
Overview

This unit deals with the following:

1. Implement preventative maintenance procedures
2. Remove and replace sign components
3. Restore components to operational condition by repair

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

Previous Version: Unit 2.19 National Occupational Standards in Signmaking (CWP1)

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Performance criteria

You must be able to:

- P1 obtain and comply with relevant authorisation procedures, safe working practice details, schedule requirements and specific instructions
- P2 when required obtain and select appropriate PPE (Personal Protective Equipment)
- P3 complete necessary preventative maintenance within an agreed timescale using safe and appropriate methods
- P4 complete remedial actions, where necessary, in an appropriate, safe and effective way as defined in procedures
- P5 ensure that resources comply with specification and are used cost effectively
- P6 deal promptly with problems in the implementation procedure that are your responsibility, and report those that you cannot solve and/or are not your responsibility to the relevant person
- P7 follow relevant health and safety and environmental requirements and legislation at all times
- P8 apply clear and appropriate marking systems for components and connections
- P9 make relevant isolations and disconnections safely
- P10 minimise the release of substances according to site and environmental requirements
- P11 protect the component and surrounding components from damage
- P12 ensure that the removal and replacement of components is completed using appropriate methods within agreed timescales
- P13 handle components after removal according to specification
- P14 check that any replacements used meet the required specification
- P15 check that the repaired components comply with operational requirements
- P16 check that repaired materials and components meet required specifications for type, quantity and serviceability
- P17 complete repairs within an agreed timescale and take the appropriate action to minimise disruption to operations
- P18 use tools, equipment and methods according to safe work practices
- P19 take adequate precautions to prevent damage to components, tools and equipment during repair
- P20 ensure that work records are complete, accurate, current and legible

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Knowledge and understanding

You need to know and understand:

- K1 what are the relevant authorisation procedures and how to follow them
- K2 what is regarded as preventative maintenance and how to carry it out
- K3 what are the consequences of not carrying out the preventative maintenance
- K4 what resources i.e., people, materials, equipment, space and support facilities are required in a given situation and how to use them cost effectively
- K5 when and how to select and obtain the appropriate PPE (Personal Protective Equipment)
- K6 how to identify and determine the appropriateness of PPE (Personal Protective Equipment) for work activities, to include equipment to protect head, trunk, hands and feet
- K7 what are the consequences for you and organisation of not being efficient
- K8 who are the relevant personnel
- K9 what problems may occur
- K10 what is the appropriate action to take if there are problems
- K11 what legislation and organisational codes of practice are relevant
- K12 what are the consequences of not following legislation and organisational requirements
- K13 what health and safety and environmental requirements and legislation are relevant and how to follow them
- K14 what are the consequences to you and to others of not following health and safety and environmental legislation
- K15 what marking systems could be used and how to use them
- K16 types of disconnections and isolation techniques and methods and how to carry them out
- K17 what are the consequences for you and organisation of not disconnecting or isolating potentially dangerous items
- K18 what substances need to be released and how, in given situations
- K19 what are suitable types of protection for components and surrounding components in given situations and how to carry this out
- K20 what removal and replacement methods and techniques are suitable in given situations and how to carry them out
- K21 how to interpret instructions and identify and work with agreed timescales
- K22 what the risks are associated with substances to be removed, physical properties of components and how they affect the removal and replacement
- K23 when repaired components comply with the specified condition for operation

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- K24 what are suitable repair materials to meet required specifications for type, quality and serviceability
- K25 what is an appropriate timescale for a given repair or replacement
- K26 what operations could be disrupted by repair and how to minimize the disruption
- K27 what factors to take into consideration when deciding where to carry out the repair
- K28 what are acceptable tools, equipment and methods for the given repair or replacement and how to use them
- K29 what action is taken to prevent damage to components, tools and equipment during repair
- K30 what work records are required and how to complete them

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Additional Information

Glossary

Specifications

Written, in diagrammatic form, provided verbally

Removal and Replacement Involving

Easy access, simple removal and replacement

Post-Removal Handling

Cleaning, marking, storing, transporting

Repairs

Simple, routine

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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