

<b>Title</b>	<b>Use and maintain tools and machinery for signmaking</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>10</b>

<b>Purpose</b>	<p>This unit standard is for people working in the signmaking industry.</p> <p>People credited with this unit standard are able to use and maintain tools and machinery for signmaking.</p>
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<b>Classification</b>	Sign Making > Sign Making - Core
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Legislation, regulations and/or industry standards relevant to this unit standard include but are not limited to the:  
Health and Safety at Work Act 2015.

Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.

- 2 Definitions

*Service information* – refers to the recommended use and maintenance of machinery, tools and equipment by the manufacturer or supplier.

*Workplace procedures* – refer to organisation policies and procedures that are documented in memo, electronic, or manual format and available in the workplace, and are consistent with manufacturer's requirements. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor's instructions, and procedures to comply with legislative and local body requirements relevant to the signmaking sector.

- 3 Range

Materials – aluminium composite material (ACM), opal acrylic, foam, polyvinyl chloride (PVC).

- 4 Assessment information

Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable service information, workplace procedures and legislative requirements.

## Outcomes and performance criteria

### Outcome 1

Use and maintain tools and machinery for signmaking.

### Performance criteria

1.1 Check cutting and drilling tools prior to use for condition and undertake any required user maintenance.

Range tools include – table or handheld (skill) circular saw, drill, deburring tool;  
maintenance includes – cutting edge sharpness, blade or bit tightness, safety guide operation (where fitted).

1.2 Use and store tools.

Range tools include – drill, deburring tool, omnichrom pencils, rule, sandpaper, square, table or handheld (skill) circular saw, tape measure.

1.3 Use measuring and marking tools to accurately mark sign substrate material to specification.

Range tools include – omnichrom pencils, rule, square, tape measure  
specification marks include – size, fixing holes.

1.4 Cut materials accurately to specifications.

1.5 Finish edges to remove swarf and sharp edges.

1.6 Drill and debur fixing holes to specified size.

<b>Planned review date</b>	31 December 2027
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### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	20 April 2017	31 December 2025
Review	2	29 September 2022	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0013
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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**Comments on this unit standard**

Please contact the Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council [qualifications@hangaarorau.nz](mailto:qualifications@hangaarorau.nz) if you wish to suggest changes to the content of this unit standard.