

COGSIGN08

Finish and complete signage operations



Overview

This unit deals with the following:

1. Finish materials to specification
2. Complete operations 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 2.08 National Occupational Standards in Signmaking (CWP1)

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Performance criteria

- You must be able to:*
- P1 obtain and follow the correct work instructions and any relevant finishing procedure and quality specification
 - P2 identify and select appropriate resources for the finishing operation being performed
 - P3 when required, obtain and select appropriate PPE (Personal Protective Equipment)
 - P4 perform the finishing operation according to work instructions and operating procedures
 - P5 follow the correct sequence of events in the finishing operation, ensuring that the positioning of joined and assembled materials is maintained within the specified tolerances
 - P6 ensure that finished surfaces are completed to timescale and are clean, free from marks, scratches, chips and dust, within specified tolerances
 - P7 treat processed materials correctly, using the appropriate finishing protective coating within specified tolerances
 - P8 ensure that finished materials are where necessary bundled, batched and stored correctly to prevent contamination and damage
 - P9 minimise waste, remove and dispose of waste materials safely using an approved method
 - P10 deal promptly with problems that are your responsibility and report those that you cannot solve and/or are not your responsibility, to the relevant person
 - P11 follow relevant health and safety and environmental requirements and legislation at all times
 - P12 shut down equipment safely according to manufacturers' instructions
 - P13 when appropriate, dismantle supporting structures safely according to manufacturers' instructions
 - P14 check resources for defects and potential defects before transporting to appropriate storage location
 - P15 identify and rectify any defects using the approved method prior to their return to storage
 - P16 deal appropriately with finished products and complete any necessary documentation accurately
 - P17 ensure that resources are safely transported and stored in their correct place using an accepted transportation method
 - P18 ensure that storage areas are, where necessary, made secure in line with security requirements

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Knowledge and understanding

You need to know and understand:

- K1 how to select and use equipment, tools, materials, techniques and methods to finish the materials
- K2 how to obtain and follow work instructions to establish requirements
- K3 what the different finishing methods are and how to perform them
- K4 what range of resources are required within the finishing operation and how to use them
- K5 how to identify and use positioning and securing devices including using preliminary positioning
- K6 how to determine positioning, fastening and fixing methods and materials for the materials being formed and bent
- K7 what the specified requirements and tolerances are and why these are important
- K8 how to treat processed materials correctly using an appropriate finishing protective coating
- K9 how to complete the finishing operation and maintain the correct order, sequence, dimensions and positioning of joined and assembled materials
- K10 how to identify products which need to be bundled, batched and stored and how to carry this out
- K11 when and how to obtain and select appropriate PPE (Personal Protective Equipment)
- K12 how to minimise waste
- K13 what is regarded as waste and how to remove it safely following approved procedures
- K14 who are the relevant personnel
- K15 how to deal appropriately with finished products
- K16 what documentation may need to be used
- K17 how to prevent contamination and damage including contamination by people, moving equipment, moving machinery, moving materials and the environment and the consequences of contaminated materials
- K18 relevant procedures concerning machinery, moving materials and the environment
- K19 what problems may occur
- K20 what is the appropriate action to take if there are problems
- K21 what legislation and organisational codes of practice are relevant
- K22 what are the consequences of not following legislation and organisational requirements
- K23 what health and safety and environmental requirements and legislation are relevant and how to follow them
- K24 what are the consequences to you and to others of not following health and safety and environmental legislation

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- K25 what equipment needs to be shut down and how and why this is carried out
- K26 how to shut down equipment safely following approved procedures
- K27 when it is required and how to dismantle support structures safely
- K28 what materials, tools and equipment need to be checked for defects and potential defects
- K29 what is an acceptable storage location and why, including local and central storage
- K30 how to check tools and equipment for defects
- K31 what minor defects are within your permitted authority and how to rectify them
- K32 how to identify and select methods of transportation
- K33 how to secure storage areas and why this is necessary
- K34 what documentation is appropriate to use and why it must be completed accurately

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Additional Information

Glossary

Types of Equipment

Manual, automated, electronic

Types of Material

Metal, wood, plastics, vinyl, polystyrene, composite boards

Types of Tools

Cutting blades, knives, bits, brush etc.

Types of Finishing Methods

Hand finishing, manually/fully automated, machine finishing, polishing, shaping, reducing

Securing, Fixing and Fastening Methods

Jigs, clamps, fixing materials

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

Transportation Methods

Manual, automated

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Suite Signmaking

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