

## COGSM 9

### Unit 9: Carry out Shaping Operations in SignMaking Environment



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#### Overview

This unit covers the skills and knowledge that you will need to shape materials and products during signage operations.

This involves setting out the materials for shaping and cutting, and cutting the materials according to specification, taking account of all quality and company procedures.

The unit also deals with reporting problems to the relevant personnel and finally dealing with the shaped product appropriately.

This unit deals with the following:

1. Set out materials for shaping by cutting
2. Shape materials by cutting to specification

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

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### Performance criteria

- You must be able to:*
- P1 Carry out the operation in line with legal requirements, workplace policies, manufacturers' instructions, work instructions, Health and Safety and environmental requirements
  - P2 Check and confirm that you carry out the work with the quality specifications, work instructions and any shaping relevant to the operations
  - P3 Check and confirm that you have the appropriate tools, equipment and resources, including Personal Protective Equipment
  - P4 Set out according to work instructions
  - P5 Confirm that the correct quantity of materials is set out to match the specification
  - P6 Ensure that positioning, securing devices and equipment are accurately, securely, safely and correctly positioned for the cutting process
  - P7 Ensure that materials are kept free of contamination
  - P8 Store materials in an approved manner
  - P9 Report any problems to the relevant personnel
  - P10 Confirm that you have the necessary resources to shape the materials to specification
  - P11 Identify required template shapes, measure and, where necessary, cut and then position on the material to be shaped
  - P12 Position the cutting device and cut shapes within specified tolerances following approved quality control procedures
  - P13 Position notches and marks accurately according to cutting order requirements
  - P14 Ensure that cut shapes are free from marks, scratches, chips and dust
  - P15 Deal with cut shapes and complete any documentation accurately

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### Knowledge and understanding

*You need to know and understand:*

- K1 What the relevant Health and Safety and environmental requirements are and how to follow them
- K2 Why it is important to keep the work instructions safe and accessible
- K3 The importance of complying with the workplace policies, manufacturers' instructions, work instructions, Health and Safety and environmental policies
- K4 What the consequences to you and to others are of not following workplace policies, manufacturers' instructions, work instructions, Health and Safety and environmental requirements
- K5 What the hazards associated with your working environment are and the risks they pose
- K6 When and why it is necessary to wear personal protective equipment (PPE)
- K7 How to obtain and select appropriate personal protective equipment (PPE)
- K8 What the relevant authorisation procedures are and how to follow them
- K9 Who the relevant personnel are
- K10 What problems may occur
- K11 What action to take if there are problems
- K12 How to check and confirm that you have the relevant work instructions
- K13 How to identify, select and use tools and equipment
- K14 When and how to set out materials to the specified tension without distortion
- K15 What materials can be used to separate and prevent distortion in cutting and where to insert them
- K16 How to set up the correct quantity of materials to match specification lengths, widths and number
- K17 How to identify and position securing devices and equipment
- K18 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
- K19 How and where to store materials
- K20 How to select and use appropriate resources, i.e. equipment, tools, materials, techniques, and methods to shape the materials by cutting
- 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 to be 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

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- positioned at the start of the process
- K26 What accepted sequences for cutting are
- 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 deal with shaped products
- K31 When to complete documentation and why it must be completed accurate

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### Additional Information

#### Glossary

**Types of Equipment:** Manual, mechanised, electronic

**Types of Material:** Metal, wood, plastics, vinyl, polystyrene, composite boards etc.

**Types of Cutting Tools:** Blades, knives, bits

**Securing, Fixing and Fastening Methods:** Jigs, clamps, fixing materials

**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

**Template Material:** Rigid, flexible

**Types of Equipment:** Manual, mechanised, electronic

**Types of Material:** Metal, wood, plastics, vinyl, polystyrene, composite boards etc.

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