

**Learner Unit Achievement Checklist**

**ABC Level 3 NVQ Diploma in Manufacturing Textile Products**

**600/0257/8**

###### Level 3 NVQ Diploma in Manufacturing Textile Products

## Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**K/502/1072 Health safety and security at work - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Take appropriate action in the event of fire, emergencies or accidents  **1.2** Identify where alarms, emergency exits, escape routes, emergency equipment and assembly points are located  **1.3** Demonstrate safe and appropriate use of emergency equipment  **1.4** Distinguish between different alarm sounds  **1.5** Comply with equipment operating procedures and manufacturers instructions  **1.6** Demonstrate safe handling and lifting techniques  **1.7** Demonstrate correct use and maintenance of any protective clothing and/or equipment  **1.8** Comply with personal responsibilities under the Health and Safety at Work Act / COSHH  **1.9** Identify who the nominated first aiders are |  |  |  |  |
| **2.1** Identify hazardous substances that are used in the workplace and demonstrate methods of making them safe or reducing their danger in the event of an accident  **2.2** Identify hazards posed by machinery that is used in the workplace and demonstrate methods of making safe or reducing their danger in the event of an accident  **2.3** Demonstrate how to handle and store hazardous substances including debris  **2.4** Demonstrate how to store materials and equipment  **2.5** Explain what the most likely accidents and emergencies in the workplace are and how to deal with them  **2.6** Comply with personal responsibilities under the COSHH (Control of Substances Hazardous to Health) |  |  |  |  |
| **3.1** Outline and comply with the organisation’s rules, codes, guidelines and standards relating to security  **3.2** Explain how to deal with loss of property |  |  |  |  |

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**K/502/5980 Contribute to the continuous improvement of textile manufacturing operations - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify common problems and their causes which may occur with work operations  **1.2** Report problems in operations to appropriate people in line with organisational procedures, suggesting possible solutions  **1.3** Take appropriate corrective action within limits of their own authority to resolve common problems |  |  |  |  |
| **2.1** Identify potential improvements to the efficiency of operations  **2.2** Make recommendations for improvements to operations to appropriate people in accordance with organisational procedures to includereasons for recommendations resources needed to implement them possible implementation plans  **2.3** Contribute to the implementation of an improvement plan |  |  |  |  |

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**J/502/6120 Configure and prove production machinery**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Set up machinery to meet production requirements in accordance with approved procedures  **1.2**  Assess downtime and set-up time accurately so that it fits into the production schedule  **1.3** Obtain all relevant data and resources to prove machinery  **1.4** Clean and maintain plant during set up  **1.5** Ensure that the initial machine settings conform to the production specification  **1.6** Carry out checks to ensure the machine configuration is safe |  |  |  |  |
| **2.1** Conduct trial runs of machinery to check that the settings achieve the required production rate  **2.2** Check processed product against specification to ensure conformity  **2.3** Make adjustments to machine settings to meet quality requirements as necessary  **2.4** Under normal production conditions, check that the machinery is running tomeet specification requirements and ensure conformity by taking samples and inspecting them against specification  **2.5** Obtain authority to proceed with productionin accordance with organisational procedures  **2.6** Log and store all relevant finalised information following approved organisational procedures  **2.7** Provide relevant information and instructions to appropriate people to permit production to beginin accordance with organisational procedures |  |  |  |  |

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**L/502/6121 Monitor and sustain equipment performance**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Monitor production to identify any irregularities in processing operations  **1.2** Make necessary adjustments following agreed procedures to minimise disruption to production  **1.3** Ensure any adjustments are within process control limits and within the limits of their own authority  **1.4** Receive and process all relevant information promptly  **1.5** Use organisational recording and reporting systems |  |  |  |  |
| **2.1** Interpret quality requirements and ensure adjustments are made to meet these in terms of quality and quantity  **2.2** Make recommendations on how to return process to requirements informing appropriate people  **2.3** Check that quality standards are maintained during production  **2.4** Deal with defective products following agreed procedures  **2.5** Report any problems in the production process and in the quality of the product to appropriate people |  |  |  |  |
| **3.1** Analyse faults and their causes using standard fault finding procedures  **3.2** Rectify faults and resolve problems within limits of own authority, with minimum disruption to production, following agreed procedures  **3.3** Report faults that are outside their area of responsibilityto the appropriate person  **3.4** Making recommendations to prevent repetition of problems  **3.5** Return machinery and equipment to full production after rectifying faults ensuring that all appropriate people are informed |  |  |  |  |

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**R/502/6122 Service textile machinery and equipment**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Assemble necessary tools, equipment, components and component parts  **1.2** Check that all replacement parts meet specification  **1.3** Agree appropriate action with the appropriate people when specified replacements are not availablein accordance with organisational procedures  **1.4**  Interpret and apply information correctly using relevant machine manuals and drawings  **1.5** Secure and isolate area where equipment is to be serviced |  |  |  |  |
| **2.1** Identify problems using logical fault finding methods  **2.2** Identify and examine relevant equipment, components and component parts  **2.3** Select appropriate tools,and using cost-effective methods to repair equipment, replace parts and reassemble equipment  **2.4** Dismantle, replace and re-assemble equipment and components parts according to manufacturers instructions to meet specification and to cause minimum disruption to production  **2.5** Carry out test runs after servicing or replacement of parts  **2.6** Return the machine to production proceduresensuring that all appropriate people are informedin accordance with organisational procedures  **2.7** Monitor new components and component parts over an agreed period and record results  **2.8** Complete and store all relevant finalised informationin accordance with organisational procedures |  |  |  |  |

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**Y/502/6123 Provide technical input to bulk production**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Contribute to planning and controlling cost effective bulk production  **1.2** Contribute to the selection of appropriate working methods and procedures to meet quality and quantity requirements  **1.3** Identifying the resources needed to meet production requirements and informing the appropriate people of them  **1.4** Contribute to the development of appropriate support systems  **1.5** Identify when adjustments to procedures are needed and take appropriate action within the limits of own responsibility  **1.6** Complete, maintain and store all relevant recordsin accordance with organisational procedures |  |  |  |  |
| **2.1** Monitor the bulk production process and identifying problems  **2.2** Identify the nature of faults and defects and their likely causes  **2.3** Make adjustments to processes and materials to rectify faults and defects  **2.4** Monitor output against specification to ensure conformity  **2.5** Alter instructions and specifications following adjustments  **2.6** Revise quality requirements as required  **2.7** Record information ensuring that all appropriate people are informedin accordance with organisational procedures |  |  |  |  |

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**D/502/6124 Conduct sample analysis**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Prepare the sample for analysis, checking that the required equipment is available  **1.2** Analyse the sample to determine its structurefollowing agreed procedures  **1.3** Determine what the sample is made of  **1.4** Record results of analysis in accordance with organisational procedures  **1.5** Evaluate the sample against production capabilities consideringResource requirements Components of a product specification Technical aspects of product development Impact of customer requirements on production Compatibility of machine and product  **1.6** Present your recommendations to the appropriate people and contribute to the decision making process |  |  |  |  |
| **2.1** Produce a sample prototype specification  **2.2** Make recommendations for the most cost-effective methods of sample production to the appropriate people  **2.3** Check that machinery is set up in accordance with requirements and that the correct materials and components are available for sample production  **2.4** Ensure that samples are produced following approved procedures within agreed timescales  **2.5** Make recommendations to overcome problems in sample production |  |  |  |  |
| **3.1** Check that the sample meets specification requirements  **3.2** Make recommendations for modifications to sample specifications and samples to meet requirements  **3.3** Contribute to procedures to approve the sample product with appropriate people  **3.4** Complete and store records in accordance with organisational procedures  **3.5** Ensure that the sample product and relevant information are available to the appropriate people and are stored in accordance with organisational procedures  **3.6** Make recommendations to appropriate people about the most cost-effective methods of bulk production for the new product |  |  |  |  |

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**H/502/6125 Produce prototype samples**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Interpret instructions and sample specifications accurately  **1.2** Evaluate and select the most efficient way of producing samples to meet requirements  **1.3** Prepare to produce samples bysetting up and configuring machinery to produce samples ensuring the materials and components for sample production are available and meet requirementsinforming the appropriate people about the sample making process  **1.4** Produce samples within the required timescales which meet specification  **1.5** Check and evaluate samples against specification and adjust machinery to meet requirements  **1.6** Identify problems in production, materials and components and rectify these  **1.7** Complete and store records in accordance with organisational procedures |  |  |  |  |
| **2.1** Confirm that the prototype sample meets requirements and is correct to specification inaccordance with organisational procedures  **2.2** Label finalised sample and store inaccordance with organisational procedures  **2.3** Inform relevant people of any special requirements and problems which occurred during sample production  **2.4** Record any amendments to the prototype sample specificationin accordance with organisational procedures  **2.5** Contribute to the finalisation of the prototype sample specification  **2.6** Make recommendations to relevant people about the most effective and cost-effective methods of bulk production for the product |  |  |  |  |

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**K/502/6126 Conduct pre-production trials**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Contribute to the planning and scheduling of pre-production trials with the appropriate people  **1.2** Contribute to producing a critical path of activities at each stage of the pilot  **1.3** Provide accurate information, complete specifications and relevant samples to the appropriate people in accordance with organisational procedures  **1.4** Ensure that authority has been given for pre-production trials and is communicated to the relevant people  **1.5** Monitor the progress of products during the piloting process  **1.6** Co-ordinate and record results from the piloting process in accordance with organisational procedures |  |  |  |  |
| **2.1** Check that products made in pre-production trials meet specification  **2.2** Make sure that all stages of the piloting process have been completed and recorded accurately  **2.3** Evaluate the outcomes of pre-production trials  **2.4** Identify problems and recommend solutions to appropriate people to take corrective action  **2.5** Provide information and trial results to appropriate people  **2.6** Contribute to the modification of specifications and products to meet requirements  **2.7** Check trial results and products after pre-production methods have been amended  **2.8** Check the amended product and record final pre-production results |  |  |  |  |
| **3.1** Contribute to drawing up the final product specification  **3.2** Recommend methods of establishing efficient and cost-effective methods of bulk production and contribute to establishing bulk production methods  **3.3** Provide accurate technical information and recommendations to meet production requirements  **3.4** Confirm production requirements and materials usage as a contribution to the costing process  **3.5** Recommend ways of improving production efficiency to appropriate people  **3.6** Ensure samples and trial products are approved and authority given for bulk production to commence |  |  |  |  |

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**M/502/6127 Contribute to product development**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Conduct market research into appropriate types of product  **1.2** Evaluate the results of the research relevant to the proposed product  **1.3** Collate relevant information and contribute to the development of a product brief  **1.4** Make recommendations to appropriate people and seek approval to proceed to develop the product |  |  |  |  |
| **2.1** Contribute to developing a prototype product specification byrecommending machinery and equipment to be used in prototype production selecting materials and components to be used to produce the prototype  **2.2** Contribute to the production of the prototype product  **2.3** Take corrective action to resolve problems which occur during prototype production within the limits of their responsibility  **2.4** Assess the prototype against the specification  **2.5** Contribute to testing the prototype product and evaluate test results  **2.6** Make amendments to the prototype to achieve the required result  **2.7** Record and store any amendments to the specificationin accordance with organisational procedures |  |  |  |  |
| **3.1** Analyse the production process for problems and makerecommendations to overcome them  **3.2** Contribute to the review of the product with appropriatepeople and present the results of processing and testing  **3.3** Ensure quality issues are identified and recommendcorrective action  **3.4** Ensure product meets costing and commercialrequirements  **3.5** Within the limits of your responsibility make recommendations forsourcing components and materials machinery and equipment to be used in pre-production trials  **3.6** Seek final approval of the product from the appropriatepeople in accordance with organisational procedures |  |  |  |  |
| **4.1** Contribute to testing the new product  **4.2** Check the product against specification to make sure it meetsrequirements  **4.3** Make sure any adjustments to processing are carried out tomeet requirements and are recorded accurately  **4.4** Contribute to the development of a final product specification  **4.5** Ensure all sample products are correctly identified andrecords are completed and storedin accordance with organisational procedures |  |  |  |  |

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**D/502/6138 Develop designs for textile products**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify customer requirements and assess how they can be met  **1.2** Conduct research and gather relevant information to enable customer requirements to be met  **1.3** Interpret and incorporate customer requirements into theinitial design and select an appropriate method to visually present it  **1.4** Produce a visual interpretation of the design forpresentation to the customer and obtain customer approval to proceed with development  **1.5** Gather and collate relevant information for design development from appropriate people  **1.6** Record customer requirements in accordance with organisational procedures |  |  |  |  |
| **2.1** Identify and select appropriate materials and components tomeet requirements  **2.2** Provide information on sources of supply materials andcomponents to the appropriate peoplein line with organisational procedures  **2.3** Develop designs which take into account customer cost constraints  **2.4** Provide accurate information and prototype designspecification for sample production  **2.5** Ensure materials and components to be used in sample development are available  **2.6** Monitor the development of samples and modify designspecifications to meet requirements  **2.7** Ensure the sample meets the specification requirements andapprove it  **2.8** Identify the approved sample and store inaccordance with organisational procedures  **2.9** Complete records and store in accordance with organisational procedures |  |  |  |  |
| **3.1** Contribute to customer approval procedures and informrelevant people when the design is approvedin accordance with organisational procedures  **3.2** Ensure samples are tested to ensure that they meet customer requirements  **3.3** Make sure that approved samples and final specificationsare complete, are accurately identified and are available tothe appropriate peoplein accordance with organisational procedures  **3.4** Make sure that customer sampling requirements are metwithin agreed timescales  **3.5** Complete and safely store specifications and sampleproducts in accordance with organisational procedures |  |  |  |  |

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**K/502/6143 Develop colour recipes for initial colour samples**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Assess requirements against production facilities  **1.2** Match colours against customer standards using appropriate colour methods  **1.3** Establish colour fastness and consistency in different typesof light  **1.4** Collect colour data and evaluate it to make the colour assessment  **1.5** Keep colour evaluation data safe in an appropriate formatin accordance with organisational procedures |  |  |  |  |
| **2.1** Assess relevant technical information to formulate colourrecipe  **2.2** Make adjustments as necessary to achieve customer requirements  **2.3** Select colorants and auxiliary materials which are suitablefor the substrate and end use of the product  **2.4** Formulate the colour recipe  **2.5** Assess shade requirements and substrate characteristics accurately to identify production requirements |  |  |  |  |
| **3.1** Select coloration equipment and a sample productioncycle which are compatible with bulk production methods  **3.2** Confirm that the nature and condition of substrate are suitable for processing  **3.3** Produce accurate and complete coloration instructions and supply them to the appropriate people  **3.4** Assess the sample produced against the required standard using relevant colour matching methods  **3.5** Make adjustments as necessary to achieve the required shade  **3.6** Seek customer approval as appropriate  **3.7** Complete records to enable final recipe to be formulatedin accordance with organisational procedures |  |  |  |  |

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**H/502/6142 Prove colour recipes for bulk production**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Make an accurate assessment of the machine processingcapabilities and select an appropriate method  **1.2** Check that the substrate is suitable for processing and take remedial action if problems occur  **1.3** Select dyestuffs and auxiliary materials which are compatible with the process to be used  **1.4** Scale up the quantities of materials accurately in the specified proportions  **1.5** Assess the sample against customer specifications and make the necessary adjustments to achieve shade  **1.6** Complete instructions for production accurately and supply them to the appropriate people |  |  |  |  |
| **2.1** Assess test methods and select relevant ones to confirm theformulation and report any problems to appropriate people  **2.2** Confirm that tests are carried out and ensure that bulk production conditions meet specification  **2.3** Make necessary adjustments to the formulation to meet the specification  **2.4** Feedback results to customer and obtain customer approval within the required timescale  **2.5** Complete formulation records in accordance with organisational procedures |  |  |  |  |
| **3.1** Compile production specification from collated information  **3.2** Incorporate standing operating procedures into the specification  **3.3** Compile instructions which incorporate all relevant information  **3.4** Incorporate relevant quality assurance procedures into the production specificationin accordance with organisational procedures |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**A/502/6146 Develop finishing processes and produce samples**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Assess requirements against production facilities  **1.2** Assess relevant technical information to formulate production process  **1.3** Select suitable finishing processes for the substrate and end uses  **1.4** Check that the substrate is suitable for processing and report any problems to the appropriate people  **1.5** Identify the most appropriate production processes to achieve customer requirements |  |  |  |  |
| **2.1** Select finishing equipment and sample production cycle whichis compatible with bulk production methods  **2.2** Confirm that the nature and condition of the substrate are suitable for processing  **2.3** Complete finishing instructions accurately and supply them to the appropriate people  **2.4** Assess the sample produced against the required standard  **2.5** Make adjustments as necessary to achieve requirements  **2.6** Seek customer approval as appropriate  **2.7** Complete and store records in accordance with organisational procedures |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**L/502/6152 Prove finishing routines for bulk production**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Make an accurate assessment of the machine processingcapabilities and select an appropriate method  **1.2** Check that the substrate is suitable for processing and take remedial action if problems occur  **1.3** Select finishing methods to meet requirements  **1.4** Assess the sample against customer specifications and make the necessary adjustments to achieve shade  **1.5** Complete instructions for production accurately and supply them to the appropriate peoplein accordance with organisational procedures |  |  |  |  |
| **2.1** Select relevant test methods to ensure the sample meetsrequirements  **2.2** Ensure tests are carried out and confirm that bulk production conditions meet specification  **2.3** Make necessary adjustments to the formulation to meet the specification  **2.4** Feedback results to customer and obtain customer approval within the required timescale  **2.5** Complete formulation records in accordance with organisational procedures |  |  |  |  |
| **3.1** Contribute to the development of the production from collated information  **3.2** Incorporate relevant standard operating procedures into the specification  **3.3** Compile instructions which incorporate all relevant information  **3.4** Incorporate relevant quality assurance procedures into the production specificationin accordance with organisational procedures |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**D/502/6155 Control textile testing procedures**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Plan and prioritise testing routines to be carried out within agreed timescales based on received instructions and samples for testing from customers  **1.2** Plan to ensure environmental, health and safety requirements are met  **1.3** Identify hazards and assess risk |  |  |  |  |
| **2.1** Ensure textile testing procedures are followed accurately to meet customer requirements  **2.2** Identify and organise additional testing as required  **2.3** Evaluate the results of additional testing  **2.4** Ensure that equipment is within calibration and maintain calibration records  **2.5** Ensure waste disposal methods are in accordance with organisational procedures  **2.6** Recommend adjustments to testing routines to meet requirements  **2.7** Investigate problems in testing and recommend corrective action as required |  |  |  |  |
| **3.1** Ensure the results of testing are valid and reliable  **3.2** Ensure data is checked against required outcomes  **3.3** Identify and resolve deviations following agreed procedures  **3.4** Apply approved tolerances using approved interpretive techniques as required  **3.5** Ensure valid conclusions are drawn from processed datain accordance with organisational procedures  **3.6** Complete and present results and reports in the required format to appropriate people within agreed timescales in accordance with organisational procedures |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**F/502/6164 Check calibration of equipment**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Carry out calibration using appropriate equipment at specified intervalsaccording to standard operating procedures  **1.2** Interpret calibration results and decide if equipment remains serviceable  **1.3** Inform relevant personnel if calibration reveals results that are not within specified operational limits  **1.4** Identify the factors affecting the performance of calibratedequipment and minimise any adverse effects  **1.5** Take appropriate action in the event of an abnormal occurrence or malfunction to minimise hazards, loss of materials or data and report the occurrence  **1.6** Comply with safety, health and environmental requirements |  |  |  |  |
| **2.1** Label equipment clearly and accurately to indicate status  **2.2** Clean, store and dispose of calibration equipment and materials according to standard operating procedures  **2.3** Update calibration records accurately and legibly in accordance with organisational procedures  **2.4** Identify equipment which cannot be calibrated to standard operating specifications and label them appropriately  **2.5** Take appropriate action to inform others of equipment which cannot be calibrated  **2.6** Comply with safety, health and environmental requirements  **2.7** Investigate problems in testing and recommend corrective action as required |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**H/600/9609 Ensure compliance with legal regulatory ethical and social requirements**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Monitor the operational compliance of procedures in meeting legal, regulatory, ethical and social requirements. |  |  |  |  |
| **2.1** Identify areas of non-compliance with legal, regulatory, ethical and social procedures.  **2.2** Examine reasons for non-compliance with procedures  **2.3** Make recommendations for corrections to ensure compliance with procedures. |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**Y/600/9669 Plan allocate and monitor work of a team**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Agree team objectives with own manager.  **1.2** Develop a plan for a team to meet agreed objectives, taking into account capacity and capabilities of the team. |  |  |  |  |
| **2.1** Discuss team plans with a team.  **2.2** Agree work allocation and SMART (Specific, Measurable, Achievable, Realistic and Time-bound) objectives with team members.  **2.3** Agree standard of work required by team. |  |  |  |  |
| **3.1** Support all team members in order to achieve team objectives. |  |  |  |  |
| **4.1** Assess team members’ work against agreed standards and objectives.  **4.2** Identify and monitor conflict within a team.  **4.3** Identify causes for team members not meeting team objectives. |  |  |  |  |
| **5.1** Identify ways of improving team performance.  **5.2** Provide constructive feedback to team members to improve their performance.  **5.3** Implement identified ways of improving team performance. |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**Y/600/9588 Develop and evaluate operational plans for your own area of responsibility**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify operational objectives within own area of responsibility.  **1.2** Analyse objectives of own area of responsibility in relation to those of own organisation. |  |  |  |  |
| **2.1** Assess risks associated with operational plans and include contingency arrangements.  **2.2** Identify support from relevant stakeholders.  **2.3** Implement operational plan within own area of responsibility. |  |  |  |  |
| **3.1** Monitor procedures within the operational plan.  **3.2** Evaluate operational plans and implement any necessary actions. |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**T/600/9601 Provide leadership and direction for own area of responsibility**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify own strengths and ability to lead in a leadership role.  **1.2** Evaluate strengths within own area of responsibility. |  |  |  |  |
| **2.1** Outline direction for own area of responsibility.  **2.2** Implement objectives with colleagues that align with those of the organisation. |  |  |  |  |
| **3.1** Communicate the agreed direction to individuals within own area of responsibility.  **3.2** Collect feedback to inform improvement. |  |  |  |  |
| **4.1** Assess feedback on own leadership performance.  **4.2** Evaluate own leadership performance. |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**K/600/9661 Develop working relationships with colleagues and stakeholders**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify an organisation’s stakeholders.  **1.2** Evaluate the roles, responsibilities, interests and concerns of stakeholders.  **1.3** Assess the importance of identified stakeholders. |  |  |  |  |
| **2.1** Clarify how to agree a common sense of purpose with colleagues and stakeholders.  **2.2** Summarise how to create an environment of trust and mutual respect with colleagues and stakeholders. |  |  |  |  |
| **3.1** Review and revise the needs and motivations of colleagues and stakeholders.  **3.2** Demonstrate interaction with colleagues and stakeholders that allows respect for the views and actions of others. |  |  |  |  |

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