

# COGSIGN36

## Signage - produce self adhesive decorated products



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### Overview

This unit covers the skills and knowledge that you will need to apply self-adhesive materials to products. This involves obtaining the correct resources for the self-adhesive operation, identifying and pre-marking areas, preparing the area, and performing the self-adhesive operation according to specification following approved quality and company procedures, whilst minimising waste. Monitoring the self-adhesive operation, making any necessary adjustments within the limits of your responsibility, and finally dealing with the product appropriately.

This unit deals with the following:

1. Produce self-adhesive decorated products

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

Previous Version: Unit 3.16 National Occupational Standards in Signmaking (CWP1)

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### Performance criteria

- You must be able to:*
- P1 select and obtain the necessary resources for decorating the materials to the specified requirements, including suitable PPE (Personal Protective Equipment)
  - P2 identify required template shapes, measure and where necessary, cut and then position on the materials
  - P3 select suitable setting out tools and equipment and use according to manufacturers' instructions and safety requirements
  - P4 select and carry out the relevant preparation technique to match the materials being used
  - P5 position and secure devices and equipment and check that materials are laid out to the specified tension without distortion
  - P6 perform the self adhesive operation according to specification following quality procedures and protect surfaces from damage
  - P7 monitor and control the operation and identify any faults, variations and/or problems that occur
  - P8 make any necessary adjustments within the limits of your authority
  - P9 report any faults, variations and/or problems that you cannot solve and/or are not your responsibility to the relevant person
  - P10 remove and dispose of waste materials safely using an approved method
  - P11 deal appropriately with products and complete any necessary documentation
  - P12 follow relevant Health and Safety and environmental requirements and legislation at all times

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### Knowledge and understanding

*You need to know and understand:*

- K1 how to select and use appropriate resources i.e., equipment, tools, materials, techniques and methods
- K2 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
- K3 how to interpret work instructions and establish requirements
- K4 how to use application and setting out tools and equipment
- K5 how to identify and select template materials appropriate for the work to be completed and what the consequences are of not using appropriate template materials
- K6 what specified positioning and quality tolerances are and why these are important
- K7 types of positioning and securing devices and equipment and how they are used
- K8 what preparation techniques are selected and used for given jobs
- K9 what are the characteristics of self adhesive materials and when to use self-adhesive materials
- K10 what are accepted sequences and combinations for applying adhesive materials onto other materials
- K11 what causes damage to products and how to prevent this, to include preventing contamination from equipment, environment, colleagues and passing goods
- K12 what are acceptable protection methods and when and how to use them
- K13 how to perform and monitor the self adhesive operation
- K14 what faults, variations or problems may occur in the self adhesive operation
- K15 how to make necessary adjustments within your permitted authority
- K16 who are the relevant personnel
- K17 what is regarded as waste and how to minimise it and remove it following approved methods
- K18 how to deal appropriately with products
- K19 what documentation is necessary
- K20 what legislation and organisational codes of practice are relevant
- K21 what are the consequences of not following legislation and organisational requirements
- K22 what Health and Safety and environmental requirements and legislation are relevant and how to follow them
- K23 what are the consequences to you and to others of not following Health and Safety and environmental legislation

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## Additional Information

### Glossary

#### **Application Methods and Techniques**

Pressing, wet, dry

#### **Tools**

Scissors, knives

#### **Materials**

Vinyl, polyester

#### **Securing, Fixing and Fastening Methods**

Jigs, clamps, fixing materials

#### **Types of Substrate**

Porous, non porous

#### **Types of Protection Methods**

Warning signs, coverings, paddings, Buffers

#### **Preparation Techniques**

Cutting, positioning

#### **Template Materials**

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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