
Overview

This unit covers the skills and knowledge required to confirm the quality of sign production and how to prevent damage during moving and storing of sign products.

It involves inspecting, testing and checking for non-conformance following approved procedures to ensure that the sign products comply with organisational quality control requirements and then taking the appropriate action based on the inspection results.

This involves, when applicable, preventing damage to sign products when moving between processes and when being stored as finished products. Sign products can apply to raw materials, work in progress and finished products.

This unit deals with the following:

1. Check for conformity in sign materials and products
2. Take the appropriate action with inspection results
3. Protect finished products during transportation
4. Protect finished products during storage

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 work in line with legal requirements, workplace policies, manufacturers' instructions, work instructions, Health and Safety and environmental requirements
 - P2 Carry out the work to quality control specification in accordance with company procedures and within the required time
 - P3 Check that the equipment to be used is clean, safe and in a functional condition according to company procedures
 - P4 Prepare samples for inspection and testing according to company procedures
 - P5 Carry out inspection and testing activities according to inspection specification and operating procedures
 - P6 Identify and report any variations in materials and products specification to the relevant person
 - P7 Handle and prepare the materials for transfer to avoid damage
 - P8 Load, unload and transfer materials according to specification
 - P9 Remove the finished product from the processing area according to specification
 - P10 Label and store finished product accurately within the designated area
 - P11 Ensure that waste is minimised and dispose of waste according to policy guidelines
 - P12 Transfer unused materials to designated area and ensure safe storage of the product
 - P13 Record information accurately, legibly and completely

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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 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 obtain and follow the correct quality control specification
- K13 What the defined quality control procedures are
- K14 What different types of monitoring methods, tests and equipment are available
- K15 How to select and determine which monitoring methods, tests and equipment are suitable for testing the different variations
- K16 What acceptable specifications and parameters for different sign products are
- K17 What the different types of routine and non-routine variations associated with specific processes and materials are
- K18 The different types of equipment problems that can occur and how to deal with them
- K19 Why it is important to compare work instructions to the finished product
- K20 The different diagnosis techniques and methods
- K21 How to compare types of faults with potential causes and solutions
- K22 How to identify and select the most suitable method of transport to avoid damage when handling materials and sign products and during transportation
- K23 What the different protective materials are and when to use them
- K24 How to identify and maintain the protective capabilities of materials
- K25 What positioning and securing positions and methods are appropriate for the different protective materials
- K26 What the different factors are which could cause damage during handling

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and storage of sign products and what the consequences are of not taking them into account

- K27 What different methods and techniques are used to repair products
- K28 What acceptable designated storage areas for the different products are
- K29 What different seating protection methods and materials there are and which to use in different circumstances
- K30 How to determine the suitability of different storage racking and materials for the products to be stored
- K31 Methods of waste disposal, and how to minimise waste
- K32 What methods of storing and labelling are used
- K33 Which recording methods, formats and storage places to use and why and how to use them
- K34 When to complete documentation and why it must be completed accurately

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Additional Information

Glossary

Inspection and Testing Activities: Visual, use of equipment – precision, non-precision, portable, fixed, routine, non-routine, and use of instruments, on-line, off-line

Recording Formats: Pre-specified, non-pre-specified

Relevant Person: Line manager, supervisor, team leader, etc.

Relevant Health and Safety and Environmental Requirements: Your responsibilities 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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