

COGSIGN29

Signage - produce shaped products



Overview

This unit deals with the following:

1. Set out materials for shaping
2. Perform cutting operation

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

Previous Version: Unit 3.09 National Occupational Standards in Signmaking (CWP1)

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Performance criteria

You must be able to:

- P1 select and obtain the appropriate tools, equipment and resources, including PPE (Personal Protective Equipment) and use them according to manufacturers' instructions and safety requirements
- P2 set out materials according to work instructions, inserting separation and anti-distortion materials when required
- P3 ensure that the correct quantity of materials is set out to match the specification
- P4 ensure that positioning, securing devices and equipment are accurately, securely, safely and correctly positioned for the cutting process
- P5 set out materials to the specified tension without distortion
- P6 ensure that materials are kept free of contamination
- P7 store materials in an approved manner
- P8 deal with problems promptly within the limits of your authority
- P9 report any problems that you cannot solve and/or are not your responsibility to the relevant personnel
- P10 follow relevant health and safety and environmental requirements and legislation at all times
- P11 obtain the correct work instructions and any relevant shaping procedure(s) and quality specification(s)
- P12 select and obtain the necessary resources to shape the materials to specification, including suitable PPE (Personal Protective Equipment)
- P13 identify required template shapes, measure and where necessary, cut and then position on the material to be shaped
- P14 position the cutting device and cut shapes within specified tolerances following approved quality control procedures
- P15 position notches and marks accurately according to cutting order requirements
- P16 monitor and control the cutting operation and identify any faults, variations and/or problems that occur
- P17 make any necessary adjustments within the limits of your authority
- P18 report any faults, variations and/or problems that you cannot solve and/or are not your responsibility to the relevant person
- P19 remove and dispose of waste materials safely using an approved method
- P20 deal appropriately with shaped products and complete any necessary documentation

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Knowledge and understanding

You need to know and understand:

- K1 how to identify, obtain and select tools and equipment
- K2 how to obtain relevant work instructions
- K3 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
- K4 what materials can be used to separate and prevent distortion in cutting and where to insert them
- K5 how to set up the correct quantity of materials to match specification lengths, widths and number
- K6 how to identify and position securing devices and equipment
- K7 why materials should be set to the specified tension without distortion
- K8 how to keep materials free from contamination including contamination by people, moving equipment, moving machinery, moving materials and the environment and the consequences of contaminated materials
- K9 how and where to store materials
- K10 what problems may occur
- K11 what is the appropriate action to solve the problems
- K12 what are the limits of your authority
- K13 who are the relevant personnel
- K14 what documentation is necessary
- K15 what legislation and organisational codes of practice are relevant
- K16 what are the consequences of not following legislation and organisational requirements
- K17 what health and safety and environmental requirements and legislation are relevant and how to follow them
- K18 what are the consequences to you and to others of not following health and safety and environmental legislation
- K19 how to determine equipment, tools, materials, techniques and methods needed to complete the activity
- K20 how to select and use appropriate resources i.e., equipment, tools, materials, techniques and methods to shape materials and products
- K21 how to measure shapes accurately and draw them onto a suitable template material
- K22 how to identify and select template materials appropriate for the work completed and what the consequences are of not using the appropriate template material
- K23 what the specified tolerances are and why these are important.
- K24 how to follow quality control procedures
- K25 what the consequences are of not getting the cutting device accurately positioned at the start of the process
- K26 what are the accepted sequences for cutting

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- K27 how to cut shapes accurately within specified tolerances
- K28 how to identify the need for notches and marks and how to cut them in the correct position
- K29 what is regarded as acceptable quality (e.g. marks, scratches, chips and dust)
- K30 how to perform and monitor the shaping operation
- K31 what faults, variations or problems may occur in the shaping operation
- K32 how to make necessary adjustments within your permitted authority
- K33 what is regarded as waste and how to minimise it and remove it following approved methods
- K34 how to deal appropriately with shaped products

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Additional Information

Glossary

Types of Equipment

Manual, automated, electronic

Types of Materials

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

Types of Cutting Tools

Blades, knives, bits

Securing, Fixing and Fastening Methods

Jigs, clamps, fixing materials

Template Material

Rigid, flexible

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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Developed by Cogent

Version number 1

Date approved January 2010

Indicative review date January 2012

Validity Current

Status Original

Originating organisation Cogent

Original URN SIGN29

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

Suite Signmaking

Key words work instructions, shaping procedure, separation materials, anti-distortion, tension, contamination, storage, templates, quality specification, PPE, monitor, control, adjust, authority, minimise waste, variations