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### Overview

This unit deals with the following:

1. Configure processing equipment to manufacture sign products
2. Set and verify the processing parameters for the production of sign products
3. Adjust processing parameters to achieve product and production specifications

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

Previous Version: Unit 3.05 National Occupational Standards in Signmaking (CWP1)

# COGSIGN26

## Set up and control signage operations

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### Performance criteria

*You must be able to:*

- P1 check that the resources needed for configuring equipment are available
- P2 verify that the specified equipment to be configured is suitable to use
- P3 configure the specified equipment and its energy supplies, ensuring that risks are minimised and the use of resources is optimised
- P4 ensure that required set points are safely set for the achievement of tolerance limits required for each stage of processing
- P5 check that materials of the specified type and condition are available in the required quantities for each stage of the processing sequence
- P6 position safety protection devices and warnings to meet legal and regulatory requirements
- P7 ensure that the immediate production environment allows for the movement of equipment and materials, minimising risk to individuals, contamination of materials and damage to equipment
- P8 take the appropriate action in the event of problems
- P9 follow relevant health and safety and environmental requirements and legislation at all times
- P10 ensure that information on required settings is accessed from appropriate sources in accordance with processing specification
- P11 confirm parameter settings according to processing specification
- P12 set parameters in the appropriate sequences in accordance with the processing specification
- P13 check that the specified settings correspond to production requirements
- P14 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
- P15 assess variances from product specification and identify the cause and effect of variations
- P16 make adjustments to processing parameters in the correct sequence and at the appropriate stage in the process to achieve required product specification
- P17 take the appropriate action where identified variances are caused by machine/material/ energy source malfunction or failure
- P18 agree and amend specification/s when specified process parameters cannot be achieved
- P19 record all actions taken using the appropriate documentation

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### Knowledge and understanding

*You need to know and understand:*

- K1 conditions to enhance movement of materials and equipment and protection of material condition
- K2 spoilage factors associated with each required material and how they are assessed
- K3 risks associated with each machine and item of equipment
- K4 different types of machines and how they operate
- K5 what problems may occur
- K6 what is the appropriate action to take
- K7 what legislation and organisational codes of practice are relevant
- K8 what are the consequences of not following legislation and organisational requirements
- K9 what health and safety and environmental requirements and legislation are relevant and how to follow them
- K10 what are the consequences to you and to others of not following health and safety and environmental legislation
- K11 legislation and regulations pertaining to configuring and setting
- K12 risks associated with each machine and item of equipment
- K13 basic operating principles of machinery
- K14 conditions and processing parameters to produce the product within the specification
- K15 safe operating procedures and potential risks associated with machines and equipment
- K16 location and format for specifications
- K17 monitoring techniques are being used
- K18 how to deal with problems
- K19 who are the relevant personnel
- K20 how to set processing parameters to produce the product within the specification
- K21 safe operating procedures and potential risks that are associated with machines and equipment
- K22 location and format for specifications
- K23 the effect of changing processing parameters on product properties
- K24 how to access sources of information needed to establish correct processing conditions
- K25 how to assess variances from product specification and identify their cause and effect
- K26 how to make adjustments to the processing parameters
- K27 how to amend specifications
- K28 who to agree amended specifications with
- K29 what is the appropriate action to take
- K30 what is the appropriate documentation to use

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### Additional Information

#### Glossary

##### Resources

Manpower, energy requirements, information

##### Equipment as specified for

Conditioning, forming, finishing, packaging

##### Machine Setting as specified for

Material conditioning, material forming, finishing, packaging, information control

##### Information Sources

Visual inspection, chart recorders, sensors, test outcomes

##### Specifications

Product, processing, production

##### Process Parameters

Temperature, pressure, rate, sequence

##### Types of Variance

Product out of specification, process out of specification

##### Relevant Personnel

Team leader, supervisor, line manager 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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**Relevant occupations** Professional Occupations; Engineering Professionals; Engineering and manufacturing technology; Manufacturing technologies

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**Suite** Signmaking

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**Key words** resources, equipment, production environment, minimise risk, parameters, safe operating procedures, variances, amendments, quality control