
Overview

This unit covers the skills and knowledge that you will need to prepare for sign operations.

This involves preparing for the sign operations according to defined company procedures, and taking account of all health and safety requirements.

It also involves preparing the work area in readiness for the operation, ensuring correct layout of tools and materials, maintaining accessibility for receipt and removal of materials and ensuring the area is free from obstructions or potential hazards.

You will also need to check that all tools and equipment are in a safe condition and are operating correctly, and that sufficient materials are available, and conform to the relevant specification(s).

This unit deals with the following:

1. Identify requirements for sign operations
2. Select and obtain resources to make sign products
3. Prepare work area for sign 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 work in line with legal requirements, workplace policies, manufacturers' instructions, work instructions, Health and Safety and environmental requirements
 - P2 Identify and obtain the correct work instructions for the current job
 - P3 Understand the work instructions to identify resource requirements
 - P4 Identify the work environment and the resources which will be required from the work instructions
 - P5 Clarify with an appropriate person any unclear and/or ambiguous work instructions
 - P6 Notify the relevant personnel if there are any problems
 - P7 Select appropriate resources to meet the work instructions and make the specified sign products
 - P8 Ensure that the quality and quantity of materials selected is sufficient to meet work instructions and make the specified sign product
 - P9 Ensure that any equipment selected functions effectively, and is fit for purpose
 - P10 When necessary, gain authorisation from relevant personnel for any required resources which are outside your responsibility and/or do not match the work instructions
 - P11 Prepare the work area and resources to optimise the sign operation
 - P12 Ensure that any required resources are available at the start of the operation
 - P13 When required, set up equipment safely according to manufacturers' instructions
 - P14 Store work instructions appropriately, ensuring they are accessible if required
 - P15 When required, carry out start up procedures for machines/equipment following manufacturers' instructions
 - P16 Identify any equipment and machine faults which occur during start up procedures and take the appropriate action
 - P17 Maintain a safe and organised work area at all times
 - P18 Dispose of any waste safely according to prescribed procedures
 - P19 Report any problems which are outside your responsibility immediately to the relevant personnel

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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
- 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 and where to identify and select work instructions
- K13 How to interpret sign operation and production requirements from work instructions including processes, products, transportation, power source, volume and quality
- K14 What work operations and products are within individual's own responsibility
- K15 How to compare your responsibilities with work instructions
- K16 How to determine and obtain resources for the specified operation including materials, time, personnel, equipment, plant and information
- K17 What resources are obtainable within your own responsibility
- K18 How to determine appropriate combinations of resources and methods for operations
- K19 How to communicate in an acceptable manner
- K20 How to check that the equipment is functioning effectively and is fit for purpose
- K21 What acceptable handling and storage methods and places are, including temporary storage areas
- K22 What the appropriate workplace layout for specified operations is
- K23 How to interpret the work instructions to determine the optimum work area layout
- K24 When and how to carry out the start up procedures, including the use of utilities
- K25 The types of start up problems which may occur and how to solve them

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within the limits of your responsibility

K26 How to compare resources available with resource requirements

K27 How to dispose of waste safely

K28 When to complete documentation and why it must be completed accurately

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Additional Information

Glossary

Work Instructions: Job instructions, verbal, written text, numeric text

Resource Requirements: Materials, personnel, plant, equipment, time, tools etc.

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

Work Area: Personal area, storage area

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Unit 5: Prepare for Sign Operations

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