

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

## STAGE 1 – RECEIVING GOODS

Raw materials ordered according to production schedule.  
Polymer, boxes, tape etc

Raw materials arrive. Use pallet truck to position pallets.  
**TRAINING REF E038**

Raw materials checked and discrepancies highlighted.

## STAGE 2 PREPARING FOR PROCESSING

Check correct program is loaded on machine computer

Material bins are filled using pallet truck in preparation for production  
**TRAINING REF E038 R003 R009**

Raw Polymer fed into hoppers – colour loaded into hoppers.

## STAGE 3 PROCESSING

Safety checks are carried out on machines

Material fed from bins into hoppers

Machine is set to run on mould cycle

Product is released from mould to conveyor belt and then into storage container

## STAGE 4 TESTING & QUALITY CONTROL

Machine operators cut off sprues  
**TRAINING REF: H001**

Products inspected and visibly checked for defects.

Inspect material and complete Daily Quality Record.

Inspect machines and complete daily Process Checklist

## STAGE 5 – PACKAGING

Flat pack cardboard boxes stamped with product type & date

Boxes prepared for packaging using tape.  
**TRAINING REF: H031**

Products stacked according to quantity boxed.

Products boxed when production cleared.

Filled boxes sealed using brown tape applicator.  
**TRAINING REF: H031**

Completed products stacked in cage and positioned for dispatch.

**TRAINING REF: E038 R003 R009**

### POLYMER PROCESSING AND RELATED OPERATIONS LEVEL ONE INJECTION MOULDING

#### STAGE 2 PREPARING FOR PROCESSING

Unit B4 Prepare for a Processing Operation.

#### STAGE 3 PROCESSING

Unit B5 Contribute to a Machine Based Processing Operation.

#### STAGE 4 TESTING & QUALITY CONTROL

Unit M3 Contribute to the maintenance of product quality.