

COGSM17

Unit 17: Carry out Self-Adhesive Operations in SignMaking Environment



Overview

This unit covers the skills and knowledge that you will need to apply self-adhesive materials.

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

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

This unit deals with the following:

1. Apply self-adhesive materials

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 application 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 application procedures relevant to the operations
 - P3 Ensure that you have the necessary resources for the application operation, including suitable PPE (Personal Protective Equipment)
 - P4 Identify template shapes, measure and where necessary, cut and then position on the materials
 - P5 Carry out the relevant preparation technique
 - P6 Position and secure devices and equipment
 - P7 Check that materials are laid out to the specified tension without distortion
 - P8 Carry out the self adhesive operation according to work instructions and safe operating/quality procedures
 - P9 Protect surfaces from damage using an accepted method
 - P10 Report any problems promptly to the relevant personnel
 - P11 Deal with self-adhesive 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 self adhesive procedures and quality specification
- K12 How to ensure that you have the appropriate equipment, tools, materials, techniques and methods needed to complete the activity
- K13 How to use application and setting out tools and equipment
- K14 How to identify template materials appropriate for the work to be completed and what the consequences are of not using appropriate template materials
- K15 What specified positioning and quality tolerances are required
- K16 What preparation techniques are relevant
- K17 How to carry out the self-adhesive operation
- K18 What acceptable protection methods are and when and how to use them
- K19 How to deal with self-adhesive products
- K20 When to complete documentation and why it must be completed accurately

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Additional Information

Glossary

Self-adhesive Methods and Techniques: Application, pressing, wet, dry, heat

Tools: Scissors, knives

Materials: Vinyl, polyester

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

Types of Substrate: Porous, non porous

Types of Protection Methods: Warning signs, coverings, paddings, buffers

Preparation Techniques: Cutting, positioning

Template Materials: Rigid, flexible

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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Suite SignMaking

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