
Overview

This unit deals with the following:

1. Establish method of working
2. Assess requirements for and establish availability of resources

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

Previous Version: Unit 3.04 National Occupational Standards in Signmaking (CWP1)

COGSIGN24

Assess production feasibility

Performance criteria

- You must be able to:*
- P1 assess work that needs to be carried out in order to meet client specifications
 - P2 present suitable alternatives for discussion with client where client specifications cannot be met
 - P3 clarify any problems in achieving client specification with relevant personnel
 - P4 inform the client promptly where specifications cannot be met and suitable alternatives are unavailable
 - P5 ensure that product specifications accepted are within resource capabilities and conform to organisational requirements
 - P6 develop the method of working to achieve client specification according to operational and organisational requirements
 - P7 record relevant information using appropriate documentation
 - P8 follow relevant health and safety and environmental requirements and legislation at all times
 - P9 analyse client enquiries and assess resource requirements needed to achieve the specification
 - P10 identify all resource requirements which will affect the estimate and report to relevant personnel
 - P11 consult relevant information sources to establish availability of identified resource requirements
 - P12 ensure that the information obtained is current, relevant and accurate
 - P13 confirm that the assessment of resource availability allows for potential contract variations and in the event of non availability, future availability is established
 - P14 take relevant contingency actions where available resources do not meet specifications
 - P15 record relevant information that is required to proceed with the estimate using the appropriate documentation

COGSIGN24

Assess production feasibility

Knowledge and understanding

You need to know and understand:

- K1 how to assess work to be carried out
- K2 information of communications with clients and other personnel
- K3 different work methods and how they are carried out
- K4 problems likely to occur with specifications and how they are overcome
- K5 organisational procedures and practices
- K6 production processes and terminology – specific to the process
- K7 resource capabilities and supplier's facilities and products
- 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 importance of establishing resource requirements
- K16 different contingency actions likely to be taken
- K17 how to record information
- K18 information sources
- K19 the types of resources available

COGSIGN24

Assess production feasibility

Additional Information

Glossary

Organisational Requirements

Policies, procedures

Client

Internal or external

Specifications

New work, variations

Resources

Materials, sub-contractors, production time

Operational Requirement

Current capacity, manpower capabilities, sub-contractor availability, resource capabilities, sequence of operations, stock levels

Information Sources

Methods of working, supplier records

Contingency Actions

Report, record, investigate availability of alternative resources, investigate alternative suppliers

Relevant Personnel

Colleagues, individuals, suppliers, production, sub-contractors, team leaders, supervisors 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

COGSIGN24

Assess production feasibility

Developed by Cogent

Version number 1

Date approved January 2010

Indicative review date January 2012

Validity Current

Status Original

Originating organisation Cogent

Original URN SIGN24

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

Suite Signmaking

Key words client specification, resource capabilities, operational requirements, organisational requirements, analyse, resources, contract, variations, contingency actions