

COGSM16

Unit 16: Carry out Forming Operations in SignMaking Environment



Overview

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

This involves checking and confirming that you have the correct resources for the forming operation, positioning and securing the product and then carrying out the forming operation according to specification following approved quality and company procedures.

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

This unit deals with the following:

1. Carry out forming 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 forming 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 forming procedures relevant to the operations
 - P3 Ensure that you have the necessary resources for the forming operation, including suitable PPE (Personal Protective Equipment)
 - P4 Position and secure suitable positioning and securing devices for the forming process
 - P5 Ensure that preliminary positioning, where used, is accurate and secure using suitable fastening and fixing methods and materials
 - P6 Carry out the forming operation according to work instructions and safe operating/quality procedures
 - P7 Check that the dimensions, position and angles of bend are accurate to specified tolerances
 - P8 Ensure that formed materials are completed to timescale and are clean, free from marks, scratches, chips and dust and accurate within specified tolerances
 - P9 Report any problems promptly to the relevant personnel
 - P10 Deal with formed 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 How to check that you have the correct work instructions and any relevant forming procedures and quality specification
- K12 How to check and confirm that you have the appropriate resources for forming operations, including suitable PPE (Personal Protective Equipment)
- K13 How to identify and use positioning and securing devices
- K14 What the preliminary positioning places and suitable fastening and fixing methods and materials are
- K15 How to determine positioning, fastening and fixing methods and materials for the materials being formed
- K16 How to carry out the forming operation
- K17 What the specified tolerances are and why these are important
- K18 What is regarded as acceptable quality and how is this achieved
- K19 How to deal with formed products appropriately i.e. bundled, batched and stored
- K20 When to complete documentation and why it must be completed accurately

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Additional Information

Glossary

Types of Forming Devices: Manual, automated

Types of Materials: Metal, wood, plastics, vinyl, polystyrene, composite boards

Forming Methods: Mechanical or manual methods using either heat and/or manipulation

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

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