COGSIGN44
Produce traffic signface designs using specific computer software

Overview

This unit deals with the following:

1. Understand customer's traffic signface requirements
2. Create and update required files
3. Produce traffic signface design
4. Output traffic signface design to destination

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

Previous Version: Unit 3.24 National Occupational Standards in Signmaking

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Performance criteria

You must be able to:

P1 obtain and understand customer design requirements
P2 record customer design requirements using appropriate method
P3 develop design options
P4 identify Traffic Signface Design rules and regulations which apply to the design
P5 agree preferred design option with the customer
P6 understand the scope of your own responsibility and authority
P7 follow relevant health and safety and environmental requirements and legislation at all times
P8 identify and locate existing files and data to be updated
P9 enter designs using appropriate device within time schedule
P10 follow procedures for computer "back up" and take the appropriate action if file or data corruption occurs
P11 identify who is responsible for updating virus software and computer maintenance
P12 use available automated procedures for design entry or checking
P13 save any files created or updated according to company or organisation's procedures
P14 use the appropriate procedures to enter, select and combine stored designs
P15 select and use software functions correctly to manipulate image
P16 use appropriate design rules when regulatory or warning sign designs are combined on directional signs
P17 produce signface design, incorporating roundabout and/or other designs
P18 check that the signface design conforms to regulations, design rules and customer requirements
P19 select the destination device and materials which are suitable for purpose
P20 check the destination device to ensure that it is ready to receive output
P21 take the appropriate action if problems occur
P22 check that the sign design is complete and correct prior to output
P23 ensure that output parameters are identified and set up correctly to meet output requirements
P24 check that the output is complete and meets customer requirements

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Knowledge and understanding

You need to know and understand:

K1 current relevant design information for Traffic Signs
K2 current TSRGD (Traffic Signs Regulations and General Directions)
K3 current working drawings for Traffic Sign design and manufacturing
K4 design parameters including x- heights and stroke widths
K5 the location of stored designs
K6 what is the area of own responsibility and relevant reporting authority
K7 how to obtain and understand customer requirements
K8 how to develop design options
K9 how to agree preferred design option with the customer
K10 what are the Company/Organisation's procedures applicable to accessing data, such as Internet
K11 the types of compatible formats that can be used to store signface design information
K12 who are the relevant personnel
K13 what problems may occur
K14 what is the appropriate action to take if there are problems
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 what methods to use to produce Traffic Signface design
K20 how to use industry specific software
K21 what methods of using bitmap and vector images should be used
K22 what are the methods used for saving and locating design files
K23 what methods of using input devices and scanning for viruses should be used
K24 what are the available procedures for automating designs and checking
K25 what methods of recovering from file or data corruption should be used
K26 who is responsible for updating virus software and computer maintenance
K27 what industry specific Traffic Signface design software is available to produce designs
K28 what are the customer requirements
K29 what are the industry design criteria that should be used for producing designs
K30 what are the relevant design rules that need to be followed when producing drawings
K31 what software functions should be used for inputting text and selecting

symbols

K32 what software functions should be used for design layout
K33 what software functions should be used for displaying signs
K34 how to check that the signface conforms to customer requirements
K35 the types of destination devices that are available to you
K36 the methods of using hard copy devices
K37 what methods of using file storage devices should be used
K38 what methods of communicating with selected device for printing or cutting signface design should be used
K39 what methods can be used to check output
K40 what materials are available for hard copy output and which is the correct material to choose
K41 what problems may occur and what is the appropriate action to take within the limits of your own responsibility
K42 how to check that the signface conforms to customer requirements and Industry regulations

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Additional Information

Glossary

Requirements

Type of signface, content, delivery timescale

Data

Customer design, sketch or reference to current Traffic Signs Regulations and General Directions (TSRGD) and Chapter 7 of The Traffic Signs Manual (TSM)

File

New, existing

Images

Bitmap, vector file types

Input Device

Keyboard, email, data storage device, scanner, digitiser

Company or Organisation's Standards

File-naming and location, frequency of file maintenance

Functions

Size, rotation, invert, prepare for drawing or plotting design, file location

Additional Elements

More than one x- height, shape, alphabets

Attributes

TSRGD number, sign details, Traffic Signface sheeting

Destination Device

Printer, production plotter, file storage device, file transmittal device

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Materials

Paper, signface sheeting

Output Parameters

Design range, number of copies, device settings, colour

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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