

COGSIGN43

Determine and carry out maintenance of sign products



Overview

This unit deals with the following:

1. Position and install sign maintenance equipment
2. Implement preventative maintenance procedures
3. Remove and replace sign components
4. 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 3.23 National Occupational Standards in Signmaking

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Performance criteria

You must be able to:

- P1 identify, report and eliminate, within the limits of your responsibility, potential sources of danger before installation
- P2 ensure that the position of equipment and components meets specified requirements and will not adversely affect the performance of other equipment and components
- P3 undertake installation safely using approved methods and techniques following quality procedures
- P4 check that equipment and components are free of damage after positioning and installation
- P5 ensure that the installation is secure in the specified location with fixed items attached to suitable load bearing structures
- P6 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
- P7 follow relevant health and safety and environmental requirements and legislation at all times
- P8 obtain and comply with relevant authorisation procedures, safe working practice details, schedule requirements and specific instructions
- P9 complete necessary preventative maintenance within agreed timescale using safe and appropriate methods
- P10 complete remedial actions, where necessary, in an appropriate, safe and effective way as defined in procedures
- P11 ensure that resources comply with specification and are used cost effectively
- P12 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
- P13 apply clear and appropriate marking systems for components and connections
- P14 make relevant isolations and disconnections safely
- P15 minimise the release of substances according to site and environmental requirements
- P16 protect the component and surrounding components from damage
- P17 ensure that the removal and replacement of components is completed using appropriate methods within agreed timescales
- P18 handle components after removal according to specification
- P19 check that any replacements used meet the required specification
- P20 deal promptly with problems in the replacement procedure that are your responsibility, and report those that you cannot solve and/or are not your responsibility to the relevant person
- P21 check that the repaired components comply with operational

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- requirements
- P22 check that repaired materials and components meet required specifications for type, quantity and serviceability
- P23 complete repairs within an agreed timescale and take the appropriate action to minimise disruption to operations
- P24 use tools, equipment and methods according to safe work practices
- P25 take adequate precautions to prevent damage to components, tools and equipment during repair
- P26 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 sources of danger are associated with the installation and how to identify and eliminate them
- K2 why dangers need to be considered before starting and consequences of not doing so
- K3 how to determine the structural and equipment factors which affect where equipment can be positioned
- K4 what is acceptable positioning and why its consideration is important
- K5 what is acceptable and unacceptable damage
- K6 what methods and techniques are there for securing equipment and how to carry them out
- K7 what are the meanings of terms used in installation specifications
- 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 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
- K16 what are the relevant authorisation procedures and how to follow them
- K17 what is regarded as preventative maintenance and how to carry it out
- K18 what are the consequences of not carrying out the preventative maintenance
- K19 what resources i.e., people, materials, equipment, space and support facilities are required in a given situation and how to use them cost effectively
- K20 what are the consequences for you and organisation of not being efficient
- K21 what actions to take when things go wrong
- K22 what marking systems could be used and how to use them
- K23 types of disconnections and isolation techniques and methods and how to carry them out
- K24 what are the consequences for you and organisation of not disconnecting or isolating potentially dangerous items
- K25 what substances need to be released and how, in given situations
- K26 what are suitable types of protection for components and surrounding

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- components in given situations and how to carry this out
- K27 what removal and replacement methods and techniques are suitable in given situations and how to carry them out
- K28 how to interpret instructions and identify and work with agreed timescales
- K29 what risks are associated with substances to be removed, physical properties of components and how they affect the removal and replacement
- K30 when repaired components comply with the specified condition for operation
- K31 what are suitable repair materials to meet required specifications for type, quantity and serviceability
- K32 what is an appropriate timescale for a given repair or replacement
- K33 what operations could be disrupted by repair and how to minimise the disruption
- K34 what factors to take into consideration when deciding where to carry out the repair
- K35 what are acceptable tools, equipment and methods for the given repair or replacement and how to use them
- K36 what action is taken to prevent damage to components, tools and equipment during repair
- K37 what work records are required and how to complete them

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Additional Information

Glossary

Sources of Danger

People, equipment, components, surrounding environment

Records

Written, graphic

Installations

Indoor, outdoor, unrestricted access, restricted access

Specification

Written, in diagrammatic form, provided verbally

Equipment and Components

Complex; simple, fragile, robust

Removal and Replacement Involving

Easy access, simple removal and replacement, difficult access, complex removal and replacement

Post-Removal Handling

Cleaning, marking, storing, transporting

Repairs

Simple, routine

Relevant Personnel

Line manager, supervisor, team leader, client, supplier 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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