

## COGSIGN45

# Conduct site survey and prepare signage within the highway



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### Overview

This unit deals with the following:

1. Understand Health and Safety procedures for working within the highway
2. Create and update required files
3. Conduct site survey
4. Output traffic sign survey 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 3.25 National Occupational Standards in Signmaking

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### Performance criteria

*You must be able to:*

- P1 define the site working area
- P2 identify any hazards and assess risks
- P3 select the appropriate method for gaining access to site
- P4 obtain and select the appropriate PPE (Personal Protective Equipment)
- P5 use equipment safely at all times
- P6 conduct yourself in a safe and professional manner on site
- 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 identify and interpret work instructions to establish requirements
- P15 gather all relevant information
- P16 conduct a site survey taking account of all factors
- P17 analyse and evaluate information gained from site survey
- P18 identify aspects of the survey to which the TSRGD (Traffic Signs Regulations and General Directions) and TSM (Traffic Signs Manual) are used
- P19 record all information accurately and legibly using appropriate documentation
- P20 select the destination device and materials, which are suitable for purpose
- P21 check the destination device to ensure that it is ready to receive output
- P22 take the appropriate action if problems occur
- P23 check that the sign design is complete and correct prior to output
- P24 ensure that output parameters are identified and set up correctly to meet output requirements
- P25 check that the output is complete and meets customer requirements

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### Knowledge and understanding

*You need to know and understand:*

- K1 how to identify hazards and assess risks
- K2 how to use ladders safely
- K3 working at heights code of practice
- K4 the PPE (Personal Protective Equipment) requirements
- K5 responsibilities: individual and company
- K6 site safety practices
- K7 how to conduct yourself whilst on site
- K8 what problems may occur
- K9 what is the appropriate action to take if there are problems
- K10 what legislation and organisational codes of practice are relevant
- K11 what are the consequences of not following legislation and organisational requirements
- K12 what health and safety and environmental requirements and legislation are relevant and how to follow them
- K13 what are the consequences to you and to others of not following health and safety and environmental legislation
- K14 what methods to use to produce Traffic Signface design
- K15 how to use industry specific software
- K16 what methods of using bitmap and vector images should be used
- K17 what are the methods used for saving and locating design files
- K18 what methods of using input devices and scanning for viruses should be used
- K19 what are the available procedures for automating designs and checking
- K20 what methods of recovering from file or data corruption should be used
- K21 who is responsible for updating virus software and computer maintenance
- K22 how to identify and interpret work instructions
- K23 how to conduct a site survey
- K24 what factors need to be taken into account
- K25 what is the relevant information
- K26 how to analyse and evaluate information gained from site survey
- K27 how to identify aspects of the survey for which the TSRGD (Traffic Signs Regulations and General Directions) and TSM (Traffic Signs Manual) are relevant
- K28 how to record the information
- K29 the types of destination devices that are available to you
- K30 the methods of using hard copy devices
- K31 what methods of using file storage devices should be used
- K32 what methods of communicating with selected device for printing or cutting signface design should be used
- K33 what methods can be used to check output

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- K34 what materials are available for hard copy output and which is the correct material to choose
- K35 what problems may occur and what is the appropriate action to take within the limits of your own responsibility

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### Additional Information

#### Glossary

##### **Site Survey Factors**

Location, environment and amenities

##### **Relevant Information**

Site, manpower capabilities, and sequence of operations

##### **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

##### **Destination Device**

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

##### **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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**Relevant occupations** Professional Occupations; Engineering Professionals; Engineering and manufacturing technologies; Manufacturing technologies

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**Suite** Signmaking

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