

COGSIGN13

Signage – carry out hand operations



Overview

This unit deals with the following:

1. Carry out hand 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 2.13 National Occupational Standards in Signmaking (CWP1)

COGSIGN13

Signage – carry out hand operations

Performance criteria

- You must be able to:*
- P1 check and confirm that you have the correct work instructions and any relevant hand procedures and quality specifications
 - P2 ensure that you have the necessary resources for the hand operation, including suitable PPE (Personal Protective Equipment)
 - P3 identify required template shapes, measure and where necessary, cut and then position on the materials to be decorated
 - P4 ensure that the substrate is suitably prepared to receive subsequent treatments and coatings
 - P5 carry out the correct preparation technique
 - P6 carry out the hand decorating operation according to work instructions and safe operating/quality procedures
 - P7 ensure that the time left between treatments and coatings meets manufacturers' recommendations
 - P8 protect surfaces from damage using an accepted method
 - P9 report any problems promptly to the relevant personnel
 - P10 deal appropriately with hand decorated products and complete any necessary documentation
 - P11 follow relevant health and safety and environmental requirements and legislation at all times

COGSIGN13

Signage – carry out hand operations

Knowledge and understanding

You need to know and understand:

- K1 how to check that you have the correct work instructions and any relevant hand operation procedures and quality specifications
- K2 how to ensure that you have the appropriate equipment, tools, materials, techniques and methods needed to complete the activity
- K3 how to obtain suitable PPE (Personal Protective Equipment)
- K4 how to measure shapes accurately and draw them onto a suitable template material
- K5 how to ensure that the template materials are appropriate for the work to be completed and what the consequences are of not using the appropriate template material
- K6 what the specified positioning and quality tolerances are and why these are important
- K7 which preparation technique to use
- K8 how and when to apply coatings
- K9 what are accepted sequences and combinations for applying coatings
- K10 how to carry out the hand operation
- K11 how to protect the surface from damage
- K12 what problems may occur
- K13 what is the appropriate action to take if there are problems
- K14 who are the relevant personnel
- K15 how to deal appropriately with hand decorated products
- K16 what documentation is necessary
- K17 what legislation and organisational codes of practice are relevant
- K18 what are the consequences of not following legislation and organisational requirements
- K19 what health and safety and environmental requirements and legislation are relevant and how to follow them
- K20 what are the consequences to you and to others of not following health and safety and environmental legislation

COGSIGN13

Signage – carry out hand operations

Additional Information

Glossary

Types of Substrate

Porous, non porous

Types of Coatings

Paint, stain, gild

Types of Treatments

Pre-treatments, primers, intermediate coatings, finishing coatings

Methods of Application

Brush, roller, airbrush

Masking Preparation Methods

Manual, automated

Types of Masking Materials

Rigid, flexible

Preparation Techniques

Stir, strain, decant, viscosity adjustment

Types of Protection 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

COGSIGN13

Signage – carry out hand operations

Developed by Cogent

Version number 1

Date approved June 2009

Indicative review date June 2011

Validity Current

Status Original

Originating organisation Cogent

Original URN SIGN13

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

Suite Signmaking

Key words work instructions, hand procedure, preparation techniques, quality specification, templates, protection methods, PPE