

COGSIGN17

Signage – carry out forming operations



Overview

This unit deals with the following:

1. Carry out forming 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 2.17 National Occupational Standards in Signmaking (CWP1)

COGSIGN17

Signage – carry out forming operations

Performance criteria

- You must be able to:*
- P1 check and confirm that you have the correct work instructions and any relevant forming procedures and quality specifications
 - P2 ensure that you have the necessary resources for the forming operation, including suitable PPE (Personal Protective Equipment)
 - P3 position and secure suitable positioning and securing devices for the forming process
 - P4 ensure that preliminary positioning, where used, is accurate and secure using suitable fastening and fixing methods and materials
 - P5 carry out the forming operation according to work instructions and safe operating/quality procedures
 - P6 check that the dimensions, position and angles of bend are accurate to specified tolerances
 - P7 ensure that formed materials are completed to timescale and are clean, free from marks, scratches, chips and dust and accurate within specified tolerances
 - P8 report any problems promptly to the relevant personnel
 - P9 deal appropriately with formed products and complete any necessary documentation
 - P10 follow relevant health and safety and environmental requirements and legislation at all times

COGSIGN17

Signage – carry out forming operations

Knowledge and understanding

You need to know and understand:

- K1 how to check that you have the correct work instructions and any relevant forming procedures and quality specification
- K2 how to check and confirm that you have the appropriate resources for forming operations, including suitable PPE (Personal Protective Equipment)
- K3 how to identify and use positioning and securing devices
- K4 what are preliminary positioning places and suitable fastening and fixing methods and materials
- K5 how to determine positioning, fastening and fixing methods and materials for the materials being formed
- K6 how to carry out the forming operation
- K7 what the specified tolerances are and why these are important
- K8 what is regarded as acceptable quality and how is this achieved
- K9 how to deal with formed products appropriately i.e. bundled, batched and stored
- K10 what problems may occur
- K11 what is the appropriate action to take if there are problems
- K12 who are the relevant personnel
- K13 what documentation is necessary
- K14 what legislation and organisational codes of practice are relevant
- K15 what are the consequences of not following legislation and organisational requirements
- K16 what health and safety and environmental requirements and legislation are relevant and how to follow them
- K17 what are the consequences to you and to others of not following health and safety and environmental legislation

COGSIGN17

Signage – carry out forming operations

Additional Information

Glossary

Types of Forming Devices

Manual, automated

Types of Materials

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

Forming Methods

Mechanical or manual methods using either heat and/or manipulation

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

COGSIGN17

Signage – carry out forming operations

Developed by Cogent

Version number 1

Date approved January 2010

Indicative review date January 2012

Validity Current

Status Original

Originating organisation Cogent

Original URN SIGN17

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

Suite Signmaking

Key words work instructions, forming procedure, tolerances, positioning devices, securing devices, quality specification, protection methods, PPE