

Overview

This standard covers the skills and knowledge required to maintain quality standards.

It covers the quality standards which apply to products and how to check that these have been met. It also covers reading and interpreting specifications, drawings, cutting lists and other relevant technical information used within your organisation.

Performance criteria

You must be able to:

1. comply with health and safety requirements and procedures at all times
2. check quality criteria has been met for products produced following organisational procedures
3. complete production records following standard operating procedures
4. comply with work instructions and legal requirements
5. complete work to the required quality and output levels in accordance with production schedules and targets, work instructions and legal requirements
6. pass on completed work to the next stage in line with work instructions and organisation procedures, quality standards and throughput rate
7. identify problems with materials and/or equipment and correct or report to appropriate person
8. identify any damaged or faulty products and record or report them in line with your work instructions

Knowledge and understanding

You need to know and understand:

1. standard operating procedures and how to apply these
2. relevant health and safety responsibilities
3. quality criteria used for different types of products and processes
4. quality assurance methods available and how to apply them
5. quality assurance processes, who is involved and who is accountable for these
6. why quality assurance is important to the organisation and impact of not meeting quality standards
7. recommendations that could emerge from quality assurance processes
8. your responsibilities for quality assurance
9. where to find and how to follow technical specifications for the work you are carrying out
10. organisation standards and industry standards for products you are producing and how to apply these
11. tolerances for products you are producing
12. how to determine the resources that are necessary to meet specifications
13. relevant regulations and guidelines for your work and how to apply these

Maintain quality standards

Developed by Proskills

Version Number 1

Date Approved 01 Nov 2015

Indicative Review Date 31 Mar 2020

Validity Current

Status Original

Originating Organisation Proskills

Original URN PROGEN19

Relevant Occupations Carpenter and Joiner, Furniture Makers and Other Craft Woodworkers, Paper and Wood Machine Operatives

Suite Fitted Furniture Installation

Keywords Targets; quality; problems; damage; standard operating procedures; specifications
