

COGSM6

Unit 6: Prevent Damage during Transportation and Storage of Sign Products



Overview

This unit covers the skills and knowledge that you will need to prevent damage during moving and storing of sign products.

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. Protect finished products during transportation
2. 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 Ensure that sign product(s) which are ready for transportation are stored within the designated area
 - P3 Choose the correct equipment to move the sign product(s)
 - P4 Identify and select suitable protection methods and materials
 - P5 Position and secure protective materials accurately and correctly to prevent damage to the sign product(s)
 - P6 Check that the sign product(s) to be moved are correct, safely loaded and secure
 - P7 Report any problems with the protective materials, sign product(s) and/or equipment immediately to the relevant personnel
 - P8 Ensure that the protective capabilities of materials will be maintained during storage
 - P9 Position and secure protective materials to prevent damage to the finished sign product
 - P10 Use the appropriate seating and separation methods to ensure safe storage for the product
 - P11 Check that finished products are stored within the designated area
 - P12 Report any problems that you cannot solve and/or are not your responsibility to the relevant personnel
 - P13 Record information accurately using the documentation appropriate for the activity

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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 What action to take if there are problems
- K12 What the characteristics are of the sign product and the likelihood of damage occurring during transportation
- K13 How to identify and maintain the protective capabilities of materials
- K14 How to select appropriate protective materials and methods for specific products and specific methods of transportation
- K15 What the characteristics are of protective materials and how to handle them without causing damaging
- K16 How to position and secure protective materials and the implications of not using them
- K17 What different protective materials cost
- K18 What different methods and techniques are used to repair products
- K19 What acceptable designated storage areas are
- K20 How to identify and select the most suitable method of transportation
- K21 How to identify products which need extra care during transportation
- K22 What could cause damage to a specific product during transportation on particular routes
- K23 What the consequences are of not taking account of factors which could cause damage, including damage by people, moving equipment, moving machinery, moving materials and the environment
- K24 What the characteristics of each product are and the likelihood of damage occurring
- K25 How to identify and maintain the protective capabilities of materials

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- K26 How to select appropriate protective materials and methods for specific product
- K27 What different ways are necessary to handle protective materials without damaging them
- K28 How to determine the most appropriate handling methods for each specific protective material
- K29 What the appropriate positioning and securing positions are and methods for different protective materials
- K30 What the appropriate designated storage areas for different products are including marked and unmarked areas and those within and away from the personal work area
- K31 What different seating protection methods and materials there are and which to use in different circumstances
- K32 What could cause damage to a specific product during storage, including damage by people, moving equipment, moving machinery, moving materials and the environment
- K33 What storage facilities are required for different products, including access, storage racking, racking materials and protective materials
- K34 How to determine the suitability of different storage racking and materials for the products to be stored
- K35 When to complete documentation and why it must be completed accurately

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Additional Information

Glossary

Method of Transportation: Manual, automated

Protective Materials: Organic, non-organic

Protection Methods: Warning signs, coverings, buffers, paddings

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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