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**Overview**

This unit deals with the following:

1. Maintain work area
2. Maintain tools and equipment to specification

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

**Previous Version:** Unit 2.06 National Occupational Standards in Signmaking (CWP1)

# COGSIGN06

## Maintain the work environment

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### Performance criteria

*You must be able to:*

- P1 check that the work area is clean, free from obstructions and tidy
- P2 obtain and check that any equipment being used is clean, free from damage and operate it according to manufacturers' instructions
- P3 protect any work in progress from accidental damage using appropriate methods
- P4 return tools and equipment to their designated storage location after use
- P5 inform the relevant person of anything in the work area which may affect your quality and output of work
- P6 when required, record information accurately using the appropriate format
- P7 follow relevant health and safety and environmental requirements and legislation at all times
- P8 use tools and equipment correctly according to manufacturers' instructions
- P9 maintain tools and equipment that you are responsible for according to manufacturers' instructions using appropriate materials and methods
- P10 identify faults and ensure that relevant repairs and/or replacement of defective parts are within your responsibility, and are carried out according to manufacturers' instructions
- P11 take the appropriate action with any tools and equipment which are damaged/need repairing
- P12 inform the relevant personnel of any problems which you cannot solve and/or are not your responsibility
- P13 when required, obtain and select appropriate personal protective equipment (PPE)
- P14 return tools and equipment to the appropriate location and ensure they are secure and stored correctly
- P15 record information accurately using the appropriate documentation

# COGSIGN06

## Maintain the work environment

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### Knowledge and understanding

*You need to know and understand:*

- K1 how to use appropriate methods and techniques for storing tools and equipment at the work area
- K2 what parts of the work area need to be kept clean and to what standard
- K3 how to use appropriate protection methods and materials
- K4 how to use equipment in accordance with manufacturer's instructions
- K5 what parts of the work area are you responsible for keeping tidy
- K6 how to apply suitable protection to work in progress
- K7 what are appropriate storage places for equipment including local and central storage
- K8 how to identify causes of damage and prevent contamination from equipment, environment, colleagues and passing goods
- K9 what are acceptable recording formats and when and how to use them
- K10 who are the relevant personnel
- K11 what problems may occur
- K12 what is the appropriate action to take if there are problems
- 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 how and why tools and equipment need to be maintained
- K18 what tools and equipment are your responsibility
- K19 what types of faults can occur in tools and equipment within individual's responsibility
- K20 how to replace and repair defective parts in line with manufacturer's requirements
- K21 what actions cause damage to other tools, equipment or products in the work area during maintenance
- K22 how to store and secure tools and equipment in the appropriate location
- K23 how to use and identify methods and techniques for maintaining tools and equipment
- K24 when and why it is necessary to wear personal protective equipment (PPE)
- K25 how to obtain and select appropriate personal protective equipment (PPE)
- K26 how to communicate in an acceptable manner

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### Additional Information

#### Glossary

##### **Work Area Environment**

Fixed machinery, fixed equipment, materials, tools, waste storage

##### **Recording Formats**

Pre-specified, non-pre-specified

##### **Protection Methods and Materials**

Warning signs, coverings, paddings, buffers

##### **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

##### **Types of Tools and Equipment**

Hand, electrical, air, protective equipment

##### **Maintenance Method**

Cleaning, grinding, replacement

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## Maintain the work environment

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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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