

10. When the activity is completed I will then inform the engineering supervisor and then take the completed components to the engineering stores manager to inform him of what I've made and the quantity.
11. When an activity is completed I then tag the tin of components with the part number, description and quantity.
12. Depending on the material size it can possibly be re used to perform another task. If the tooling is in a suitable condition after use then drills and tips can be re used until worn.
13. Waste materials are disposed of by putting the material in the correct skips for instance the aluminium will be place either in aluminium swarf skip or the aluminium solids skip. It is then taken to be recycled.
14. Tooling should be stored in the correct draws e.g. drills in the correct draw, cutters, taps and tips. In the draw will be separate containers stating the sizes.
15. When contributing to improve working practices not only helps yourself but also others when doing the activity. It also shows willingness to be aware and to speak up when improvements can be made.
16. If anyone has a suggestion we would tell the engineering supervisor and he would either explain why it can't be done or take it on board. With smaller issues we can take it upon ourselves to make the change if it is for the better.
17. The benefits depending on the improvement can help the company and staff by saving time, effort and money for the company improving the job at hand.
18. It is very important to maintain effective working relationships in the workplace it makes working full time a lot easier and when help or assistance is needed people are happy to help rather than having an awkward situation where the department is not a team.
19. If there is a problem it is important to confront the person or persons and discuss the issue if that does not work and gets out of hand report to a manager and have them discuss terms and try to come to a mutual solution or agreement.
20. When spending a lot of time with people sometimes people can get too much or have an opinion you don't agree with, I personally try to keep hard at work and discuss opinions if needed about work not about personal issues in work.
21. There are many regulations that affect how you should be treated at work such as the 'The Equality Act 2010' this covers age, disability,