

## COGSIGN07

# Prevent damage during transportation and storage of sign products



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### Overview

This unit deals with the following:

1. Protect finished products during transportation
2. Protect finished products during storage

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

**Previous Version:** Unit 2.07 National Occupational Standards in Signmaking (CWP1)

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### Performance criteria

- You must be able to:*
- P1 ensure that sign product(s) which are ready for transportation are stored within the designated area
  - P2 choose the correct equipment to move the sign product(s)
  - P3 identify and select suitable protection methods and materials
  - P4 position and secure protective materials accurately and correctly to prevent damage to the sign product(s)
  - P5 check that the sign product(s) to be moved are correct, safely loaded and secure
  - P6 report any problems with the protective materials, sign product(s) and/or equipment immediately to the relevant personnel
  - P7 follow relevant health and safety and environmental requirements and legislation at all times
  - P8 ensure that the protective capabilities of materials will be maintained during storage
  - P9 position and secure protective materials to prevent damage to the finished sign product
  - P10 use the appropriate seating and separation methods to ensure safe storage for the product
  - P11 check that finished products are stored within the designated area
  - P12 report any problems that you cannot solve and/or are not your responsibility to the relevant personnel
  - P13 record information accurately using the appropriate documentation

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### Knowledge and understanding

*You need to know and understand:*

- K1 what the characteristics are of the sign product and the likelihood of damage occurring during transportation
- K2 how to identify and maintain the protective capabilities of materials
- K3 how to select appropriate protective materials and methods for specific products and specific methods of transportation
- K4 what the characteristics are of protective materials and how to handle them without causing damaging
- K5 how to position and secure protective materials and the implications of not using them
- K6 what different protective materials cost
- K7 what different methods and techniques are used to repair products
- K8 what are acceptable designated storage areas
- K9 how to identify and select the most suitable method of transportation
- K10 how to identify products which need extra care during transportation
- K11 what could cause damage to a specific product during transportation on particular routes
- K12 what the consequences are of not taking account of factors which could cause damage including damage by people, moving equipment, moving machinery, moving materials and the environment
- K13 who are the relevant personnel
- K14 what problems may occur
- K15 what is the appropriate action to take if there are problems
- K16 what legislation and organisational codes of practice are relevant
- K17 what are the consequences of not following legislation and organisational requirements
- K18 what health and safety and environmental requirements and legislation are relevant and how to follow them
- K19 what are the consequences to you and to others of not following health and safety and environmental legislation
- K20 what are the characteristics of each product, and the likelihood of damage occurring
- K21 how to identify and maintain the protective capabilities of materials
- K22 how to select appropriate protective materials and methods for specific product
- K23 what different ways are necessary to handle protective materials without damaging them
- K24 how to determine the most appropriate handling methods for each specific protective material
- K25 what are appropriate positioning and securing positions and methods for different protective materials
- K26 what different protective materials cost

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- K27 what are the different types of repairing methods and techniques
- K28 what are appropriate designated storage areas for different products including marked and unmarked areas and those within and away from the personal work area
- K29 what different seating protection methods and materials there are and which to use in different circumstances
- K30 what could cause damage to a specific product during storage including damage by people, moving equipment, moving machinery, moving materials and the environment
- K31 what storage facilities are required for different products including access, storage racking, racking materials and protective materials
- K32 how to determine the suitability of different storage racking and materials for the products to be stored

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### Additional Information

#### Glossary

##### **Method of Transportation**

Manual, automated

##### **Protective Materials**

Organic, non-organic

##### **Remedial Actions to Problems**

Repair, replace, notify relevant personnel

##### **Protective Methods**

Warning signs, coverings, buffers, paddings

##### **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

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**Suite** Signmaking

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