
Overview

This standard addresses the competence required to produce and maintain jigs and templates for use within furniture production. This involves:

- 1 measuring and marking out accurately
- 2 maintenance of surfaces and edges
- 3 using cutting and shaping tools and equipment
- 4 working in ways that ensure 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 make sure that you have an accurate and complete work specification to follow
 - P2 select materials of a suitable size for the item to be produced
 - P3 be accurate in measuring and marking out
 - P4 make efficient use of materials and minimise wastes
 - P5 handle jigs and templates in ways that protect them from damage
 - P6 cut, shape and finish jigs and templates to the specified requirements
 - P7 work efficiently in ways that avoid having to re-work areas of the jig or template
 - P8 store completed jigs and templates under suitable conditions to keep them in good order
 - P9 keep clear and accurate records of the details of completed jigs and templates
 - P10 follow safe and effective working practices at all times, in line with current health and safety legislation
 - P11 routinely examine jigs and templates for signs of damage
 - P12 use the correct specifications to check jigs and templates
 - P13 take account of feedback from users when assessing whether or not jigs and templates are suitable for continuing use
 - P14 accurately identify damage that affects the use of a jig or template
 - P15 deal safely and promptly with damage that can be effectively repaired
 - P16 clean jigs and templates using methods and equipment that are suited to that purpose
 - P17 remove and report jigs and templates which are damaged beyond use
 - P18 follow safe and effective working practices at all times, in line with current health and safety legislation
 - P19 keep accurate, clear and up to date records of jig and template checks and maintenance

Knowledge and understanding

You need to know and understand:

- K1 how to read and interpret technical specifications, including drawings, correctly, including the meanings of abbreviations, symbols and units of measurement
- K2 what different materials are used in the furniture, furnishings and interiors sector to produce jigs and templates for cutting, laying up and shaping wood and metal components
- K3 how to establish a suitable datum so that your measurements are accurate in all dimensions
- K4 what techniques are used to produce jigs and templates
- K5 why the sequence of actions used to produce a jig or template is important to efficiency
- K6 what steps to take to protect jigs and templates from common forms of damage and why it is important to do this
- K7 how to protect jigs and templates and what sort of conditions they require to be kept in if they are to stay in good order
- K8 what sorts of records need to be kept and why it is important that they are accurate and clear
- K9 the implications for your work of the HASAWA and COSHH Regulations, including where to find out about relevant risk assessment details and control measures that have been set by your organisation
- K10 why it is important to examine jigs and templates on a routine basis
- K11 how to read and interpret technical specifications, including drawings, correctly, including the meanings of abbreviations, symbols and units of measurement
- K12 what sorts of damage can occur to jigs and templates used with different types of furniture production equipment
- K13 what the tolerance levels are that you must work to when assessing if a jig or template is beyond use
- K14 what sort of damage you are competent to repair and when to seek assistance
- K15 why it is important to use appropriate solvents, cleaning materials and cleaning agents when cleaning jigs and templates

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- K16 the implications for your work of the HASAWA and COSHH Regulations, including where to find out about relevant risk assessment details and control measures that have been set by your organisation
 - K17 what sorts of records need to be kept and why it is important that they are accurate, clear and up to date

Additional information

Scope

Damage

Problems and faults may occur in the production or maintenance of jigs and templates. Some problems may be serious enough to mean that the jig or template cannot be used as intended; other problems may simply mean some additional maintenance is needed before it can be used (e.g. cleaning). Solving problems may require direct action by the individual carrying out the work or reference to an authority within the organisation.

Jigs

A jig is used for guiding a tool, such as a cutting blade, so that the position of a cut or drill hole (for example) is positionally accurate. Jigs may be simple, (e.g. straight lines, limited numbers of positions), or complex (e.g. complicated angles and curves, and multiple positions).

Materials

Jigs and templates may be made of wood, metal or plastic.

Templates

Templates are used in the furniture industry to ensure that shapes can consistently be reproduced to accurate dimensions. A template is only as good as its ability to reproduce the required shape and size over a specified number of occasions. Some templates are intended for single use, but the majority are used on numerous occasions. As with jigs, templates may be used for the reproduction of simple shapes or complex ones.

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