAINING REF E038 R003 R009

Display poster on side of pallet listing quantity product & batch number

### PERFORMING MANUFACTURING OPERATIONS NVQ MAPPING

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| <b>STAGE 1 RECEIVING GOODS</b>               | Unit 103 Moving materials within manufacturing operations<br>Unit 203 Transferring materials<br>Unit 207 Receiving and checking incoming materials<br>Unit 107 Receiving incoming materials            |
| <b>STAGE 2 PREPARATION OF WIRES</b>          | Unit 104 Getting ready for manufacturing<br>Unit 204 Preparing for manufacturing operations  |
| <b>STAGE 3 CONSTRUCTION</b>                  | Unit 104 Getting ready for manufacturing<br>Unit 109 Carrying out product assembly operations<br>Unit 204 Preparing for manufacturing operations<br>Unit 209 Producing products by assembly operations |
| <b>STAGE 4 ASSEMBLY</b>                      | Unit 109 Carrying out product assembly operations<br>Unit 209 Producing products by assembly operations  |
| <b>STAGE 5 1<sup>ST</sup> INSPECTION</b>     | Unit 222 Carrying out inspection and testing   |
| <b>STAGE 6 ELECTRICAL</b>                    | Unit 222 Carrying out inspection and testing   |
| <b>STAGE 7 QUALITY CONTROL &amp; PACKING</b> | Unit 222 Carrying out inspection and testing<br>Unit 215 Producing packaged products   |