**Level 3 Diploma in Land-based Engineering Operations (0059-3)**

**Unit** **302 Assignment**

**Understand & Follow Organizational Procedures**

**Underpinning Knowledge**

**Candidate:**

**OVERVIEW**

The aim of this unit is to provide you with the knowledge and skills required to understand and follow organizational procedures required by the job role.

This assignment consists of element two of this unit and successful completion will demonstrate that you know the organizational p5rocedures required by the job role.

1(a) Draw up an "organisational structure" for your company starting with the General Manager. Within the structure, indicate those personnel who are responsible for:

* Health & Safety
* Environmental standards
* Quality standards
* Efficiency & effectiveness.

(b) State briefly the roles/responsibilities of the other key people.

2. State the role of the persons responsible for staff welfare explaining briefly why it's in the company's interests to have its labour force working together in harmony.

3. Outline the company’s system of:

* Internal communications
* External communications.

4. You are required to order a part that’s out of stock. Starting with identifying the part needed, explain the system of ordering the part including how the part is identified, ordered, located in the bins and finally quality assured.

5. Name TWO pieces of documentation *you* use for recording information at the workplace, and for each one state *how* the information is recorded.

6. State FIVE pieces of important information that should be found on a completed Job Card.

7(a) Name the typical serial numbers on a machine that may be required & state where they may be found.

(b) State TWO sources of where other machine information can be found.

8. State the importance of warranty records.