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### Overview

This unit covers the skills and knowledge that you will need to finish and complete the signage operation.

This involves finishing the signage operation according to specification, taking account of all quality procedures, safely shutting down any equipment that has been used and storing the finished product appropriately.

This unit deals with the following:

1. Finish materials to specification
2. Complete operations to specification

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 select resources appropriate for the finishing operation being performed
  - P3 Follow the correct sequence of events in the finishing operation, ensuring that the positioning of joined and assembled materials is maintained within the specified tolerances
  - P4 Ensure that finished surfaces are completed to timescale and are clean, free from marks, scratches, chips and dust, within specified tolerances
  - P5 Treat processed materials correctly, using the appropriate finishing protective coating within specified tolerances
  - P6 Ensure that finished materials are, where necessary, bundled, batched and stored correctly to prevent contamination and damage
  - P7 Minimise waste, remove and dispose of waste materials safely using an approved method
  - P8 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
  - P9 Shut down equipment safely according to manufacturers' instructions
  - P10 Check resources for defects and potential defects before transporting to appropriate storage location
  - P11 Identify and rectify any defects using the approved method prior to their return to storage
  - P12 Deal with finished products and complete any necessary documentation accurately
  - P13 Ensure that resources are safely transported and stored in their correct place using an accepted transportation method
  - P14 Ensure that storage areas are, where necessary, made secure in line with security

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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 How to select and use equipment, tools, materials, techniques and methods to finish the materials
- K13 How to obtain and follow work instructions, relevant finishing procedures and quality specifications to establish requirements
- K14 What the different finishing methods are and how to perform them
- K15 When and how to dismantle supporting structures safely according to manufacturers' instructions
- K16 What range of resources are required within the finishing operation and how to use them
- K17 How to identify and use positioning and securing devices, including using preliminary positioning
- K18 How to determine positioning, fastening and fixing methods and materials for the materials being formed and bent
- K19 What the specified requirements and tolerances are and why these are important
- K20 How to treat processed materials correctly using an appropriate finishing protective coating
- K21 How to complete the finishing operation and maintain the correct order, sequence, dimensions and positioning of joined and assembled materials
- K22 How to identify products which need to be bundled, batched and stored and how to carry this out
- K23 How to minimise waste

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- K24 What is regarded as waste and how to remove it safely following approved procedures
- K25 How to deal appropriately with finished products
- K26 How to prevent contamination and damage, including contamination by people, moving equipment, moving machinery, moving materials and the environment and the consequences of contaminated materials
- K27 Relevant procedures concerning machinery, moving materials and the environment
- K28 What equipment needs to be shut down and how and why this is carried out
- K29 How to shut down equipment safely following approved procedures
- K30 What materials, tools and equipment need to be checked for defects and potential defects
- K31 What is an acceptable storage location and why, including local and central storage
- K32 How to check tools and equipment for defects
- K33 What minor defects are within your permitted authority and how to rectify them
- K34 How to identify and select methods of transportation
- K35 How to secure storage areas and why this is necessary
- K36 What documentation to use and why it must be completed accurately

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### Additional Information

#### Glossary

**Equipment:** Manual, automated, electronic

**Materials:** Metal, wood, plastics, vinyl, polystyrene, composite boards

**Tools:** Cutting blades, knives, bits, brush etc.

**Finishing Methods:** Hand finishing, manually/fully automated, machine finishing, polishing, shaping, reducing

**Positioning, Fixing and Fastening Methods:** Jigs, clamps, fixing materials

**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

**Transportation:** Manual, automated

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## Unit 7: Finish and Complete Signage Operations

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