

# PROFF13 (SQA Unit Code – HE6H 04)

## Prepare production furniture for finishing



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### Overview

This standard addresses the competence required to prepare production furniture for finishing. This involves preparing work pieces and materials for finishing, preparing furniture coating materials and working in ways which maintain your own and others' safety

There is also a scope statement which defines the coverage of this standard.

## Performance criteria

- You must be able to:
- P1 organise the **materials, tools and equipment** you will need so that you can work effectively and keep your work area tidy
  - P2 check that you have the required **work specification** and that everything you need to achieve it is available
  - P3 check the **workpiece** and accurately identify **faults** that are present
  - P4 select and apply appropriate fillers and stoppers for the surface
  - P5 make sure that surfaces are clean and free of dust, damage and debris
  - P6 make sure that filled surfaces are made level with the surrounding areas
  - P7 make sure areas of raised grain are re-textured to blend with the surrounds when the finish is applied
  - P8 mask surfaces which are not to be stained in such a way as to avoid damage from splashes and seepages
  - P9 follow safe working procedures when:
    - P9.1 lifting and moving heavy items;
    - P9.2 handling cleaning agents, fillers, stoppers and abrasives;
    - P9.3 setting up and using powered tools
  - P10 confirm that the **workpiece** meets **specifications** before passing it on to the next stage in the finishing process
  - P11 complete the preparations within the required time
  - P12 check that the specified **materials** are available and in date
  - P13 select materials which match the **specification** characteristics
  - P14 ensure that extraction facilities are operating effectively before working with solvent based **materials**
  - P15 immediately report any problems with extraction facilities
  - P16 mix the **materials** to the specified consistency and colour requirements
  - P17 use the correct comparison standards to confirm that the colour and shading of prepared **materials** is acceptable
  - P18 deal promptly and safely with spillages and splashes
  - P19 follow procedures when handling **coating materials**
  - P20 make sure that unused **materials** are accurately labelled and return them to the designated storage areas
  - P21 dispose of wastes safely using designated procedures and disposal areas

PROFF13 (SQA Unit Code – HE6H 04)  
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P22 complete the process within the required time

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## Knowledge and understanding

### You need to know and understand:

- K1 the meaning of terms used in technical specifications for furniture coating materials
- K2 the checks carried out on workpieces which are being prepared for finishing
- K3 what sorts of faults can occur and how to recognise them
- K4 what sorts of faults can be dealt with within the production process
- K5 what sort of faults mean that the workpiece has to be taken out of the production process for further examination and treatment
- K6 the types and purpose of fillers and stoppers
- K7 how to recognise different grades of abrasives and what each is used for
- K8 the implications for your work of the relevant regulations, including environmental protection
- K9 where to find out about relevant risk assessment and control measures that have been set by your organisation
- K10 the work schedule, job sheet and work rates you are required to meet
- K11 the different types of coating materials used, what each is for and when it is used
- K12 what the implications are of using materials that are inappropriate for the workpiece or are out of specification
- K13 the implications of incorrect mixing and stirring of materials
- K14 why it is important to use the correct standards when checking for colour and shade
- K15 what personal protective equipment should be worn when handling coating materials and why
- K16 why there needs to be adequate ventilation and extraction of fumes when dealing with solvent based materials and who to report to, if this is not working
- K17 why it is important to deal promptly, safely and correctly with spillages and splashes of materials
- K18 why it is important to label unused materials clearly and accurately
- K19 what the storage requirements are for different types of materials and the implications of not storing them correctly

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## Additional information

### Scope / range:

#### **Coating materials**

Stains, sealers, basecoats, lacquers and thinners applied as coatings as part of the finishing process in furniture production. They can be based on oil, water or mixed solvents.

#### **Tools and equipment**

Tools and equipment include rags, filler knives and hand-held spray guns, sanding equipment and abrasives.

#### **Faults**

The kinds of faults which could occur would include uneven applications, poor wetting, blotching, marking of the surface, drips, runs, streaks, mismatched shading or poor surface finish. The person carrying out this role is responsible for identifying and dealing with faults which can be treated without disruption to the production process. Problems which cannot be resolved in that way would be reported using the correct workplace procedures.

#### **Production records**

These may be written or electronic. Typically they will involve the individual in completing a simple form, much of which may be of a tick-box format, requiring only a limited amount of free text to be entered.

#### **Surface defects**

Surface defects can occur during the finishing process. They may take the form of nibs, holes, scratches, chips, dents, cracks, blisters and blemishes. If minor, they can be overcome using sanding equipment and abrasives. If major they require the workpiece to be removed and reported.

#### **Workpiece**

The item of furniture to be coated as part of the finishing process. This may be a component, sub-assembly or assembly used in furniture production. The workpiece to be treated may be made of natural timber (solid or veneered) or of wood composite.

#### **Work specification**

The set of instructions which describe the work to be carried out, including details of the types, application area and characteristics (colour, viscosity, formulation) of the coatings to be applied, the number of coats to be applied and the drying requirements (natural or forced). The specification will also detail the time within

PROFF13 (SQA Unit Code – HE6H 04)  
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which the process must be completed and the personal protective equipment which should be worn. Specifications may be oral or written and may involve the use of diagrams and colour cards.

PROFF13 (SQA Unit Code – HE6H 04)  
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