
Overview

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

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

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

This unit deals with the following:

1. Bond materials to specification
2. Assemble materials 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.

COGSM10

Unit 10: Carry out Joining Operations in SignMaking Environment

Performance criteria

- You must be able to:*
- P1 Carry out the assembly and bonding operations 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 bonding procedures relevant to the operations
 - P3 Check and confirm that you have the tools, equipment and resources, including Personal Protective Equipment, appropriate for the bonding and assembly operation
 - P4 Ensure that materials to be bonded are of the specified dimensions and are positioned, assembled and layered in the correct order within specified tolerances
 - P5 Ensure that bonded materials are completed to timescale and are clean and free from marks, scratches, chips and dust within specified tolerances
 - P6 Report any problems promptly to the relevant personnel
 - P7 Deal with bonded products
 - P8 Position and secure devices prior to assembly of materials
 - P9 Ensure that the materials to be assembled are of the specified dimensions and are positioned and layered in the correct order within specified tolerances

COGSM10

Unit 10: Carry out Joining Operations in SignMaking Environment

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 When it is required and how to position and secure devices for bonding materials together
- K13 How to check that you have the correct work instructions, assembly instructions, bonding instructions and quality specification relevant to the procedure
- K14 How to ensure that you have the appropriate equipment, tools, materials, techniques and methods needed to complete the activity
- K15 What appropriate securing and fixing devices for the materials being bonded are and how to use them
- K16 What acceptable methods for bonding materials are and how to perform them
- K17 What the acceptable tolerances to work within for different types of materials are
- K18 What is regarded as acceptable quality and how to meet that requirement
- K19 How to deal with bonded products
- K20 When to complete documentation and why it must be completed accurately
- K21 How to check that you have the correct work instructions and any relevant assembly procedures and quality specification
- K22 How to ensure that you have the appropriate equipment, tools, materials, techniques and methods needed to complete the activity
- K23 How to identify, position and use securing and fixing devices

COGSM10

Unit 10: Carry out Joining Operations in SignMaking Environment

- K24 What the relevant techniques and methods for assembling materials are and how to perform them
- K25 How to deal appropriately with assembled products
- K26 When to complete documentation and why it must be completed accurately

COGSM10

Unit 10: Carry out Joining Operations in SignMaking Environment

Additional Information

Glossary

Types of Securing Devices: Manual, automated

Types of Material: Metal, wood, plastics, vinyl, glass, polystyrene, composite board

Types of Bonding Methods: Heat welding, heat soldering, fixings, riveting, nuts and bolts, screws, taps

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

COGSM10

Unit 10: Carry out Joining Operations in SignMaking Environment

Developed by	Cogent
Version number	1
Date approved	May 2011
Indicative review date	May 2013
Validity	Current
Status	Original
Originating organisation	Cogent
Original URN	SIGN10
Relevant occupations	Professional Occupations; Engineering Professionals; Engineering and manufacturing technologies; Manufacturing technologies
Suite	SignMaking
Key words	work instructions, joining procedure, tolerances, contamination, assemble, storage, quality specification, ppe