

## PRODUCTION PROCESS MANAGEMENT

**UNIT CODE: ENG/CU/TEX/CR/07/6/A**

### **Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Manage Textile Production Process

**Duration of Unit:** 100 hours

### **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

### **Summary of Learning Outcomes**

1. Set up production process
2. Operationalize production process
3. Maintain production targets
4. Control raw materials utilization
5. Coordinate plant maintenance
6. Maintain production records
7. Manage storage of raw materials and production outputs
8. Manage production rejects
9. Manage safety operations
10. Manage sectional staff

### **Learning Outcomes, Content and Suggested Assessment Methods**

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
1. Set up production process	<ul style="list-style-type: none"><li>• Identification of products and raw materials.</li><li>• Checking of raw materials.</li><li>• Inspection of production machine.</li><li>• Confirmation of labour availability.</li><li>• Inspection of production lines</li><li>• Safety</li></ul>	<ul style="list-style-type: none"><li>• Practical</li><li>• Observation</li><li>• Written</li><li>• Oral</li></ul>

	<ul style="list-style-type: none"> <li>• Testing of production line.</li> </ul>	
2. Operationalize production process	<ul style="list-style-type: none"> <li>• Adjusting production line settings.</li> <li>• Running of production line.</li> <li>• Checking of products against expected standards.</li> <li>• Identification and rectification of faults.</li> <li>• Arranging and packing of finished products.</li> <li>• Removing and securing of rejects.</li> </ul>	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Written</li> <li>• Oral</li> <li>• Practical</li> </ul>
3. Maintain production targets	<ul style="list-style-type: none"> <li>• Setting of production targets.</li> <li>• Informing production personnel.</li> <li>• Assigning targets to personnel.</li> <li>• Follow up of set targets.</li> <li>• Reviewing of achieved targets.</li> <li>• Assessing and ascertaining of production targets.</li> <li>• Maintaining of records.</li> </ul>	<ul style="list-style-type: none"> <li>• Practical</li> <li>• Oral</li> <li>• Observation</li> <li>• Written</li> </ul>
4. Control raw materials utilization	<ul style="list-style-type: none"> <li>• Defining of raw material requirements.</li> <li>• Re-ordering of raw materials.</li> <li>• Maintaining raw material records.</li> </ul>	<ul style="list-style-type: none"> <li>• Practical</li> <li>• Oral</li> <li>• Observation</li> <li>• Written</li> </ul>
5. Coordinate plant maintenance	<ul style="list-style-type: none"> <li>• Routine inspections of machines</li> <li>• Planning of maintenance schedules</li> <li>• Availing of production machines for maintenance</li> <li>• Maintaining records</li> </ul>	<ul style="list-style-type: none"> <li>• Practical</li> <li>• Oral</li> <li>• Observation</li> <li>• Written</li> </ul>
6. Maintain production records	<ul style="list-style-type: none"> <li>• Identification of information and data.</li> <li>• Identification of data recording methods.</li> <li>• Recording of production information and data.</li> <li>• Generating production reports.</li> <li>• Processing and storage of records.</li> </ul>	<ul style="list-style-type: none"> <li>• Practical</li> <li>• Oral</li> <li>• Observation</li> <li>• Written</li> </ul>

7. Manage storage of raw materials and production outputs	<ul style="list-style-type: none"> <li>• Cleaning and maintaining of storage areas.</li> <li>• Special storage of hazardous and fragile materials and finished products.</li> <li>• Updating of storage records.</li> <li>• Inspection of raw materials and finished products.</li> </ul>	<ul style="list-style-type: none"> <li>• Practical</li> <li>• Oral</li> <li>• Observation</li> <li>• Written</li> </ul>
8. Manage production rejects	<ul style="list-style-type: none"> <li>• Maintenance of plant machinery.</li> <li>• Training of production staff.</li> <li>• Setting of production parameters.</li> <li>• Inspection of finished products</li> <li>• Isolation of rejects.</li> </ul>	<ul style="list-style-type: none"> <li>• Practical</li> <li>• Oral</li> <li>• Observation</li> <li>• Written</li> </ul>
9. Manage safety operations	<ul style="list-style-type: none"> <li>• Safety <ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Daily safety inspections.</li> <li>• Safety signage</li> <li>• 5's implementation.</li> </ul> </li> <li>• Conducting first aid operations.</li> <li>• Collecting personnel safety feedback.</li> <li>• Setting of safety goals</li> <li>• Reviewing of plant inspection report.</li> </ul>	<ul style="list-style-type: none"> <li>• Practical</li> <li>• Oral</li> <li>• Observation</li> <li>• Written</li> </ul>
10. Manage sectional staff	<ul style="list-style-type: none"> <li>• Planning and development of leave rota</li> <li>• Allocation of jobs.</li> <li>• Complying with set time schedules.</li> <li>• Resolution of Disputes.</li> <li>• Staff appraisal</li> </ul>	<ul style="list-style-type: none"> <li>• Practical</li> <li>• Oral</li> <li>• Observation</li> <li>• Written</li> </ul>

### Suggested Methods of Instruction

- Presentations and practical demonstrations by trainer;
- Guided learner activities and research to develop underpinning knowledge;
- Supervised activities and projects in a workshop;
- Visiting lecturer/trainer from the Plants service and repair sector;

- Industrial visits.

**Recommended**

- Workshop (electrical / mechanical / hydraulics)
- Testing machines.
- Mechanical tool box.
- Stationery
- Protective gear
- Lifting equipment
- Printers
- Computers
- Data collection devices
- Calculators
- Storage facility.
- Lighting.
- First aid kits
- Production manuals.

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