

COGSM20

Unit 20: Determine and Carry Out Maintenance of Sign Products



Overview

This unit covers the skills and knowledge that you will need to maintain sign products.

This involves positioning and installing sign maintenance equipment, implementing preventative maintenance procedures, removing and replacing sign components when necessary, and repairing and restoring components to their original condition by repair, following approved quality procedures.

This unit deals with the following:

1. Position and install sign maintenance equipment
2. Implement preventative maintenance procedures
3. Remove and replace sign components
4. Restore components to operational condition by repair

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 Follow relevant Health and Safety and environmental requirements and legislation at all times
 - P2 Obtain and comply with relevant authorisation procedures, safe working practice details, schedule requirements and specific instructions
 - P3 Identify, report and eliminate, within the limits of your responsibility, potential sources of danger before installation
 - P4 Ensure that the position of equipment and components meets specified requirements and will not adversely affect the performance of other equipment and components
 - P5 Undertake installation safely using approved methods and techniques following quality procedures
 - P6 Check that equipment and components are free of damage after positioning and installation
 - P7 Ensure that the installation is secure in the specified location with fixed items attached to suitable load bearing structures
 - P8 Complete necessary preventative maintenance within agreed timescale using safe methods in accordance with organisational procedures
 - P9 Complete remedial actions, where necessary, in an appropriate, safe and effective way as defined in procedures
 - P10 Ensure that resources comply with specification and are used cost effectively
 - P11 Apply clear and appropriate marking systems for components and connections
 - P12 Minimise the release of substances according to site and environmental requirements
 - P13 Ensure that the removal and replacement of components is completed using appropriate methods within agreed timescales
 - P14 Handle components after removal according to specification
 - P15 Check that any replacements used meet the required specification
 - P16 Check that the repaired components comply with operational requirements
 - P17 Check that repaired materials and components meet required specifications for type, quantity and serviceability
 - P18 Complete repairs within an agreed timescale and take the appropriate action to minimise disruption to operations
 - P19 Use tools, equipment and methods according to safe work practices
 - P20 Take adequate precautions to prevent damage to components, tools and equipment during repair
 - P21 Deal promptly with problems that are your responsibility and report those that you cannot solve and/or are not your responsibility to the relevant person
 - P22 Ensure that work records are complete, accurate, current and legible

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Knowledge and understanding

You need to know and understand:

- K1 What legislation and organisational codes of practice are relevant
- K2 What the consequences of not following legislation and organisational requirements are
- K3 What Health and Safety and environmental requirements and legislation are relevant and how to follow them
- K4 What the consequences to you and to others are of not following Health and Safety and environmental legislation
- K5 How to identify and determine the appropriateness of PPE (Personal Protective Equipment) for work activities, to include equipment to protect head, trunk, hands and feet
- K6 What sources of danger are associated with the installation and how to identify and eliminate them
- K7 Why dangers need to be considered before starting and consequences of not doing so
- K8 How to determine the structural and equipment factors which affect where equipment can be positioned
- K9 What is acceptable positioning and why its consideration is important
- K10 What is acceptable and unacceptable damage
- K11 What methods and techniques there are for securing equipment and how to carry them out
- K12 What the meanings of terms used in installation specifications are
- K13 Who the relevant personnel are
- K14 What problems may occur
- K15 What the appropriate action to take is if there are problems
- K16 What the relevant authorisation procedures are and how to follow them
- K17 What is regarded as preventative maintenance and how to carry it out
- K18 What the consequences of not carrying out the preventative maintenance are
- K19 What resources i.e., people, materials, equipment, space and support facilities are required in a given situation and how to use them cost effectively
- K20 What the consequences for the individual and organisation of not being efficient are
- K21 What actions to take when things go wrong
- K22 What marking systems could be used and how to use them
- K23 Types of disconnections and isolation techniques and methods and how to carry them out
- K24 What the consequences for the individual and organisation of not disconnecting or isolating potentially dangerous items are
- K25 What substances need to be released and how, in given situations
- K26 What suitable types of protection for components and surrounding

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- components are in given situations and how to carry this out
- K27 How to protect the component and surrounding components from damage
- K28 What removal and replacement methods and techniques are suitable in given situations and how to carry them out
- K29 How to interpret instructions and identify and work with agreed timescales
- K30 What risks are associated with substances to be removed, physical properties of components and how they affect the removal and replacement
- K31 When repaired components comply with the specified condition for operation
- K32 What are suitable repair materials to meet required specifications for type, quantity and serviceability
- K33 What an appropriate timescale for a given repair or replacement is
- K34 What operations could be disrupted by repair and how to minimise the disruption
- K35 What factors to take into consideration when deciding where to carry out the repair
- K36 What the acceptable tools, equipment and methods for the given repair or replacement are and how to use them
- K37 What action is taken to prevent damage to components, tools and equipment during repair
- K38 What work records are required and how to complete them
- K39 Why relevant isolations and disconnections are carried out

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Additional Information

Glossary

Sources of Danger: People, equipment, components, surrounding environment

Records: Written, graphic

Installations: Indoor, outdoor, unrestricted access, restricted access

Specification: Written, in diagrammatic form, provided verbally

Equipment and Components: Complex; simple, fragile, robust

Removal and Replacement Involving: Easy access, simple removal and replacement, difficult access, complex removal and replacement

Post-Removal Handling: Cleaning, marking, storing, transporting

Repairs: Simple, routine

Relevant Personnel: Line manager, supervisor, team leader, client, supplier 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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