

COGSM11

Unit 11: Carry out Engraving Operations in SignMaking Environment



Overview

This unit covers the skills and knowledge that you will need to engrave materials and products.

This involves checking and confirming that you have the correct resources for the engraving operation, identifying and pre-marking areas to be engraved, and then carrying out the engraving operation according to specification following approved quality and company procedures.

This unit also deals with reporting problems to the relevant personnel and dealing with the engraved product appropriately.

This unit deals with the following:

1. Carry out engraving operations

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 engraving operations in line with legal requirements, workplace policies, manufacturers' instructions, work instructions, Health and Safety and environmental
 - P2 Check and confirm that you carry out the work with the quality specifications, work instructions and any engraving procedures relevant to the operations
 - P3 Ensure that you have the necessary resources appropriate for the engraving operation, including suitable Personal Protective Equipment
 - P4 Identify required template shapes, measure and, where necessary, cut and then position on materials to be engraved
 - P5 Identify any defects and problems with the surface to be engraved prior to operation and inform the relevant personnel
 - P6 Confirm that the areas to be engraved are identified and pre-marked using an accepted method
 - P7 Protect the surrounding areas from damage
 - P8 Ensure that the correct lubricants and coolants are used at the appropriate time to minimise damage to materials, tools and equipment
 - P9 Report any problems promptly to the relevant personnel
 - P10 Deal appropriately with engraved products and complete any necessary documentation

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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 that you have the correct work instructions and any relevant engraving procedures and quality specification
- K13 How to determine the resources, i.e. equipment, tools, materials, techniques and methods, needed to complete the activity
- K14 How to measure shapes accurately and draw them onto a suitable template material
- K15 How to identify and select template materials appropriate for the work to be completed and what the consequences are of not using appropriate template material
- K16 What acceptable pre-marking methods are and why
- K17 How and why surrounding areas should be protected from damage
- K18 What the specified requirements and positioning and quality tolerances are and why these are important
- K19 How to carry out the engraving operation
- K20 What is regarded as acceptable quality
- K21 When and why lubricants and coolants are used and which to use
- K22 How to deal with engraved products
- K23 When to complete documentation and why it must be completed accurately

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Additional Information

Glossary

Removal Methods: Hand held tools, fixed tools

Types of Rectification Methods: Manual, automated

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

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