

# COGSIGN05

## Prepare for sign operations



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### Overview

This unit deals with the following:

1. Identify requirements for sign operations
2. Select and obtain resources to make sign products
3. Prepare work area for sign operations

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

**Previous Version:** Unit 2.05 National Occupational Standards in Signmaking (CWP1)

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### Performance criteria

*You must be able to:*

- P1 identify and obtain the correct work instructions for the current job
- P2 understand the work instructions to identify resource requirements
- P3 identify the work environment and the resources which will be required from the work instructions
- P4 clarify with an appropriate person any unclear and/or ambiguous work instructions
- P5 notify the relevant personnel if there are any problems
- P6 follow relevant health and safety and environmental requirements and legislation at all times
- P7 select appropriate resources to meet the work instructions and make the specified sign products
- P8 ensure that the quality and quantity of materials selected is sufficient to meet work instructions and make the specified sign product
- P9 ensure that any equipment selected functions effectively, and is fit for purpose
- P10 handle materials and equipment safely, and store them until required, according to manufacturers instructions
- P11 when necessary, gain authorisation from relevant personnel for any required resources which are outside your responsibility and/or do not match the work instructions
- P12 when required, obtain and select appropriate personal protective equipment (PPE)
- P13 prepare the work area and resources to optimise the sign operation
- P14 ensure that any required resources are available at the start of the operation
- P15 when required, set up equipment safely according to manufacturers' instructions
- P16 store work instructions appropriately, ensuring they are accessible if required
- P17 when required, carry out start up procedures for machines/equipment following manufacturers' instructions
- P18 identify any equipment and machine faults which occur during start up procedures and take the appropriate action
- P19 maintain a safe and organised work area at all times
- P20 dispose of any waste safely according to prescribed procedures
- P21 report any problems which are outside your responsibility immediately to the relevant personnel

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### Knowledge and understanding

*You need to know and understand:*

- K1 how and where to identify and select work instructions
- K2 how to interpret sign operation and production requirements from work instructions including processes, products, transportation, power source, volume and quality
- K3 what work operations and products are within individual's own responsibility
- K4 how to compare your responsibilities with work instructions
- K5 how to determine resource requirements including materials, time, personnel, equipment, plant and information
- K6 how to determine appropriate combinations of resources and methods for operations
- K7 how to communicate in an acceptable manner
- K8 who to seek clarification from when there are difficulties
- K9 who are the relevant personnel
- K10 what problems may occur
- K11 what is the appropriate action to take if there are problems
- K12 what legislation and organisational codes of practice are relevant
- K13 what are the consequences of not following legislation and organisational requirements
- K14 what health and safety and environmental requirements and legislation are relevant and how to follow them
- K15 what are the consequences to you and to others of not following health and safety and environmental legislation
- K16 how to compare your responsibilities with work instructions
- K17 what resources are obtainable within your own responsibility
- K18 how to determine whether there are enough resources and what are the consequences of obtaining excessive materials, tools and equipment.
- K19 how to check that the equipment is functioning effectively and is fit for purpose
- K20 how to select and obtain resources including materials, tools, equipment, transportation and power source
- K21 what are acceptable handling and storage methods and places including temporary storage areas
- K22 when and why it is necessary to wear personal protective equipment (PPE)
- K23 how to obtain and select appropriate personal protective equipment (PPE)
- K24 how to communicate in an acceptable manner
- K25 what is appropriate workplace layout for specified operations
- K26 what resources are required for the specified operation including materials, tools, equipment, transportation and power source

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- K27 how to interpret the work instructions to determine the optimum work area layout
- K28 when and how to carry out the start up procedures including the use of utilities
- K29 the types of start up problems which may occur and how to solve them within the limits of your responsibility
- K30 how to compare resources available with resource requirements
- K31 how to dispose of waste safely
- K32 how to identify and solve problems which are within your responsibility

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### Additional Information

#### Glossary

##### **Types of Work Instructions**

Job instructions, verbal, written text, numeric text

##### **Resource Requirements**

Materials, personnel, plant, equipment, time, tools etc.

##### **Relevant Personnel**

Line manager, supervisor, team leader etc.

##### **Relevant Health and Safety and Environmental Requirements**

What your responsibilities are in respect of health and safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational/site specific procedures

##### **Work Area**

Personal area, storage area

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

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**Suite** Signmaking

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