

COGSM33

Unit 33: Produce Traffic Signface Designs using Computer Software



Overview

This unit describes the activities and procedures undertaken when creating or processing Traffic Signface designs (both permanent and temporary) using computer software.

The unit covers Department for Transport regulations and design rules, which are essential to this unit, plus general techniques used in the production and manipulation of signface designs.

This unit deals with the following:

1. Understand customer's traffic signface requirements
2. Create and update required files
3. Produce traffic signface design
4. Output traffic signface design to destination

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 Obtain and understand customer design requirements
 - P2 Record customer design requirements using appropriate method
 - P3 Develop design options
 - P4 Identify Traffic Signface Design rules and regulations which apply to the design
 - P5 Agree preferred design option with the customer
 - P6 Understand the scope of your own responsibility and authority
 - P7 Follow relevant Health and Safety and environmental requirements and legislation at all times
 - P8 Identify and locate existing files and data to be updated
 - P9 Enter designs using appropriate device within time schedule
 - P10 Follow procedures for computer "back up" and take the appropriate action if file or data corruption occurs
 - P11 Identify who is responsible for updating virus software and computer maintenance
 - P12 Use available automated procedures for design entry or checking
 - P13 Save any files created or updated according to company or organisation's procedures
 - P14 Use the appropriate procedures to enter, select and combine stored designs
 - P15 Select and use software functions correctly to manipulate image
 - P16 Use appropriate design rules when regulatory or warning sign designs are combined on directional signs
 - P17 Produce signface design, incorporating roundabout and/or other designs
 - P18 Check that the signface design conforms to regulations, design rules and customer
 - P19 Select the destination device and materials which are suitable for purpose
 - P20 Check the destination device to ensure that it is ready to receive output
 - P21 Take the appropriate action if problems occur
 - P22 Check that the sign design is complete and correct prior to output
 - P23 Ensure that output parameters are identified and set up correctly to meet output
 - P24 Check that the output is complete and meets customer requirements

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Knowledge and understanding

You need to know and understand:

- K1 What Health and Safety and environmental requirements and legislation are relevant and how to follow them
- K2 What the consequences to you and to others of not following Health and Safety and environmental legislation are
- K3 How to identify and interpret work instructions
- K4 Specification requirements
- K5 Organisational procedures and practices
- K6 Design parameters including x-heights and stroke widths
- K7 The location of stored designs
- K8 What the area of own responsibility and relevant reporting authority is
- K9 How to obtain and understand customer requirements
- K10 How to develop design options
- K11 How to agree preferred design option with the customer
- K12 What the company/organisation's procedures applicable to accessing data are, such as Internet
- K13 The types of compatible formats that can be used to store signface design information
- K14 Who the relevant personnel are
- K15 What problems may occur
- K16 What the appropriate action to take is if there are problems
- K17 What methods to use to produce Traffic Signface design
- K18 How to use industry specific software
- K19 What methods of using bitmap and vector images should be used
- K20 What the methods used for saving and locating design files are
- K21 What methods of using input devices and scanning for viruses should be used
- K22 What the available procedures for automating designs and checking are
- K23 What methods of recovering from file or data corruption should be used
- K24 Who is responsible for updating virus software and computer maintenance
- K25 What industry specific Traffic Signface design software is available to produce designs
- K26 What the industry design criteria that should be used for producing designs are
- K27 What the relevant design rules that need to be followed when producing drawings are
- K28 What software functions should be used for inputting text and selecting symbols
- K29 What software functions should be used for design layout
- K30 What software functions should be used for displaying signs
- K31 The types of destination devices that are available to you
- K32 The methods of using hard copy devices

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- K33 What methods of using file storage devices should be used
- K34 What methods of communicating with selected device for printing or cutting signface design should be used
- K35 What methods can be used to check output
- K36 What materials are available for hard copy output and which is the correct material to choose
- K37 How to check that the signface conforms to customer requirements and industry regulations

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Additional Information

Glossary

Requirements: Type of signface, content, delivery timescale

Data: Customer design, sketch or reference to current Traffic Signs Regulations and General Directions (TSRGD) and Chapter 7 of The Traffic Signs Manual (TSM)

File: New, existing

Images: Bitmap, vector file types

Input Device: Keyboard, email, data storage device, scanner, digitiser

Company or Organisation's Standards: File-naming and location, frequency of file maintenance

Functions: Size, rotation, invert, prepare for drawing or plotting design, file location

Additional Elements: More than one x-height, shape, alphabets

Attributes: TSRGD number, sign details, Traffic Signface sheeting

Destination Device: Printer, production plotter, file storage device, file transmittal device

Materials: Paper, signface sheeting

Output Parameters: Design range, number of copies, device settings, colour

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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