

COGSIGN04

Maintain the quality of sign products



Overview

This unit deals with the following:

1. Check for conformity in sign materials and products
2. Take the appropriate action with inspection results

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Previous Version: Unit 2.04 National Occupational Standards in Signmaking (CWP1)

COGSIGN04

Maintain the quality of sign products

Performance criteria

You must be able to:

- P1 obtain and follow correct quality control specification
- P2 prepare samples for inspection and testing according to procedures
- P3 carry out inspection and testing activities according to inspection specification and operating procedures
- P4 ensure that the technique/method is correct and will detect variations from specification
- P5 identify and report any variations and/or potential variations in materials and products specification to the relevant person
- P6 report problems which you cannot solve and/or are not your responsibility to the relevant person
- P7 record information accurately using the appropriate documentation
- P8 follow relevant health and safety and environmental requirements and legislation at all times
- P9 compare work instructions to finished product
- P10 obtain any additional relevant information using appropriate methods
- P11 identify any sign products which do not meet quality requirements
- P12 take the appropriate action within the limits of your responsibility
- P13 report results of the non-conformance to the relevant personnel

COGSIGN04

Maintain the quality of sign products

Knowledge and understanding

You need to know and understand:

- K1 how to obtain and follow the correct quality control specification
- K2 what are the defined quality control procedures
- K3 what different types of monitoring methods, tests and equipment are available
- K4 how to select and determine which monitoring methods, tests and equipment are suitable for what variations and when and how to use them
- K5 what are the operational capabilities and limitations of monitoring methods, equipment and instruments
- K6 what are acceptable specifications and parameters of different sign products
- K7 what point or stage in the process is monitoring carried out
- K8 what the different types of routine and non-routine variations are associated with specific processes and materials
- K9 who are the relevant personnel
- K10 what problems may occur
- K11 what is the appropriate action to take if there are problems
- K12 which recording methods, formats and storage places to use and why and how to use them
- K13 what legislation and organisational codes of practice are relevant
- K14 what are the consequences of not following legislation and organisational requirements
- K15 what health and safety and environmental requirements and legislation are relevant and how to follow them
- K16 what are the consequences to you and to others of not following health and safety and environmental legislation
- K17 what are the records to use and how to interpret them
- K18 how to compare and contrast work records and instructions
- K19 how to determine and select appropriate diagnosis techniques and methods and how to use them
- K20 what is regarded as effective and ineffective communication within the work environment
- K21 what operational conditions are regarded as normal and what are deviations from normal
- K22 what type of record keeping is acceptable in what situations and how to carry this out
- K23 how to compare types of faults with potential causes and solutions - plant, equipment, materials, process, human error
- K24 what is the appropriate action to take in the event of non-conformance
- K25 what are the limits of your responsibility

COGSIGN04

Maintain the quality of sign products

Additional Information

Glossary

Types of Variations

Routine, non-routine

Inspection Techniques and Methods

Visual, use of equipment – precision, non-precision, portable, fixed, routine, non-routine, and use of instruments, on-line, off-line

Recording Formats

Pre-specified, non-pre-specified

Relevant Personnel

Line manager, supervisor, team leader etc.

Relevant Health and Safety and Environmental Requirements

Your responsibilities in respect of Health and Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational/ site specific procedures

COGSIGN04

Maintain the quality of sign products

Developed by Cogent

Version number 1

Date approved January 2010

Indicative review date January 2012

Validity Current

Status Original

Originating organisation Cogent

Original URN SIGN04

Relevant occupations Professional Occupations; Engineering Professionals; Engineering and manufacturing technologies; Manufacturing technologies

Suite Signmaking

Key words quality control, variations, work instructions, finished product, Inspection, diagnosis, operational conditions, faults