



QUALIFICATION HANDBOOK

SVQ in Demolition (Construction) at SCQF Level 5
Qualification reference number: GP5K 45

SVQ in Demolition at SCQF Level 6
Qualification reference number: GP5L 46

Contents	Page
1. Introduction	3
2. Qualification objective(s)	3
3. Progression	3
4. Entry requirements	4
5. Qualification structure	4
6. Assessment	7
7. Assessors	12
8. Internal verification	13
9. Internal verifiers	14
10. External verification	14
11. Certification	15
12. Equality and diversity	15
13. Fees	15

Appendices

Appendix 1 – Candidate template documents	16
Appendix 2 – Units	17
Appendix 3 – Assessment template documents	114
Appendix 4 – Assessor template documents	120
Appendix 5 – Internal Verifier template documents	122

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1. Introduction

1.1 These qualifications have been developed to seek to ensure that those that carry out demolition operations in a construction setting meet minimum requirements of technical competence and health and safety.

1.2 These requirements have been specified in the National Occupational Standards (NOS) developed by the Sector Skills Council (SSC) Construction Skills in liaison with employers and industry/ sector representatives. These qualifications are based upon those NOS and incorporate the Qualification Structures approved by SQA Accreditation.

1.3 Successful completion of these qualifications will allow candidates to show they have sufficient knowledge, understanding and skills to demonstrate competence in relation to demolition operations in accordance with their chosen pathway.

1.4 This Handbook provides the information required to assist approved centres in delivering the qualifications and preparing candidates for assessment. This includes template forms that may be used / adapted by centres. Note that you are able to create your own, or use existing forms for this purpose. Alternatively, QFI makes its E-Portfolio system available to its approved centres.

This document should be read in conjunction with QFI's policies and the Centre Handbook.

2. Qualification objective(s)

2.1 These qualifications are suitable for apprentices / those already in employment that wish to develop their knowledge and skills of demolition operations in the construction sector, and of planning and supervising these at the higher level. The characteristics of the target market are operatives aged 18+ in employment/ apprentices and undertaking the roles relating to demolition at the appropriate level.

2.2 In order to do this, the qualifications cover technical and health and safety standards, and support roles relating to demolition/ supervising demolition.

3. Progression

3.1 These qualifications are primarily designed to allow candidates to progress to employment in roles relating to demolition operations in the construction sector. These roles may be in addition to other construction related roles. Successful completion of either qualification may therefore lead to additional employment opportunities relating to demolition operations. Completion of the higher level may lead to a supervisory role.

3.2 Candidates achieving this qualification may also wish to progress to higher level qualifications those aimed at management roles.

3.3 Candidates may also choose to undertake qualifications in more generic subjects such as a health and safety in the workplace, e.g.

- Award in Health and Safety in a Construction Environment at SCQF level 4

4. Entry requirements

4.1 Candidates must be at least 18 years of age to be able to undertake this qualification.

4.2 Those that will be driving construction vehicles as part of their chosen pathway/ additional units must hold a full driving licence.

4.3 There are no other specific entry requirements, though the National Careers Service does recommend physical fitness.

4.4 Candidates taking either of these qualifications must be made fully aware of what this entails. Centres must be satisfied that candidates have the experience and skills and will have sufficient assessment opportunities within their job role to provide evidence of competence for the qualification. Where this may not be the immediate case, candidates should check with their employer whether they are able to go out with departmental or immediate job role boundaries to gain the necessary assessment opportunities.

4.5 A sample induction checklist is included at Appendix 1.

5. Qualification structure

SVQ in Demolition (Construction) at SCQF Level 5

5.1 The structure for this qualification is set by the Sector Skills Council Construction Skills and approved by SQA Accreditation.

5.2 To achieve this qualification candidates must achieve:

- 3 mandatory units
- Various optional units (depending upon chosen pathway)

Mandatory Units

SSC code	Title of mandatory unit	SCQF level	SCQF credits
COSVR641v2	Conform to general workplace health, safety and welfare	6	12
COSVR642v1	Conform to productive work practices	5	5
COSVR643v1	Move, handle or store resources	5	5

Plus one of the following optional routes:

Demolition Option Route (Total of 5 units required)			
COSVR154v2	Remove and segregate components prior to demolition	5	15
Plus Optional Units (any one from the following)			
COSVR155v2	Demolish/dismantle masonry and concrete structures	5	18
COSVR156v2	Demolish/dismantle roofs and cladding	5	18
Additional units for Demolition option (not compulsory)			
COSVR157v2	Demolish/dismantle timber-framed structures	5	16
COSVR158v2	Demolish/dismantle steel-framed structures	5	16
COSVR250v2	Erect and dismantle access/working platforms	5	11
COSVR400v2	Operate powered units, tools or pedestrian plant, machinery or equipment	5	7
COSVR402v2 (A)	Slinging and hand signalling the movement of suspended loads	5	10
Plant Option Route (Total of 5 units required)			
COSVR657v2	Inspect and complete user maintenance on plant or machinery	4	8
Plus Optional Units (any one from the following)			
COSVR385v2	Operate plant or machinery to demolish	5	50
COSVR388v2	Operate plant or machinery to extract	5	16-85
Additional Units for Plant Option (not compulsory)			
COSVR387v2	Operate plant or machinery to lift and transfer loads	5	11-95
COSVR390v2	Operate plant or machinery to construct or form	5	52-85
COSVR391v2	Operate plant or machinery to receive and transport loads	5	12-70
COSVR392v2	Operate plant or machinery used as work platforms	5	12-40
COSVR395v2	Operate plant or machinery to process	5	12-16
COSVR402v2 (A)	Slinging and hand signalling the movement of suspended loads	5	10
COSVR404v2	Erect and dismantle plant (cranes and rigs)	5	36

All units are included in Appendix 2 of to this document.

SVQ in Demolition at SCQF Level 6

5.1 The structure for this qualification is set by the Sector Skills Council Construction Skills and approved by SQA Accreditation.

5.2 To achieve this qualification candidates must achieve:

- 5 mandatory units
- Various optional units (depending upon chosen pathway)

Mandatory Units

SSC code	Title of mandatory unit	SCQF level	SCQF credits
COSVR209v2	Confirm work activities and resources for the work	6	18
COSVR210v3	Develop and maintain good working relationships	6	8
COSVR211v2	Confirm the occupational method of work	6	14
COSVR212v2	Implement and maintain health, safety and welfare	8	14
COSVR213v3	Co-ordinate and organise work operations	7	14

PLUS ONE OF THE FOLLOWING OPTIONAL ROUTES

Demolition Chargehand Option Route (Total of 10 units required)

COSVR641v2	Conform to general workplace health, safety and welfare	6	12
COSVR642v1	Conform to productive work practices	5	5
COSVR643v1	Move, handle or store resources	5	5
COSVR154v2	Remove and segregate components prior to demolition	5	15

Plus Optional Units (any one from the following)

COSVR155v2	Demolish/dismantle masonry and concrete structures	5	18
COSVR156v2	Demolish/dismantle roofs and cladding	5	18

Additional units for Demolition option (not compulsory)

COSVR400v2	Operate powered units, tools or pedestrian plant, machinery or equipment	5	7
COSVR402v2 (A)	Slinging and hand signalling the movement of suspended loads	5	10
COSVR404v2	Erect and dismantle plant (cranes and rigs)	5	36
COSVR760v1	Control, direct and guide the operation of plant or machinery	5	18

Demolition Supervisor Option Route (Total of 10 units required)			
COSVR214v3	Allocate and monitor the use of plant, machinery, equipment or vehicles	6	20
COSVR215v2	Monitor progress against work schedules	7	10
COSVR217v3	Implement procedures to support team's performance	8	13
COSVR722v1	Plan demolition activities	9	12
COSVR723v1	Supervise demolition activities	6	12
Additional units for Demolition Supervisor option (not compulsory)			
COSVR718v2	Hand over property	7	8

All units are included in Appendix 2 of to this document.

6. Assessment

6.1 Roles and responsibilities

There are a number of people involved in the assessment process and the role of each needs to be clearly understood by each.

- Candidates – must familiarise themselves with the content of the units that they are taking and how these are to be assessed. They should co-operate with the assessment process, looking for opportunities to evidence the elements and gathering evidence where this arises. Candidates must take on board feedback from their assessor and work with their assessor to develop realistic plans for assessment. An Assessment Plan and Review template is included at Appendix 3.
- Assessors - must familiarise themselves with the content of the units that they are assessing and how these are to be assessed. They must assist candidates in identifying assessment opportunities, gathering, and presenting evidence. Assessors must assess all elements and record these assessments. Templates for recording elements, and for unit achievement, are at Appendix 4. Assessors must feedback and work with candidates to identify any gaps and develop realistic plans for assessment. They must also work with the Internal Verifier and External Verifier to ensure a common standard of assessment.
- Internal Verifiers – sometimes known as Internal Quality Assurers (IQAs), their role is to ensure that the assessment process is appropriate, consistent, fair and transparent; that assessors receive on-going support and that they are assessing to a common standard; and that awards are valid, reliable and consistent. IVs must develop a strategy that includes standardisation activities such as reviewing samples of evidence from each assessor, and countersigning the decisions of unqualified assessors.

- External Verifiers - sometimes known as External Quality Assurers (EQAs), are appointed by QFI and are independent of the centre. Their role is to check that internal processes are in place to ensure robust, consistent assessment. This includes sampling assessment evidence.

6.2 SCQF level 5 descriptors

The following are descriptions of what a candidate should be able to do or demonstrate at SCQF level 5. These are for guidance only – it is not expected that every point will be covered.

Knowledge and understanding

Demonstrate and/or work with: Basic knowledge. A range of simple facts, ideas and theories in, about, and associated with, a subject/discipline/sector. Knowledge and understanding of basic processes, materials and terminology.

Applied knowledge, skills and understanding

Relate knowledge and ideas to personal and/or practical contexts. Use a range of skills associated with the subject/discipline/sector to complete some routine and non-routine tasks. Plan and organise both familiar and unfamiliar tasks. Select appropriate tools and materials and use them safely and effectively. Adjust tools where necessary following safe practices.

Generic cognitive skills

Use a process to deal with a problem, situation or issue that is straightforward. Operate in a familiar context, but where there is a need to take account of or use additional information of different kinds, some of which will be theoretical or hypothetical.

Communication, ICT and numeracy skills

Use a range of routine skills, for example: Produce and respond to detailed written and oral communication in familiar contexts. Use standard ICT applications to process, obtain and combine information. Use a range of numerical and graphical data in routine contexts that may have some non-routine elements.

Autonomy, accountability and working with others

Work alone or with others on tasks with minimum directive supervision. Agree goals and responsibilities for self and/or work team. Take lead responsibility for some tasks. Show an awareness of own and/or others' roles, responsibilities and requirements in carrying out work and contribute to the evaluation and improvement of practices and processes.

6.2 SCQF level 6 descriptors

The following are descriptions of what a candidate should be able to do or demonstrate at SCQF level 6. These are for guidance only – it is not expected that every point will be covered.

Knowledge and understanding

Demonstrate and/or work with: An appreciation of the body of knowledge that constitutes a subject/discipline/sector; A range of knowledge, facts, theories, ideas, properties, materials, terminology, practices and techniques about, and associated with, a subject/discipline/sector; Relating the subject/discipline/sector to a range of practical and/or commonplace applications.

Applied knowledge, skills and understanding

Apply knowledge, skills and understanding: In known, practical contexts; In using some of the basic, routine practices, techniques and/or materials associated with the subject/discipline/sector; In exercising these in routine contexts that may have non-routine elements; In planning how skills will be used to address set situations and/or problems and adapt these as necessary.

Generic cognitive skills

Obtain, organise and use factual, theoretical and/or hypothetical information in problem solving; Make generalisations and predictions; Draw conclusions and suggest solutions.

Communication, ICT and numeracy skills

Use a wide range of skills, for example: Produce and respond to detailed and relatively complex written and oral communication in both familiar and unfamiliar contexts; Select and use standard ICT applications to process, obtain and combine information; Use a wide range of numerical and graphical data in routine contexts which may have non-routine elements.

Autonomy, accountability and working with others

Take responsibility for carrying out a range of activities where the overall goal is clear, under non-directive supervision; Exercise some supervisory responsibility for the work of others and lead established teams in the implementation of routine work within a defined and supervised structure; Manage limited resources within defined and supervised areas of work; Take account of roles and responsibilities related to the tasks being carried out and take a significant role in the evaluation of work and the improvement of practices and processes.

6.3 The assessment process

Assessment for this qualification, and for individual units that comprise the qualification, must take place in accordance with '*Construction Skills Consolidated Assessment Strategy for Construction and the Built Environment: Craft, Supervisory, Technical, Managerial and Professional National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs)*' (published December 2016, approved by ACG February 2017).

This document translates the requirements of the assessment strategy and gives guidance to ensure that centres meet these.

Centres delivering the qualification must ensure that assessors and Internal Verifiers are aware of the assessment strategy and how to access this. External Verifiers may check this requirement during monitoring visits to centres.

Assessment involves the following key stages: planning; producing evidence; assessing evidence; recording. Each of these is considered in more detail below.

6.3.1. Planning

The assessor must create an Assessment Plan with each candidate that he/ she will be assessing. The Assessment Plan will need to be reviewed as the candidate progresses through the units. A template for assessment planning and review is at Appendix 3 of this document.

A wide range of assessment methods exist that can be used to assess knowledge and skills. Methods of assessment that are commonly used for assessing competence-based qualifications such as N/SVQs include the following:

- Product evidence – this relates to the outcome of the candidate’s work, and the actual product that is generated as a result of their work.
- Direct observation – where an assessor (or credible witness) will directly observe the candidate undertaking certain tasks/ creating products that occur as part of their role. Observations must be referenced to the elements covered
- Question/ answer – these will often supplement the methods above, for example the assessor may ask the candidate a number of questions whilst they are undertaking a task. Questioning is a useful way to establish knowledge and to generate evidence of this
- Witness testimony – credible witnesses may be identified who can for example testify that the candidate can successfully undertake certain tasks
- Personal statement – declaration made by the candidate that should be referenced to elements

Centres should ensure that their Assessors use the methods above to assess candidates for this qualification.

Template assessment documents including an Assessor Report can be found at Appendix 3.

6.3.2 Producing evidence

The methods of assessment must generate evidence to demonstrate the candidates’ competence. Evidence produced in the workplace is central to Construction Skills Consolidated Assessment Strategy. Workplace evidence is vital to ensuring that the candidate is competent to industry standards and a suitable way of recording this must be used.

The following indicates the type of evidence generated by the methods on the section above:

- Product evidence –Photographic or video evidence is often used to record this, or it may also be recorded via the method below. Labelled photographs and/or videos that clearly show the candidate are sources of evidence for this purpose.
- Direct observation –observations must be recorded via an Assessor or other report (e.g. witness statement)
- Question/ answer –both the questions and the candidate’s responses to these must be recorded either in writing or via some audio or visual device (e.g. part of a video recording).
- Witness testimony – this may be written, audio or visual recordings
- Personal statement – the declaration made by the candidate must be recorded

All of the above must be referenced to the evidence that they cover. Templates that may be used for recording evidence are at Appendix 3.

Feedback should be given to the candidate on an on-going basis and where there are any gaps or shortfalls in evidence then these should be incorporated into the Assessment Plan.

Assessment must meet the requirements of the performance criteria, knowledge and understanding documented for each unit of assessment. Methods of assessment must ensure coverage of all elements, scope and range, and generate sufficient evidence to demonstrate competence. A holistic approach towards the collection of evidence is encouraged. The focus should be on assessing activities generated by the whole work experience rather than focusing on specific tasks. This would show how evidence requirements could be met across the qualification to make the most efficient use of evidence.

Direct evidence produced through normal performance in the workplace is the primary source for meeting these requirements. This includes naturally occurring evidence, direct observation of activities and witness testimony as relevant, all of which must be recorded. Workplace evidence must be supported by the required evidence of knowledge and understanding. This evidence may be identified by:

- questioning the candidate
- recognised industry education and training programme assessment or professional interview assessment that has been matched to NOS requirements
- performance evidence/ completed work

All of which must be recorded and made available for verification purposes. Workplace evidence of skills cannot be simulated for this qualification.

6.3.3 Assessing evidence

Evidence must be assessed against the units/ elements to establish whether the candidate is competent with regards to their performance and knowledge. In order to achieve the qualification candidates must achieve a ‘pass’. The evidence must show that the candidate consistently (i.e. on more than one occasion) meets all of the elements across the scope/range of each unit.

If there is insufficient evidence to make this judgement, then plans must be made as to how the candidate can produce further evidence in order to demonstrate competence.

Assessors must check that the evidence produced is sufficient in volume, relevant and current. They must also be confident that the evidence has been generated by the candidate. Assessors and candidates normally sign documentation to declare that the evidence produced is that of the candidate and no other.

6.3.4 Recording evidence

Evidence (or reference to where certain evidence is located) is normally kept in a portfolio. This may be paper-based or electronic. All evidence contained within the portfolio must be clearly referenced to the units and elements. Candidates' progress can therefore be tracked. Note that certain pieces of evidence can be recorded across more than a single element. Tracking is important to show where this is that case.

It is helpful to give each piece of evidence a number so that this can be mapped across elements. See the template forms at Appendix 4. Assessment decisions made against the evidence must also be recorded so that an IV or an EV can see these. All evidence must be kept for internal and external verification.

7. Assessors

7.1 The occupational competence of assessors is defined in '*Construction Skills Consolidated Assessment Strategy for Construction and the Built Environment: Craft, Supervisory, Technical, Managerial and Professional National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs)*' (published December 2016, approved by ACG February 2017).

7.2 The roles and responsibilities of assessors is outlined in the section above. Assessors must be competent to perform their role and either hold the qualifications needed to carry out assessment – or achieve within 18 months of commencing their role:

- D32 or D33
- A1
- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement
- an appropriate Assessor qualification as identified by SQA Accreditation

Assessors must also:

- have a sound, in-depth knowledge of, and uphold the integrity of, the relevant NOS and Assessment Strategy to enable them to carry out assessment to the standards specified
- have the occupational expertise (craft/ trade specific) before commencing their role so they have up to date experience, knowledge and understanding of the particular aspects of work they are assessing
- only assess in their acknowledged area of occupational competence
- maintain the currency of this for the duration of their role
- know QFI's requirements for recording assessment decisions and maintaining assessment records

7.3 Holders of A1 and D32/33 must assess to the current National Occupational Standards (NOS) for Learning and Development.

7.4 Assessors must be registered with QFI. The Centre Handbook provides details.

7.5 The assessment decisions of unqualified assessors must be countersigned by the IV.

8. Internal verification

8.1 Centres' internal assessment processes and practices must be effective and support the integrity and consistency of the qualification. This is achieved through the internal quality assurance that is undertaken by the approved centre, and the external quality assurance that is undertaken by QFI. Centres must operate explicit, written internal quality assurance procedures to ensure:

- the accuracy and consistency of assessment decisions between assessors operating at the centre
- that assessors are consistent in their interpretation and application of the qualifications or unit(s) learning outcomes

8.2 Centres must appoint IVs who will be responsible for:

- regular sampling evidence of assessment decisions made by all assessors across all aspects of assessment for the qualification. Sampling must include direct observation of assessment practice
- maintaining up-to-date records of IV and sampling activity (what was evidence was sampled or assessors / IV observed where there is more than one) and ensuring that these are available for external quality assurance
- establishing procedures to ensure that all assessors interpret the learning outcomes in the same way
- monitoring and supporting the work of assessors
- facilitating appropriate staff development and training for assessors
- providing feedback to the EV on the effectiveness of assessment
- ensuring that any corrective action required by QFI is carried out within agreed timescales.

8.3 Centres must ensure that the decisions of unqualified IVs are checked, authenticated and countersigned by an IV who is appropriately qualified and occupationally expert. QFI will monitor a centre's compliance with these requirements through monitoring visits and certification claims.

8.4 The IV is also responsible and accountable for arranging the checking and countersigning process. IVs may verify only evidence that they did not assess themselves. Further guidance on internal quality assurance/verification is provided in

the Centre Handbook. Appendix 5 of this document indicates suggested content for an IV strategy, and a template for sampling assessment evidence.

9. Internal verifiers

9.1 The occupational competence of IVs is defined in '*Construction Skills Consolidated Assessment Strategy for Construction and the Built Environment: Craft, Supervisory, Technical, Managerial and Professional National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs)*' (published December 2016, approved by ACG February 2017).

9.2 The roles and responsibilities of IVs is outlined above. IVs must competent to perform their role and either hold the qualifications needed to carry out internal verification – or achieve within 18 months of commencing their role:

- D34
- V1
- Level 4 Award in the Internal Quality Assurance of the Assessment Process and Practice
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Process and Practice
- an appropriate Internal Verifier qualification as identified by SQA Accreditation

9.3 It is strongly recommended that IVs also hold assessor qualifications (see section above).

9.4 Holders of V1/D34 must quality assure to the current National Occupational Standards (NOS) for Learning and Development.

9.5 IVs must be registered with QFI. The Centre Handbook provides details

10. External verification

10.1 External verification of this qualification ensures that the requirements are met for the '*Construction Skills Consolidated Assessment Strategy for Construction and the Built Environment: Craft, Supervisory, Technical, Managerial and Professional National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs)*' (published December 2016, approved by ACG February 2017).

10.2 Centre visits will normally take place on an annual basis, though these could be more frequent if deemed necessary as a result of QFI's risk assessments. The Centre Handbook provides further details on external verification including to prepare for centre visits.

QFI's appointed External Verifiers meet the requirements of the assessment strategy.

11. Certification

11.1 Note that there is a lapsing period of two years for this qualification. This means that when the qualification expires, is withdrawn or replaced by a revised version,



candidates registered have two years from the expiry date in which to complete the qualification. This will allow sufficient time for candidates to compete and allow for currency of evidence.

12. Equality and diversity

12.1 This qualification must be assessed in English.

12.2 Assessment must be inclusive and where appropriate reasonable adjustments made to ensure equality of access in line with QFI's Equality and Diversity Policy. Full details are included in the QFI Centre Handbook.

12.3 Special consideration is not normally given for competence based qualifications as it is necessary for candidates to demonstrate that they have the necessary skills and knowledge to achieve the qualification and operate safely in the workplace.

12.4 Equality data will be collected at the point of registration. This is for monitoring purposes only and will include age, gender, ethnicity, and disability.

13. Fees

13.1 The current fees for this qualification, and for individual units, are included in the QFI Fees and Invoicing document. This document also details what is/ is not included in fees.

13.2 Fees may be broken down to a reasonable level upon request to QFI.



APPENDIX 1 - CANDIDATE TEMPLATE DOCUMENTS

Sample Form Induction checklist

This document indicates what may be covered as part of a candidate's induction. This list is not exhaustive.

	Tick
Qualification information: <ul style="list-style-type: none"> • Units • Structure • Summary of assessment • Awarding body 	
Roles and responsibilities: <ul style="list-style-type: none"> • Candidate • Assessor • Internal Verifier • External Verifier 	
Training and assessment process: <ul style="list-style-type: none"> • Planning • Collection of evidence (including methods) • Review of evidence • Feedback on evidence • Verification of evidence • Certification 	
Policies: <ul style="list-style-type: none"> • Complaints • Appeals • Malpractice • Data protection • Health and safety • Equality (including reasonable adjustments/ additional support) 	
Forms: <ul style="list-style-type: none"> • Enrolment • Other 	
I confirm that I have received this induction and the associated documents: Candidate name: Candidate signature: Date:	

UNITS

COSVR641

Conform to general workplace health, safety and welfare

Overview

This standard, in the context of your occupation and work environment, is about awareness of relevant current statutory requirements and official guidance; responsibilities, to self and others, relating to workplace health, safety and welfare; personal behaviour and security in the workplace.

Performance criteria

You must be able to:

- P1 comply with all workplace health, safety and welfare legislation requirements at all times
- P2 recognise hazards, associated with the workplace, that have not been previously controlled, and report them in accordance with organisational procedures
- P3 accept responsibility for, and comply with, organisational policies and procedures in order to contribute to health, safety and welfare
- P4 comply with and support all organisational security arrangements and approved procedures.

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Workplace health, safety and welfare

- K1 what and why health, safety and welfare legislation is relevant to the occupational area
- K2 what health, safety and welfare legislation notices and warning signs are relevant to the occupational area and associated equipment
- K3 how to comply with control measures identified by risk assessments and safe systems of work
- K4 why, when and how health and safety control equipment should be used

Performance Criteria 2

Recognition of hazards

- K5 the hazards associated with the work environment
- K6 how changing circumstances can create hazards
- K7 the method of reporting hazards in the workplace

Performance Criteria 3

Organisational policies and procedures

- K8 what the organisational policies and procedures are for health, safety and welfare
- K9 how to take active responsibility for health, safety and welfare
- K10 how individual actions and behaviour may affect others
- K11 what the types of fire extinguishers are and how and when they are used

Performance Criteria 4

Security arrangements

- K12 how security arrangements are implemented in the workplace

Additional information

Scope/ range related to performance criteria

Performance Criteria 1

- 1 avoidance of risk by complying with given information relating to the following
 - 1.1 induction
 - 1.2 briefings
 - 1.3 application of prior training (safe use of health and safety control equipment)

2 adherence to statutory requirements and/or safety notices and warning signs displayed in the workplace or on equipment

Performance Criteria 2

3 hazards created by changing circumstances in the workplace are reported

Performance Criteria 3

4 show personal behaviour which demonstrates active responsibility for general workplace health, safety and welfare

5 comply with organisational policies and procedures relating to the following

5.1 consideration of others

5.2 interpretation of given instructions to maintain safe systems of work

5.3 contributing to discussions (offer and provide feedback)

5.4 maintaining quality working practices

5.5 contributing to the maintenance of workplace welfare facilities

5.6 storage and use of equipment provided to keep people safe

5.7 disposal of waste and/or consumable items

Performance Criteria 4

6 comply with organisational procedures for maintaining the security of the workplace

6.1 during the working day

6.2 on completion of the day's work

6.3 from unauthorised personnel (other operatives and/or the general public)

6.4 from theft

Additional information

Scope/ range related to knowledge and understanding

Fire extinguishers

1 water, CO₂, foam, powder, vaporising liquid and their uses

Hazards

2 associated with the occupational area

2.1 resources, workplace, environment, substances, asbestos, equipment, obstructions, storage, services and work activities

2.2 current common safety risks

2.3 current common health risks

Health and safety control equipment

3 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment

3.1 collective protective measures

3.2 local exhaust ventilation (LEV)

3.3 personal protective equipment (PPE)

3.4 respiratory protective equipment (RPE)

Notices and warning signs

4 statutory requirements and/or official guidance for the occupation and the work area

Policies and procedures

5 in accordance with organisational requirements

5.1 dealing with accidents and emergencies associated with the type of work being undertaken and the work environment

5.2 methods of receiving or sourcing information

5.3 reporting

5.4 stopping work

5.5 evacuation

5.6 fire risks and safe exit procedures

5.7 consultation and feedback

Reporting

6 organisational recording procedures and statutory requirements

Responsibility

7 behaviour that affects health, safety and welfare

7.1 recognising when to stop work in the face of serious and imminent danger

7.2 contributing to discussions and providing feedback

7.3 reporting changed circumstances and incidents in the workplace

7.4 adhering to the environmental requirements of the workplace

Security

8 organisational procedures relating to the workplace, general public, site personnel and resources.

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Relevant occupations: Construction and Building Trades nec

Suite: Wood Occupations (Construction); Accessing Operations and Rigging (Construction); Associated Industrial Services Occupations (Construction); Building Maintenance Multi trade Repair and Refurbishment Operations; Carving Occupations (Construction); Chimney Engineering (Construction); Cladding Occupations (Construction); Construction Operations and Civil Engineering Services; Construction Diving Operations; Construction Plant or Machinery Maintenance (Construction); Controlling Lifting Operations (Construction); Decorative Finishing and Industrial Painting Occupations (Construction); Demolition; Erection of Precast Concrete (Construction); Fitted Interiors (Construction); Floorcovering Occupations (Construction); Formwork (Construction); Heritage Skills (Construction); Innovative/Modern Methods of Construction; Insulation and Building Treatments (Construction); Interior Systems (Construction); Mastic Asphalt (Construction); Piling Operations (Construction); Plant Installations (Construction); Plant Operations (Construction); Plastering (Construction); Post Tensioning Operations (Construction), Refractory Installations (Construction); Removal of Hazardous and Non-hazardous Waste (Construction); Roofing Occupations (Construction); Site Logistics (Construction); Specialist Concrete Occupations (Construction); Specialist Installation Occupations (Construction); Steelfixing (Construction); Stonemasonry (Construction); Sub-structure Work Occupations (Construction); Super-structure Work Occupations (Construction); Temporary Traffic Management (Construction); Thermal Insulation (Construction); Trowel Occupations (Construction); Tunnelling Operations (Construction); Wall and Floor Tiling (Construction); Waterproof Membrane Roofing systems (Construction); Wood Machining (Construction/Sawmilling Extrusion/Furniture); Wood Preserving – Industrial Pre-treatment (Construction)

Key words: Hazards; Safety; Welfare; Regulations; Security; Signs; Control Equipment; PPE; RPE; LEV; Legislation; Risk assessment.

COSVR642

Conform to productive work practices

Overview

This standard, in the context of your occupation and work environment, is about

- 1 productive communication with line management, colleagues and customers
- 2 interpreting information
- 3 planning and carrying out productive work practices
- 4 working with others or as an individual.

Performance criteria

You must be able to:

- P1 communicate with others
- P2 follow organisational procedures to plan the sequence of work in order to conform to productive work practices and maintain records
- P3 maintain good work relationships.

Knowledge and understanding

You need to know and understand:

Performance Criteria 1 - Communicate with others

K1 how to use methods of communication with other workplace personnel and customers

K2 how to communicate to ensure work is productive

Performance Criteria 2 - Follow procedures

K3 how organisational procedures are applied to plan and carry out productive work

K4 how to maintain documentation in accordance with organisational procedures

K5 how to contribute to zero/low carbon outcomes in the built environment

Performance Criteria 3 - Work relationships

K6 how to maintain good work relationships

K7 how to apply the principles of equality and diversity.

Additional information

Scope/ range related to performance criteria

Performance Criteria 1

1 communicate with line management, colleagues or customers to ensure work is carried out productively

2 respect the needs of others when communicating

Performance Criteria 2

3 interpret procedures and use resources to plan the sequence of work, so that it is completed productively

4 complete documentation as required by the organisation

Performance Criteria 3

5 work productively with line management, colleagues, customers or other people

6 apply the principles of equality and diversity.

Additional information

Scope/ range related to knowledge and understanding

Communication

1 listening, written, oral visual and electronic

Documentation

2 job cards, worksheets, material/resources lists and time sheets

Procedures

3 use of resources for own and other's work requirements

4 allocation of appropriate work to employees

5 organisation of work sequence

6 reduction of carbon emissions

Relationships

7 individuals, workplace groups (customer and operative, operative and line management, own occupation and allied occupations)

8 show consideration for the needs of individuals by applying the principles of equality and diversity.

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Date approved: Feb 2011, Indicative review date: Feb 2016

Validity: Current, Status: Original

Originating organisation: ConstructionSkills, Original URN: VR642

Relevant occupations: Construction and Building Trades nec

Suite: Wood Occupations (Construction); Accessing Operations and Rigging (Construction); Applied Waterproof Membranes (Construction); Associated Industrial Services Occupations (Construction); Building Maintenance Multi trade Repair and Refurbishment Operations; Chimney Engineering (Construction); Cladding Occupations (Construction); Construction Diving Operations (Construction); Construction Operations and Civil Engineering Services (Construction); Decorative Finishing and Industrial Painting Occupations (Construction); Demolition; Erection of Precast Concrete (Construction); Fitted Interiors (Construction); Floorcovering Occupations (Construction); Formwork (Construction); Innovative/Modern Methods of Construction; Insulation and Building Treatments (Construction); Interior Systems (Construction); Mastic Asphaltting (Construction); Piling Operations

(Construction); Plant Operations (Construction); Plastering (Construction); Post Tensioning Operations (Construction); Refractory Installations (Construction); Removal of Hazardous and Non-hazardous Waste (Construction); Roofing Occupations (Construction); Site Logistics (Construction); Specialist Concrete Occupations (Construction); Specialist Installation Occupations (Construction); Steelfixing (Construction); Stonemasonry (Construction); Sub-structure Work Occupations ; Super-structure Work Occupations (Construction); Temporary Traffic Management (Construction); Thermal Insulation (Construction); Trowel Occupations (Construction); Tunnelling Operations (Construction); Wall and Floor Tiling (Construction); Wood Machining (Construction/Sawmilling Extrusion/Furniture); Wood Preserving – Industrial Pre-treatment (Construction); Fencing; Treework

Key words: Communication; Colleagues; Customer; Procedures; Records; Relationships; Zero/low carbons.

COSVR643

Move, handle or store resources

Overview

This standard, in the context of your occupation and work environment, is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting aids or equipment to move, handle or store occupational resources
- 4 moving, handling and storing occupational resources to maintain useful condition.

Performance criteria

You must be able to:

- P1 comply with the given information to move, handle or store resources
- P2 comply with the given relevant legislation and official guidance to move, handle or store occupational resources and maintain safe work practices
- P3 select the required quantity and quality of resources for the method of moving, handling or storing occupational resources
- P4 prevent damage to the occupational resources and surrounding environment
- P5 comply with the given occupational resource information to carry out the work efficiently to the required guidance
- P6 complete the work within the allocated time, in accordance with the programme of work.

Knowledge and understanding

You need to know and understand:

Performance Criteria 1 - Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed
- K4 how to obtain information to use and store lifting aids and equipment

Performance Criteria 2 - Safe work practices

- K5 the level of understanding operatives must have of information for relevant current legislation and official guidance and how it is applied
- K6 the types of fire extinguishers and how and when they are used
- K7 how emergencies should be responded to and who should respond
- K8 the organisational security procedures for tools, equipment and personal belongings
- K9 what the accident reporting procedures are and who is responsible for making the report
- K10 why, when and how health and safety control equipment should be used

Performance Criteria 3 - Selection of resources

- K11 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified
- K12 how the resources should be handled and how any problems associated with the resources are reported

K13 the organisational procedures to select resources, why they have been developed and how they are used
 K14 the hazards associated with the resources and methods of work and how they are overcome
 Performance Criteria 4 - Prevent damage
 K15 how to protect work from damage and the purpose of protection
 K16 why disposal of waste should be carried out safely and how it is achieved
 Performance Criteria 5 - Comply with occupational resource information
 K17 how methods of work, to meet the specification, are carried out and problems reported
 Performance Criteria 6
 Allocated time
 K18 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Additional information

Scope/ range related to performance criteria

Performance Criteria 1
 1 interpret given information to move, handle or store occupational resources, and use and store lifting aids and equipment
 Performance Criteria 2
 2 avoidance of risk by complying with the given information relating to at least two of the following
 2.1 methods of work
 2.2 safe use of health and safety control equipment
 2.3 safe use of lifting aids
 2.4 protection of the environment
 Performance Criteria 3
 3 selection of resources associated with moving, handling or storing
 3.1 lifting and handling aids
 3.2 container(s)
 3.3 fixing, holding and securing systems
 Performance Criteria 4
 4 protect the occupational resources and their surrounding area from damage
 5 dispose of waste and packaging in accordance with legislation
 6 maintain a clean work space
 Performance Criteria 5
 7 work skills to move, position, store, secure and/or use lifting aids and kinetic lifting techniques
 8 move, handle or store occupational resources to meet product information and organisational requirements relating to at least three of the following
 8.1 sheet material
 8.2 loose material
 8.3 bagged or wrapped material
 8.4 fragile material
 8.5 tools and equipment
 8.6 components
 8.7 liquids
 Performance Criteria 6
 9 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or customer.

Additional information

Scope/ range related to knowledge and understanding

Disposal of waste
 1 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance
 Emergencies

- 2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with:
 - 2.1 fires, spillages, injuries etc
 - 2.2 emergencies relating to occupational activities
- Fire extinguishers
- 3 water, CO2, foam, powder and their uses
- Hazards
- 4 those identified by method of work, manufacturers' technical information, statutory regulations and official guidance
- Health and safety control equipment
- 5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
 - 5.1 collective protective measures
 - 5.2 personal protective equipment (PPE)
 - 5.3 respiratory protective equipment (RPE)
 - 5.4 local exhaust ventilation (LEV)
- Information
- 6 technical, product and regulatory: oral, written, graphical presentation
- Legislation and official guidance
- 7 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, in confined spaces, below ground level, at height, with tools and equipment, with materials and substances, with movements/storage of materials and by manual handling and mechanical lifting
- Methods of work
- 8 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used for moving, handling and storing occupational resources
- 9 needs of other occupations associated with the resources
- Problems
- 10 those arising from information, resources and methods of work
 - 10.1 own authority to rectify
 - 10.2 organisational reporting procedures
- Programme
- 11 types of progress charts, timetables and estimated times
- 12 organisational procedures for reporting circumstances which will affect the work programme
- Protect work
- 13 against damage from general workplace activities, other occupations and adverse weather conditions
- Resources
- 14 types, quantity, quality, sizes and sustainability of standard and/or specialist:
 - 14.1 occupational resources
 - 14.2 lifting and handling aids
 - 14.3 containers
 - 14.4 fixing, holding and securing systems
- Security procedures
- 15 site, workplace, company and operative

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Originating organisation: ConstructionSkills, Original URN: VR643

Relevant occupations: Construction and Building Trades nec

Suite: Wood Occupations (Construction); Accessing Operations and Rigging (Construction); Applied Waterproof Membranes (Construction); Associated Industrial Services Occupations (Construction); Building Maintenance

Multi-trade Repair and Refurbishment Operations; Chimney Engineering (Construction); Cladding Occupations (Construction); Construction Operations and Civil Engineering Services; Construction Diving Operations (Construction); Controlling Lifting Operations (Construction); Decorative Finishing and Industrial Painting Occupations (Construction); Demolition; Erection of Precast Concrete (Construction); Fitted Interiors (Construction); Floorcovering Occupations (Construction); Formwork (Construction); Innovative/Modern Methods of Construction; Insulation and Building Treatments (Construction); Interior Systems (Construction); Mastic Asphaltting (Construction); Piling Operations (Construction); Plant Installations (Construction); Plant Operations (Construction); Plastering (Construction); Post Tensioning Operations (Construction); Refractory Installations (Construction); Removal of Hazardous and Non-hazardous Waste (Construction); Roofing Occupations (Construction); Site Logistics (Construction); Specialist Concrete Occupations (Construction); Specialist Installation Occupations (Construction); Steelfixing (Construction); Stonemasonry (Construction); Sub-structure Work Occupations (Construction); Super-structure Work Occupations (Construction); Thermal Insulation (Construction); Trowel Occupations (Construction); Tunnelling Operations (Construction); Wall and Floor Tiling (Construction); Wood Machining (Construction/Sawmilling Extrusion/Furniture); Wood Preserving – Industrial Pre-treatment (Construction)

Key words: Storage; Handling; Kinetic lifting, Lifting aids.

COSVR154

Remove and segregate components prior to demolition

Overview

This standard is about 1 interpreting information; 2 adopting safe and healthy working practices; 3 selecting equipment 4 removing and segregating materials and components by hand, prior to demolition, for recycling and/or disposal.

Performance criteria.

You must be able to:

- P1 interpret the given information relating to the work and resources to confirm its relevance
- P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
- P3 select the required quantity and quality of resources for the methods of work
- P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P5 comply with the given contract information to carry out the work efficiently to the required specification
- P6 complete the work within the allocated time, in accordance with the programme of work.

Knowledge and understanding

You need to know and understand:

Performance Criteria 1 - Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2 - Safe work practices

- K4 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
- K5 the types of fire extinguishers and how and when they are used
- K6 how emergencies should be responded to and who should respond
- K7 the organisational security procedures for tools, equipment and personal belongings
- K8 what the accident reporting procedures are and who is responsible for making the report
- K9 why, when and how health and safety control equipment should be used

Performance Criteria 3 - Selection of resources

- K10 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified

K11 how the resources should be used and how any problems associated with the resources are reported
 K12 the organisational procedures to select resources, why they have been developed and how they are used
 K13 the hazards associated with the resources and methods of work and how they are overcome
 Performance Criteria 4 - Minimise the risk of damage
 K14 how to protect work from damage and the purpose of protection
 K15 why disposal of waste should be carried out safely and how it is achieved
 Performance Criteria 5 - Meet the contract specification
 K16 how methods of work, to meet the specification, are carried out and problems reported
 K17 how maintenance of tools and equipment is carried out
 Performance Criteria 6 - Allocated time
 K18 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept.

Additional information

Scope/ range related to performance criteria

Performance Criteria 1

1 interpretation of drawings, specifications, schedules, method statements, and risk assessments related to the work to be carried out

Performance Criteria 2

2 avoidance of risk by following the given information relating to the following

2.1 methods of work

2.2 safe use of health and safety control equipment

2.3 safe use of access equipment

2.4 segregation and safe storage of materials

2.5 safe use and storage of tools and equipment

Performance Criteria 3

3 selection of resources associated with own work

3.1 demolition tools and equipment

3.2 waste and/or recycling containers

Performance Criteria 4

4 protection of the work and its surrounding area from damage

5 minimise damage and maintain a clean work space

6 disposal of waste in accordance with legislation

Performance Criteria 5

7 demonstration of work skills to disconnect, dismantle, segregate and remove

8 use and maintain (checks) demolition tools and equipment and ancillary equipment

9 remove and segregate the following materials and components by hand for disposal and/or recycling to given working instructions

9.1 timber

9.2 metal

9.3 bricks and/or blocks

9.4 glass

9.5 sanitary ware

9.6 fixtures and fittings

9.7 mechanical and electrical equipment

Performance Criteria 6

10 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client.

Additional information

Scope/ range related to knowledge and understanding

Disposal of waste

- 1 environmental responsibilities, organisational procedures, statutory regulations and official guidance relating to segregation and recycling procedures
- Emergencies
- 2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 2.1 fires, spillages, injuries
 - 2.2 emergencies relating to occupational activities
- Fire extinguishers
- 3 water, CO₂, foam, powder and their uses
- Hazards
- 4 those identified by risk assessment, method of work, technical information, statutory regulations and official guidance
- Health and safety control equipment
- 5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
 - 5.1 collective protective measures
 - 5.2 personal protective equipment (PPE)
 - 5.3 respiratory protective equipment (RPE)
 - 5.4 local exhaust ventilation (LEV)
- Information
- 6 drawings, specifications, schedules, method statements, risk assessments, site inductions, tool box talks, statutory regulations and official guidance relating to segregation and recycling or disposal of waste
- Legislation and official guidance
- 7 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting
- Maintenance
- 8 operative checks of demolition tools hand tools and/or portable power tools, access equipment and ancillary equipment
- Methods of work
- 9 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
 - 9.1 remove and segregate materials, components and/or recyclable items: timber, metal, bricks and/or blocks, glass, sanitary ware, fixtures and fittings, mechanical and electrical equipment
 - 9.2 use demolition, tools and equipment
 - 9.3 work at height
 - 9.4 use access equipment
- 10 team work and communication
- 11 needs of other occupations associated with removal and segregation of materials and components
- Problems
- 12 those arising from information, resources and methods of work
 - 12.1 own authority to rectify
 - 12.2 organisational reporting procedures
- Programme
- 13 types of progress charts, timetables and estimated times
- 14 organisational procedures for reporting circumstances which will affect the work programme
- Resources
- 16 tools and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist
 - 16.1 demolition tools and equipment
 - 16.2 waste and/or recycling containers

Security procedures
17 site, workplace, company and operative.

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Validity: Current, Status: Original
Originating organisation: ConstructionSkills, Original URN: VR154
Relevant occupations: Construction Operatives
Suite: Demolition
Key words: Segregate; Disposal; Recycle.

COSVR155

Demolish/dismantle masonry and concrete structures

Overview

This standard is about 1 interpreting information; 2 adopting safe and healthy working practices 3 selecting plant, machinery and equipment; 4 demolishing/dismantling masonry and concrete structures using demolition tools and equipment; 5 segregate all arisings for recycling or disposal.

Performance criteria.

You must be able to:

- P1 interpret the given information relating to the work and resources to confirm its relevance
- P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
- P3 select the required quantity and quality of resources for the methods of work
- P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P5 comply with the given contract information to carry out the work efficiently to the required specification
- P6 complete the work within the allocated time, in accordance with the programme of work.

Knowledge and understanding

You need to know and understand:

Performance Criteria 1 - Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2 - Safe work practices

- K4 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
- K5 the types of fire extinguishers and how and when they are used
- K6 how emergencies should be responded to and who should respond
- K7 the organisational security procedures for tools, equipment and personal belongings
- K8 what the accident reporting procedures are and who is responsible for making the report
- K9 why, when and how health and safety control equipment should be used

Performance Criteria 3 - Selection of resources

- K10 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified
- K11 how the resources should be used and how any problems associated with the resources are reported
- K12 the organisational procedures to select resources, why they have been developed and how they are used
- K13 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 4 - Minimise the risk of damage

- K14 how to protect work from damage and the purpose of protection
- K15 why disposal of waste should be carried out safely and how it is achieved

Performance Criteria 5 - Meet the contract specification

K16 how methods of work, to meet the specification, are carried out and problems reported
 K17 how maintenance of tools and equipment is carried
 Performance Criteria 6 - Allocated time
 K18 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept.

Additional information

Scope/ range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, method statements and risk assessments related to the work to be carried out

Performance Criteria 2

- 2 avoidance of risk by following the given information relating to the following

- 2.1 methods of work
- 2.2 safe use of health and safety control equipment
- 2.3 safe use of access equipment
- 2.4 segregation and safe storage of materials
- 2.5 safe use and storage of demolition tools and equipment

Performance Criteria 3

- 3 selection of resources associated with own work
- 3.1 demolition tools and equipment
- 3.2 plant and machinery
- 3.2 waste and/or recycling containers

Performance Criteria 4

- 4 protection of the work and its surrounding area from damage
- 5 minimise damage and maintain a clean work space
- 6 disposal of waste in accordance with legislation

Performance Criteria 5

- 7 demonstration of work skills to release, handle, lower, sort, stack/store, break and load
- 8 use and maintain (checks) demolitions tools and equipment
- 9 demolish and/or dismantle, remove and segregate masonry and concrete structures for disposal and/or recycling to given working instructions

Performance Criteria 6

- 10 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client.

Additional information

Scope/ range related to knowledge and understanding

Disposal of waste

- 1 environmental responsibilities, organisational procedures, statutory regulations and official guidance relating to segregation and recycling procedures

Emergencies

- 2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with

- 2.1 fires, spillages, injuries

- 2.2 emergencies relating to occupational activities

Fire extinguishers

- 3 water, CO₂, foam, powder and their uses

Hazards

- 4 those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

Health and safety control equipment

- 5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
 - 5.1 collective protective measures
 - 5.2 personal protective equipment (PPE)
 - 5.3 respiratory protective equipment (RPE)
 - 5.4 local exhaust ventilation (LEV)
- Information
- 6 drawings, specifications, schedules, method statements, risk assessments, site inductions, tool box talks and statutory regulations and official guidance relating to segregation and recycling or disposal of waste
- Legislation and official guidance
- 7 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting
- Maintenance
- 8 operative checks of demolition tools and equipment
- Methods of work
- 9 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
 - 9.1 erect barriers and warning notices
 - 9.2 demolish and/or dismantle masonry and concrete structures
 - 9.3 segregate all arisings for recycling or disposal
 - 9.4 use demolition tools and equipment
 - 9.5 work at height
 - 9.6 use access equipment
- 10 team work and communication
- 11 needs of other occupations associated with demolishing/dismantling masonry and concrete structures
- Problems
- 12 those arising from information, resources and methods of work
 - 12.1 own authority to rectify
 - 12.2 organisational reporting procedures
- Programme
- 13 types of progress charts, timetables and estimated times
- 14 organisational procedures for reporting circumstances which will affect the work programme
- Protect work
- 15 protect work against damage from general workplace activities, other occupations and adverse weather conditions
- Resources
- 16 tools and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist
 - 16.1 demolition tools and equipment
 - 16.2 waste/recycling containers
- Security procedures
- 17 site, workplace, company and operative.

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Originating organisation: ConstructionSkills, Original URN: VR155
Relevant occupations: Construction Operatives
Suite: Demolition, Accessing Operations and Rigging (Construction)
Key words: Disposal; Waste materials; Segregate; Recycle.

COSVR156
Demolish/dismantle roofs and cladding
Overview

This standard is about 1 interpreting information; 2 adopting safe and healthy working practices
 3 selecting equipment; 4 demolishing/dismantle roofs and cladding using demolition tools and equipment
 5 remove and segregate materials and/or composites for recycling or disposal.

Performance criteria.
You must be able to:

- P1 interpret the given information relating to the work and resources to confirm its relevance
- P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
- P3 select the required quantity and quality of resources for the methods of work
- P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P5 comply with the given contract information to carry out the work efficiently to the required specification
- P6 complete the work within the allocated time, in accordance with the programme of work.

Knowledge and understanding
You need to know and understand:

Performance Criteria 1 - Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2 - Safe work practices

- K4 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
- K5 the types of fire extinguishers and how and when they are used
- K6 how emergencies should be responded to and who should respond
- K7 the organisational security procedures for tools, equipment and personal belongings
- K8 what the accident reporting procedures are and who is responsible for making the report
- K9 why, when and how health and safety control equipment should be used

Performance Criteria 3 - Selection of resources

- K10 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified
- K11 how the resources should be used and how any problems associated with the resources are reported
- K12 the organisational procedures to select resources, why they have been developed and how they are used
- K13 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 4 - Minimise the risk of damage

- K14 how to protect work from damage and the purpose of protection
- K15 why disposal of waste should be carried out safely and how it is achieved

Performance Criteria 5 - Meet the contract specification

- K16 how methods of work, to meet the specification, are carried out and problems reported
- K17 how maintenance of tools and equipment is carried out

Performance Criteria 6 - Allocated time

- K18 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept.

Additional information
Scope/ range related to performance criteria
Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, method statements and risk assessments related to the work to be carried out

Performance Criteria 2

2 avoidance of risk by following the given information relating to the following

- 2.1 methods of work
- 2.2 safe use of health and safety control equipment
- 2.3 safe use of access equipment
- 2.4 segregation and storage of materials
- 2.5 safe use and storage of tools and equipment

Performance Criteria 3

- 3 selection of resources associated with own work
- 3.1 demolition tools and equipment
- 3.2 waste and/or recycling containers

Performance Criteria 4

- 4 protection of the work and its surrounding area from damage
- 5 minimise damage and maintain a clean work space
- 6 disposal of waste in accordance with legislation

Performance Criteria 5

- 7 demonstration of work skills to release, handle, lower, treat, wrap, segregate and load.
- 8 use and maintain (checks) demolition tools and equipment
- 9 remove and segregate glass, metal and plastics and one of the following for disposal and/or recycling to given working instructions
 - 9.1 asbestos cement products
 - 9.2 composite panels

Performance Criteria 6

- 10 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client.

Additional information

Scope/ range related to knowledge and understanding

Disposal of waste

- 1 environmental responsibilities, organisational procedures, statutory regulations and official guidance relating to segregation and recycling procedures

Emergencies

- 2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 2.1 fires, spillages, injuries
 - 2.2 emergencies relating to occupational activities

Fire extinguishers

- 3 water, CO₂, foam, powder and their uses

Hazards

- 4 those identified by risk assessment, method of work, technical information, statutory regulations and official guidance

Health and safety control equipment

- 5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
 - 5.1 collective protective measures
 - 5.2 personal protective equipment (PPE)
 - 5.3 respiratory protective equipment (RPE)
 - 5.4 local exhaust ventilation (LEV)

Information

- 6 drawings, specifications, schedules, method statements, risk assessments, site inductions, tool box talks and statutory regulations and official guidance relating to segregation and recycling or disposal of waste

Legislation and official guidance

- 7 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting
- Maintenance
- 8 operative checks of demolition tools and equipment
- Methods of work
- 9 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
- 9.1 erect barriers and warning notices
- 9.2 identify and report hazards
- 9.3 demolish/dismantle roofs and cladding
- 9.4 remove and segregate asbestos cement products, glass, metal, plastics and composite panels
- 9.5 recycle or dispose of arisings
- 9.6 use demolition tools and equipment
- 9.7 work at height
- 9.8 use access equipment
- 10 team work and communication
- 11 needs of other occupations associated with demolishing/dismantling roofs and cladding
- Problems
- 12 those arising from information, resources and methods of work
- 12.1 own authority to rectify
- 12.2 organisational reporting procedures
- Programme
- 13 types of progress charts, timetables and estimated times
- 14 organisational procedures for reporting circumstances which will affect the work programme
- Protect work
- 15 protect work against damage from general workplace activities, other occupations and adverse weather conditions
- Resources
- 16 tools and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist
- 16.1 demolition tools and equipment
- 16.2 waste/recycling containers
- Security procedures
- 17 site, workplace, company and operative.

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 Validity: Current, Status: Original
 Originating organisation: ConstructionSkills, Original URN: VR156
 Relevant occupations: Construction Operatives
 Suite: Demolition
 Key words: Asbestos cement; Composite panels; Dismantle; Segregate.

COSVR157

Demolish/dismantle timber-framed structures

Overview

This standard is about 1 interpreting information; 2 adopting safe and healthy working practices
 3 selecting equipment; 4 demolishing/dismantling timber framed structures and roof components using demolition tools and equipment; 5 segregate all arisings for recycling or disposal.

Performance criteria.

You must be able to:

- P1 interpret the given information relating to the work and resources to confirm its relevance
- P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
- P3 select the required quantity and quality of resources for the methods of work
- P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P5 comply with the given contract information to carry out the work efficiently to the required specification
- P6 complete the work within the allocated time, in accordance with the programme of work.

Knowledge and understanding

You need to know and understand:

Performance Criteria 1 - Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2 - Safe work practices

- K4 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
- K5 the types of fire extinguishers and how and when they are used
- K6 how emergencies should be responded to and who should respond
- K7 the organisational security procedures for tools, equipment and personal belongings
- K8 what the accident reporting procedures are and who is responsible for making the report
- K9 why, when and how health and safety control equipment should be used

Performance Criteria 3 - Selection of resources

- K10 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified
- K11 how the resources should be used and how any problems associated with the resources are reported
- K12 the organisational procedures to select resources, why they have been developed and how they are used
- K13 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 4 - Minimise the risk of damage

- K14 how to protect work from damage and the purpose of protection
- K15 why disposal of waste should be carried out safely and how it is achieved

Performance Criteria 5 - Meet the contract specification

- K16 how methods of work, to meet the specification, are carried out and problems reported
- K17 how maintenance of tools and equipment is carried out

Performance Criteria 6 - Allocated time

- K18 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept.

Additional information

Scope/ range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, method statements and risk assessments related to the work to be carried out

Performance Criteria 2

- 2 avoidance of risk by following the given information relating to the following

2.1 methods of work

2.2 safe use of health and safety control equipment

2.3 safe use of access equipment

2.4 segregation and safe storage of materials

2.5 safe use and storage of tools and equipment

Performance Criteria 3

- 3 selection of resources associated with own work
 - 3.1 demolition tools and equipment
 - 3.2 waste and/or recycling containers
- Performance Criteria 4
- 4 protection of the work and its surrounding area from damage
- 5 minimise damage and maintain a clean work space
- 6 disposal of waste in accordance with legislation
- Performance Criteria 5
- 7 demonstration of work skills to release, handle, lower, segregate and load
- 8 use and maintain (checks) demolition tools and equipment
- 9 demolish and/or dismantle and segregate the following to given working instructions
 - 9.1 timber-framed structures
 - 9.2 roof components.
- Performance Criteria 6
- 10 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client.

Additional information

Scope/ range related to knowledge and understanding

Disposal of waste

- 1 environmental responsibilities, organisational procedures, statutory regulations and official guidance relating to segregation and recycling procedures

Emergencies

- 2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 2.1 fires, spillages, injuries
 - 2.2 emergencies relating to occupational activities

Fire extinguishers

- 3 water, CO₂, foam, powder and their uses

Hazards

- 4 those identified by risk assessment, method of work, technical information, statutory regulations and official guidance

Health and safety control equipment

- 5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
 - 5.1 collective protective measures
 - 5.2 personal protective equipment (PPE)
 - 5.3 respiratory protective equipment (RPE)
 - 5.4 local exhaust ventilation (LEV)

Information

- 6 drawings, specifications, schedules, method statements, risk assessments, site inductions, tool box talks and statutory regulations and official guidance relating to segregation and recycling or disposal of waste

Legislation and official guidance

- 7 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance

- 8 operative checks of demolition tools and equipment

Methods of work

- 9 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
 - 9.1 erect barriers and warning notices

- 9.2 identify and report hazards
- 9.3 demolish and/or dismantle: timber-framed structures and roof components
- 9.4 segregate components for recycling or disposal
- 9.5 use demolition tools and equipment
- 9.6 work at height
- 9.7 use access equipment
- 10 team work and communication
- 11 needs of other occupations associated with demolishing/dismantling timber framed structures
- Problems
- 12 those arising from information, resources and methods of work
 - 12.1 own authority to rectify
 - 12.2 organisational reporting procedures
- Programme
- 13 types of progress charts, timetables and estimated times
- 14 organisational procedures for reporting circumstances which will affect the work programme
- Protect work
- 15 protect work against damage from general workplace activities, other occupations and adverse weather conditions
- Resources
- 16 tools and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist
 - 16.1 demolition tools and equipment
 - 16.2 waste/recycling containers
- Security procedures
- 17 site, workplace, company and operative.

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 Validity: Current, Status: Original
 Originating organisation: ConstructionSkills, Original URN: VR157
 Relevant occupations: Construction Operatives
 Suite: Demolition
 Key words: Disposal; Waste materials; Recycle.

COSVR158

Demolish/dismantle steel-framed structures

Overview

This standard is about 1 interpreting information; 2 adopting safe and healthy working practices 3 selecting equipment; 4 demolishing/dismantling steel framed structures; 5 releasing and separating components using hot cutting equipment; 6 removing and segregating materials and components for recycling and/or disposal using demolition tools and equipment.

Performance criteria.

You must be able to:

- P1 interpret the given information relating to the work and resources to confirm its relevance
- P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
- P3 select the required quantity and quality of resources for the methods of work
- P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P5 comply with the given contract information to carry out the work efficiently to the required specification
- P6 complete the work within the allocated time, in accordance with the programme of work.

Knowledge and understanding

You need to know and understand:

Performance Criteria 1 - Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2 - Safe work practices

- K4 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
- K5 the types of fire extinguishers and how and when they are used
- K6 how emergencies should be responded to and who should respond
- K7 the organisational security procedures for tools, equipment and personal belongings
- K8 what the accident reporting procedures are and who is responsible for making the report
- K9 why, when and how health and safety control equipment should be used

Performance Criteria 3 - Selection of resources

- K10 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified
- K11 how the resources should be used and how any problems associated with the resources are reported
- K12 the organisational procedures to select resources, why they have been developed and how they are used
- K13 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 4 - Minimise the risk of damage

- K14 how to protect work from damage and the purpose of protection
- K15 why disposal of waste should be carried out safely and how it is achieved

Performance Criteria 5 - Meet the contract specification

- K16 how methods of work, to meet the specification, are carried out and problems reported
- K17 how maintenance of tools and equipment is carried out

Performance Criteria 6 - Allocated time

- K18 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept.

Additional information

Scope/ range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, method statements and risk assessments related to the work to be carried out

Performance Criteria 2

- 2 avoidance of risk by following the given information relating to the following

2.1 methods of work

2.2 safe use of health and safety control equipment

2.3 safe use of access equipment

2.4 segregation and safe storage of materials

2.5 safe use and storage of tools and equipment

Performance Criteria 3

- 3 selection of resources associated with own work

3.1 demolition tools and equipment

3.2 waste and/or recycling containers

Performance Criteria 4

- 4 protection of the work and its surrounding area from damage

5 minimise damage and maintain a clean work space

6 disposal of waste in accordance with legislation

Performance Criteria 5

- 7 demonstration of work skills to release, cut, hot cut, separate and segregate

- 8 use and maintain (checks) demolition tools and equipment and hot cutting equipment.
 - 9 demolish and/or dismantle and segregate steel-framed structures and components to given working instructions
- Performance Criteria 6
- 10 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client.

Additional information

Scope/ range related to knowledge and understanding

Disposal of waste

- 1 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Emergencies

- 2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 2.1 fires, spillages, injuries
 - 2.2 emergencies relating to occupational activities

Fire extinguishers

- 3 water, CO₂, foam, powder and their uses

Hazards

- 4 those identified by risk assessment, method of work, technical information, statutory regulations and official guidance

Health and safety control equipment

- 5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
 - 5.1 collective protective measures
 - 5.2 personal protective equipment (PPE)
 - 5.3 respiratory protective equipment (RPE)
 - 5.4 local exhaust ventilation (LEV)

Information

- 6 drawings, specifications, schedules, method statements, risk assessments, site inductions, tool-box talks and statutory regulations and official guidance relating to segregation and recycling or disposal of waste

Legislation and official guidance

- 7 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance

- 8 operative checks of demolition tools, equipment and hot cutting equipment.

Methods of work

- 9 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
 - 9.1 erect barriers and warning notices
 - 9.2 identify and report hazards
 - 9.3 use hot cutting equipment to form drop cuts, sit cuts, holding cuts and hinge cuts
 - 9.4 demolish/dismantle steel-framed structures and components
 - 9.5 segregate steel-framed structure components and/or arisings for recycling or disposal
 - 9.6 use demolition tools, equipment and hot cutting equipment
 - 9.7 work at height
 - 9.8 use access equipment
- 10 team work and communication
- 11 needs of other occupations associated with demolishing/dismantling steel-framed structures

Problems

- 12 those arising from information, resources and methods of work
- 12.1 own authority to rectify
- 12.2 organisational reporting procedures
- Programme
- 13 types of progress charts, timetables and estimated times
- 14 organisational procedures for reporting circumstances which will affect the work programme
- Protect work
- 15 protect work against damage from general workplace activities, other occupations and adverse weather conditions
- Resources
- 16 tools and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist
- 16.1 demolition tools and equipment
- 16.2 hot cutting equipment
- 16.3 waste/recycling containers
- Security procedures
- 17 site, workplace, company and operative

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 Date approved: January 2011, Indicative review date: February 2016
 Validity: Current, Status: Original
 Originating organisation: ConstructionSkills, Original URN: VR158
 Relevant occupations: Construction Operatives
 Suite: Demolition
 Key words: Hot cutting equipment; Dismantle; Segregate; Disposal; Recycle.

COSVR250

Erect and dismantle access/working platforms

Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 erecting and dismantling access equipment suitable for the work operations.

Performance criteria.

You must be able to:

- P1 interpret the given information relating to the work and resources to confirm its relevance
- P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
- P3 select the required quantity and quality of resources for the methods of work
- P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P5 comply with the given contract information to carry out the work efficiently to the required specification
- P6 complete the work within the allocated time, in accordance with the programme of work

Knowledge and understanding

You need to know and understand:

Performance Criteria 1 - Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2 - Safe work practices

- K4 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
 - K5 how emergencies should be responded to and who should respond
 - K6 the organisational security procedures for tools, equipment and personal belongings
 - K7 what the accident reporting procedures are and who is responsible for making the report
 - K8 why, when and how personal protective equipment (PPE) should be used
- Performance Criteria 3 - Selection of resources
- K4 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified
 - K5 how the resources should be used and how any problems associated with the resources are reported
 - K6 the organisational procedures to select resources, why they have been developed and how they are used
 - K7 the hazards associated with the resources and methods of work and how they are overcome
- Performance Criteria 4 - Minimise the risk of damage
- K13 how to protect work from damage and the purpose of protection
 - K14 why disposal of waste should be carried out safely and how it is achieved
- Performance Criteria 5 - Meet the contract specification
- K8 how methods of work, to meet the specification, are carried out and problems reported
 - K9 how maintenance of tools and equipment is carried out
- Performance Criteria 6 - Allocated time
- K17 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept.

Additional information

Scope/ range related to performance criteria

Performance Criteria 1

1 interpretation of method statements, risk assessments, specifications and manufacturers' information related to the work to be carried out

Performance Criteria 2

2 avoidance of risk by complying with the given information relating to the following

- 2.1 methods of work
- 2.2 safe use of personal protective equipment (PPE)
- 2.3 safe use of access equipment
- 2.4 safe use and storage of materials, tools and equipment

Performance Criteria 3

- 3 selection of resources associated with own work
 - 3.1 materials and components
 - 3.2 tools and equipment

Performance Criteria 4

- 4 protection of the work and its surrounding area from damage
- 5 minimise damage and maintain a clean work space

Performance Criteria 5

- 6 demonstration of work skills to move, position/erect, secure, check, dismantle and remove
- 7 use and maintain hand tools and ancillary equipment
- 8 erect, dismantle and store at least two of the following access equipment to given access regulations

- 8.1 ladders/crawler boards
- 8.2 stepladders/platform steps
- 8.3 proprietary towers
- 8.4 trestle platforms
- 8.5 mobile scaffold towers
- 8.6 proprietary staging/podiums

Performance Criteria 6

9 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client.

Additional information

Scope/ range related to knowledge and understanding

Emergencies

1 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 1.1 fires, spillages, injuries
 emergencies relating to occupational activities

Hazards

2 those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

Information

3 specifications, method statements, risk assessments, current legislation and manufacturers' information

Legislation and official guidance

4 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance

5 operative care of hand tools and ancillary equipment

Methods of work

6 application of knowledge for safe work practices, procedures and skills relating to the method/area of work and materials used to:
 6.1 provide protection to the work area
 6.2 establish a base for equipment
 6.3 erect proprietary access equipment to manufacturer's instructions suitable for the work
 6.4 erect non-proprietary access equipment suitable for the work
 6.5 place protective screens and notices
 6.6 check/monitor equipment during the period of use
 6.7 dismantle and store access equipment
 6.8 use tools and equipment
 6.9 work at height
 6.10 use access equipment
 7 team work and communication
 8 needs of other occupations associated with erecting and dismantling access/working platforms

Personal protective equipment (PPE)

9 occupational use, types, purpose of each type and work situations

Problems

9 those arising from information, resources and methods of work
 10.1 own authority to rectify
 10.2 organisational reporting procedures

Programme

11 types of progress charts, timetables and estimated times
 12 organisational procedures for reporting circumstances which will affect the work programme

Protect work

13 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources

14 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:

- 14.1 ladders/crawler boards
 - 14.2 stepladders/platform steps
 - 14.3 trestles
 - 14.4 proprietary staging/podiums
 - 14.5 proprietary towers
 - 14.6 mobile scaffold towers
 - 14.7 protection equipment and notices
 - 14.8 tools and ancillary equipment
- 15 methods of calculating quantity of equipment required for the method/procedure to erect and dismantle access/working platforms
- Security procedures
- 16 site, workplace, company and operative.

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 Validity: Current, Status: Original
 Originating organisation: ConstructionSkills, Original URN: VR250

Relevant occupations: Scaffolders, Stagers and Riggers; Construction and Building Trades nec Suite: Accessing Operations and Rigging (Construction); Associated Industrial Services (Construction); Building Maintenance Multi-trade Repair and Refurbishment Operations; Chimney Engineering (Construction); Construction Operations and Civil Engineering Services; Decorative Finishing and Industrial Painting Occupations (Construction); Demolition; Industrial Building Systems (Construction); Innovative/Modern Methods of Construction; Insulation and Building Treatments (Construction); Removal of Hazardous and Non-hazardous Waste (Construction); Roofing Occupations (Construction); Site Logistics (Construction); Specialist Concrete Occupations (Construction); Specialist Installation Occupations (Construction); Super-structure Work Occupations (Construction); Thermal Insulation (Construction); Fencing; Treework

Key words: Erecting access-platforms; Dismantling access-platforms; Scaffolding; Access-platforms; Ladders; Working-platforms; Step-ladders; Proprietary-towers; Trestle-platforms; Mobile-towers; Protective-screens.

COSVR400
Operate powered units, tools or pedestrian plant, machinery or equipment

Overview
 This standard is about Interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and preparing powered tools and ancillary equipment, operating powered units, tools or pedestrian plant, machinery or equipment
 This standard is for people working independently or in a team to operate power units, tools, pedestrian plant, machinery or equipment and can be used by operatives, supervisors and managers.

Performance criteria
You must be able to:

- P1 interpret the given information relating to the use of plant or machinery and confirm its relevance
- P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices
- P3 select the required quantity and quality of resources for the methods of work
- P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P5 comply with the given contract information to carry out the work efficiently to the required specification
- P6 complete the work within the allocated time, in accordance with the programme of work.

Knowledge and understanding
You need to know and understand:
 Performance Criteria 1 - Interpretation of information
 K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented

- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed
- Performance Criteria 2 - Safe work practices
- K4 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
- K5 the types of fire extinguishers and how and when they are used
- K6 how emergencies should be responded to and who should respond
- K7 the organisational security procedures for tools, equipment and personal belongings
- K8 what the accident reporting procedures are and who is responsible for making the report
- K9 why, when and how health and safety control equipment should be used
- K10 how to comply with environmentally responsible work practices to meet the requirements of current legislation and official guidance
- Performance Criteria 3 - Selection of resources
- K11 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified
- K12 how the resources should be used and how any problems associated with the resources are reported
- K13 the organisational procedures to select resources, why they have been developed and how they are used
- K14 the hazards associated with the resources and methods of work and how they are overcome
- Performance Criteria 4 - Minimise the risk of damage
- K15 how to protect work from damage and the purpose of protection
- K16 why disposal of waste should be carried out safely and how it is achieved
- Performance Criteria 5 - Meet the contract specification
- K17 how methods of work, to meet the specification, are carried out and problems reported
- K18 how maintenance of tools and equipment is carried out
- Performance Criteria 6 - Allocated time
- K19 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept.

Additional information

Scope/ range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, risk assessments, operating instructions and manufacturers' information related to the work to be carried out

Performance Criteria 2

- 2 avoidance of risk by complying with the given information relating to at least four of the following
 - 2.1 methods of work
 - 2.2 safe use of health and safety control equipment
 - 2.3 safe use of access equipment
 - 2.4 safe use, storage and handling of materials
 - 2.5 safe use and storage of tools and equipment
 - 2.6 specific risks to health

Performance Criteria 3

- 3 selection of resources associated with own work
 - 3.1 fuel/power source
 - 3.2 lubricants
 - 3.3 consumables

Performance Criteria 4

- 4 protection of the work and its surrounding area from damage
- 5 prevent damage and maintain a clean work space
- 6 disposal of waste in accordance with current legislation

Performance Criteria 5

- 7 demonstration of work skills to start, stop, replenish, control and clean
 - 8 use and maintain powered units, tools and ancillary equipment
 - 9 operate and monitor powered unit, tools or pedestrian plant, machinery or equipment to given working instructions, relating to
 - 9.1 continual running
 - 9.2 closing down
 - 9.3 cleaning
 - 10 return powered units, tools or pedestrian plant, machinery or equipment to a safe operational condition on completion of work
 - 11 disassemble and/or clean powered unit, tools or pedestrian plant, machinery or equipment
- Performance Criteria 6
- 12 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client.

Additional information

Scope/ range related to knowledge and understanding

Disposal of waste

- 1 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Emergencies

- 2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with

- 2.1 fires, spillages, injuries

- 2.2 emergencies relating to occupational activities

Fire extinguishers

- 3 water, CO2, foam, powder and their uses

Hazards

- 4 those identified by risk/COSHH assessments, method of work, manufacturers' technical information, statutory regulations and official guidance

Health and safety control equipment

- 5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment

- 5.1 collective protective measures

- 5.2 local exhaust ventilation (LEV)

- 5.3 personal protective equipment (PPE)

- 5.4 respiratory protective equipment (RPE)

Information

- 6 drawings, specifications, schedules, method statements, risk assessments, legislation, Codes of Practice, manufacturers' information and operating instructions

Legislation and official guidance

- 7 this relates to the operative's responsibilities regarding potential accidents, health hazards and the environment whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance

- 8 operative care of hand tools, portable power tools, powered units, pedestrian plant, machinery and ancillary equipment

Methods of work

- 9 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to

- 9.1 prepare, position and set up for work

- 9.2 secure accessories and tool attachments

- 9.3 carry out pre-use and function checks to manufacturers' and suppliers' information and procedures
- 9.4 complete pre-start and post stop checks
- 9.5 recognise the characteristics of the plant, machinery and equipment
- 9.6 identify specific operating and safety requirements for the task and work
- 9.7 recognise and determine when specific skills and knowledge are required and report accordingly
- 9.8 operate, use and control
- 9.9 monitor and maintain
- 9.10 replenish consumables
- 9.11 close down and secure
- 9.12 disassemble and clean
- 9.13 transport and store
- 10 team work and communication
- 11 needs of other occupations associated with operating powered units, tools and equipment
- Problems
- 12 those arising from information, resources and methods of work
- 12.1 own authority to rectify
- 12.2 organisational reporting procedures
- Programme
- 13 types of progress charts, timetables and estimated times
- 14 organisational procedures for reporting circumstances which will affect the work programme
- Protect work
- 15 protect work against damage from general workplace activities, other occupations and adverse weather conditions
- Resources
- 16 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and specialist
- 16.1 power source/fuels
- 16.2 consumables, lubricants
- 17 identify quantity, length, area and wastage associated with the method/procedure to operate powered units, tools and equipment
- Security procedures
- 18 site, workplace, company and operative.

Developed by: ConstructionSkills Version number: 2
 Date approved: January 2014, Indicative review date: January 2018
 Validity: Current, Status: Original

Originating organisation: ConstructionSkills, Original URN: V400
 Relevant occupations: Construction Operatives

Suite: Plant Operations (Construction); Construction Operations and Civil Engineering Services; Demolition; Innovative/Modern Methods of Construction; Piling Operations (Construction); Removal of Hazardous and Non-hazardous Waste (Construction); Site Logistics (Construction); Specialist Concrete Occupations (Construction); Specialist Installation Occupations (Construction); Sub-structure Work Occupations (Construction); Super-structure Work Occupations (Construction); Temporary Traffic Management (Construction); Tunnelling Operations (Construction)

Key words: Specialised-tools; Powered-tools; Powered-units; Pedestrian operated

COSVR402

Slinging and signalling the movement of suspended loads

Overview

This standard is about interpreting information, adopting safe, healthy and environmentally responsible work practices and selecting components and equipment, preparing lifting accessories for slinging, attaching and securing loads and signalling the movement of suspended loads to guide them to an agreed destination and

leaving the load in a safe condition. This standard is for people working independently or in a team to prepare and sling loads and signal movement to operators of plant or machinery that lift and transfer suspended loads. This standard can be used by operatives, supervisors and managers.

Performance criteria

You must be able to:

- P1 interpret the given operating information relating to the use of plant or machinery and confirm its relevance
- P2 organise with others the sequence in which the work is to be carried out
- P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe and healthy work practices
- P4 select plant or machinery resources for the methods of work and operations to be carried out
- P5 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P6 comply with the given contract information to carry out the work efficiently to the required specification
- P7 complete the work within the allocated time, in accordance with the programme of work.

Knowledge and understanding

You need to know and understand:

Performance Criteria 1 - Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2 - Organise with others

- K4 communication of ideas between team members
- K5 organisation of resources in conjunction with the progress of work
- K6 the skills required to carry out the work

Performance Criteria 3 - Safe work practices

- K7 the level of understanding operatives must have of information for relevant, current legislation, Approved Codes of Practice and official guidance and how it is applied
- K8 how emergencies should be responded to and who should respond
- K9 the organisational security procedures for plant and/or machinery, tools, equipment and personal belongings
- K10 what the accident reporting procedures are and who is responsible for making the report
- K11 why, when and how health and safety control equipment should be used
- K12 how to comply with environmentally responsible work practices to meet the requirements of current legislation and official guidance

Performance Criteria 4 - Selection of resources

- K13 the characteristics, quality, uses, sustainability, limitations and defects associated with plant resources and how defects should be rectified
- K14 how the resources should be used and how any problems associated with the resources are reported
- K15 the organisational procedures to select resources, why they have been developed and how they are used
- K16 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 5 - Minimise the risk of damage

- K17 how to protect work from damage and the purpose of protection
- K18 why disposal of waste should be carried out safely and how it is achieved

Performance Criteria 6 - Meet the contract specification

- K19 how methods of work, to meet the specification, are carried out and problems reported
- K20 how maintenance of plant and/or machinery, tools and equipment is carried out

Performance Criteria 7 - Allocated time

- K21 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept.

Additional information

Scope/ range relating to performance criteria

Performance Criteria 1

1 interpretation of drawings, specifications, schedules, risk assessments, method statements (lift plans), and manufacturers' information related to the plant or machinery operations and the work to be carried out

Performance Criteria 2

2 organisation of own work

3 communication with team members and other associated occupations about the plant or machinery operation and the work to be carried out

Performance Criteria 3

4 avoidance of risk by complying with the given safety information relating to at least five of the following

- 4.1 methods of work
- 4.2 safe use of health and safety control measures
- 4.3 safe use and storage of tools and equipment
- 4.4 safe use, storage and handling of lifting accessories
- 4.5 safe use of access equipment
- 4.6 specific risks to health

Performance Criteria 4

5 selection of resources associated with own work

- 5.1 lifting accessories, lifting aids, hand tools and ancillary equipment
- 5.2 signalling and communication equipment

Performance Criteria 5

6 protection of the work and its surrounding area from damage

7 prevent damage and maintain a clean work space

8 disposal of waste in accordance with current legislation

Performance Criteria 6

9 demonstration of work skills to measure, gauge, estimate, calculate, fit, fix, test, balance, interpret, inspect, judge, explain, prepare, indicate, inform, instruct, sign, position, adjust, configure, move, secure, signal and relay

10 use and maintain lifting accessories, lifting aids and signalling and communication equipment

11 inspect and prepare lifting accessories prior to slinging

12 sling and signal for the lifting and movement of loads by plant or machinery operations to given working instruction, either by occupation specific slinging and signalling – at least three of the following, or by slinging and signalling as an occupation – all of the following

- 12.1 balance
- 12.2 unbalanced
- 12.3 loose
- 12.4 bundled
- 12.5 container
- 12.6 drum
- 12.7 a load where the machine operator cannot observe its full movement path

13 guide, move and place suspended loads to agreed destinations to given working instructions using hand signals, plus, for slinging and signalling as an occupation, the following methods

- 13.1 hand signalling equipment
- 13.2 electronic communication equipment

Performance Criteria 7

14 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Scope/ range relating to knowledge and understanding

Communication

1 discussions, sketches, electronic data and briefings, signalling and radio communication

Disposal of waste

2 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Emergencies

3 operative's response to situations in accordance with organisational authorisation and personal skills when involved with

3.1 fires, spillages, injuries

3.2 emergencies relating to occupational activities

Hazards

4 those identified by risk/COSHH assessments, method of work, manufacturers' technical information, statutory regulations and official guidance

Health and safety control equipment

1 identified by the principles of prevention for occupational use, types and purpose of each type, work situations and general work environment

1.1 collective protective measures

1.2 local exhaust ventilation (LEV)

1.3 personal protective equipment (PPE)

1.4 respiratory protective equipment (RPE)

Information

2 drawings, specifications, schedules, method statements, risk assessments, lift plans, work instructions, manufacturers' information, approved procedures and Codes of Practice

Legislation, Approved Codes of Practice and official guidance

3 this relates to the operative's responsibilities regarding potential accidents, health hazards and the environment whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance

4 operative care of lifting accessories, lifting aids and signalling and communication equipment

Methods of work

9 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to

9.1 identify the differences between: slinging and signalling, directing and guiding movement of vehicles, plant and machinery; and directing and guiding operations of plant and machinery not being used for lifting operations

9.2 confirm the authority, duties and responsibilities allocated

9.3 identify characteristics of lifting equipment and lifting accessories

9.4 identify and interpret valid certification for maintenance, inspection and thorough examination

9.5 lift and transfer people

9.6 sling, balanced, unbalanced, loose, live, bundled, container drum loads and loads that are blind to the equipment operator

9.7 communicate using hand signals, hand signalling equipment (lights, wands, fluorescent gloves, flags) and electronic communication equipment (loud hailers, radios)

9.8 confirm methods of communication

9.9 recognise blind-spots, potential crush zones and other limitations to driver visibility

9.10 consider the load characteristics including centre of gravity and lifting points to determine the method of slinging

9.11 determine and check the route of the load before and during the lift including distances, clearances and landing position

9.12 select, handle, inspect and use (assemble, set up and adjust) lifting accessories and aids

9.13 identify rejection criteria for removing lifting accessories from service

9.14 recognise and determine when specific skills and knowledge are required and report accordingly

- 9.15 attach lifting accessories and sling loads securely
- 9.16 ensure balance and stability of loads
- 9.17 attach and use load guidance equipment (tag lines)
- 9.18 guide and place suspended loads by recognised methods of communication and agreed operational procedures
- 9.19 land and position loads safely and securely
- 9.20 remove, disassemble and store lifting accessories
- 9.21 use hand tools and ancillary equipment
- 10 team work and communication
- 11 needs of other occupations associated with slinging and signalling the movement of suspended loads
- Problems
- 12 those arising from information, resources and methods of work
- 12.1 own authority to rectify
- 12.2 organisational reporting procedures
- Programme
- 13 types of progress charts, timetables and estimated times
- 14 organisational procedures for reporting circumstances which will affect the work programme
- Protect work
- 15 protect work against damage from general workplace activities, other occupations and adverse weather conditions
- Resources
- 16 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and specialist
- 16.1 lifting accessories
- 16.2 signalling and communication equipment
- 16.3 hand tools and ancillary equipment
- 17 identify weight, quantity, length and area associated with the method/procedure for slinging and signalling the movement of suspended loads
- Security procedures
- 18 site, workplace, company and operative
- Skills
- 19 own occupation and occupations related to the work.

Developed by: ConstructionSkills Version: 2

Date approved: July 2014 Indicative review date: July 2019

Validity: Current Status: Original

Originating organisation: ConstructionSkills Original URN: VR402

Relevant occupations: Mobile Machine Drivers and Operatives

Suite: Controlling Lifting Operations; Accessing Operations and Rigging (Construction); Cladding Occupations (Construction); Construction Diving Operations; Construction Operations and Civil Engineering Services; Demolition; Drilling Operations; Erection of Precast Concrete (Construction); Formwork (Construction); Innovative/Modern Methods of Construction; Mastic Asphaltting (Construction); Piling Operations (Construction); Plant Installation (Construction); Plant Operations (Construction); Removal of Hazardous and Non-hazardous waste (Construction); Site Logistics (Construction); Specialist Concrete Operations (Construction); Specialist Installation Occupations (Construction); Steelfixing (Construction); Stonemasonry (Construction); Sub-structure Work Occupations (Construction); Super-structure Work Occupations (Construction); Temporary Traffic Management (Construction); Thermal Insulation (Construction); Tunnelling Operations (Construction); Wall and Floor Tiling (Construction); Wood Occupations (Construction)

Key words: Radio communication; Lifting equipment; Lifting aids, Signalling and communication equipment; Hand signalling equipment.

Inspect and complete user maintenance on plant or machinery

Overview

This standard is about 1 interpreting information; 2 adopting safe and healthy working practices; 3 selecting materials, components, consumables and equipment 4 Inspecting and completing user maintenance on plant or machinery.

Performance criteria.

You must be able to:

- P1 interpret the given information relating to the work and resources to confirm its relevance
- P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices
- P3 select the required quantity and quality of resources for the methods of work
- P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P5 comply with the given contract information to carry out the work efficiently to the required specification
- P6 complete the work within the allocated time, in accordance with the programme of work.

Knowledge and understanding

You need to know and understand:

Performance Criteria 1 - Interpretation of information

K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented

K2 the types of information, their source and how they are interpreted

K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2 - Safe work practices

K4 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied

K5 how emergencies should be responded to and who should respond

K6 the organisational security procedures for tools, equipment and personal belongings

K7 what the accident reporting procedures are and who is responsible for making the report

K8 why, when and how health and safety control equipment should be used

Performance Criteria 3 - Selection of resources

K9 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified

K10 how the resources should be used and how any problems associated with the resources are reported

K11 the organisational procedures to select resources, why they have been developed and how they are used

K12 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 4 - Minimise the risk of damage

K13 how to protect work from damage and the purpose of protection

K14 why disposal of waste should be carried out safely and how it is achieved

Performance Criteria 5 - Meet the contract specification

K15 how methods of work, to meet the specification, are carried out and problems reported

K16 how maintenance of tools and equipment is carried out

Performance Criteria 6 - Allocated time

K17 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept.

Additional information

Scope/ range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out

Performance Criteria 2

- 2 avoidance of risk by complying with the given information relating to at least five of the following

- 2.1 methods of work
- 2.2 safe use of health and safety control equipment
- 2.3 safe use of access equipment
- 2.4 safe use, storage and handling of materials
- 2.5 safe use and storage of tools and equipment
- 2.6 specific risks to health
- Performance Criteria 3
- 3 selection of resources associated with own work
- 3.1 materials, components and fixings
- 3.2 tools and equipment
- 3.3 consumables
- Performance Criteria 4
- 4 protection of the work and its surrounding area from damage
- 5 minimise damage and maintain a clean work space
- 6 disposal of waste in accordance with current legislation
- Performance Criteria 5
- 7 demonstration of work skills to inspect, replenish, replace, apply, adjust, lubricate, clean and secure
- 8 use and maintain hand tools, portable power tools and ancillary equipment
- 9 inspect and complete user maintenance on plant or machinery to given working instructions to include at least four of the following
 - 9.1 cooling systems
 - 9.2 oil(s) and lubricants
 - 9.3 fuel(s)
 - 9.4 running gear, drive mechanisms
 - 9.5 electrics, instruments, lights and warning devices
- 10 record information
- Performance Criteria 6
- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Additional information

Scope/ range related to knowledge and understanding

Disposal of waste

- 1 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Emergencies

- 2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with

- 2.1 fires, spillages, injuries

- 2.2 emergencies relating to occupational activities

Hazards

- 3 those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

Health and safety control equipment

- 4 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment

- 4.1 collective protective measures

- 4.2 personal protective equipment (PPE)

- 4.3 respiratory protective equipment (RPE)

- 4.4 local exhaust ventilation (LEV)

Information

- 5 drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations associated with inspecting and completing user maintenance on plant and machinery
- Legislation and official guidance
- 6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting
- Maintenance
- 7 operative care of hand tools and portable power tools and ancillary equipment
- Methods of work
- 8 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
 - 8.1 identify user maintenance criteria
 - 8.2 inspect plant and machinery
 - 8.3 identify high temperature and high pressure components and systems
 - 8.4 measure and replenish fluids, coolants, oils and fuels
 - 8.5 remove and replace caps and covers
 - 8.6 undo, remove and replace nuts, bolts, pins, clips and specialist fastenings
 - 8.7 deflate and inflate tyres
 - 8.8 adjust running gear, wheel phasing, track, belt and chain
 - 8.9 check operation of electrics, instruments, lights and warning devices
 - 8.10 apply lubricants, greases, oils and compounds by grease gun, cartridge, can, spray and brush
 - 8.11 use hand tools, portable power tools and equipment
 - 8.12 work at height
 - 8.13 use access equipment
 - 8.14 complete and maintain records
- 9 team work and communication
- 10 needs of other occupations associated with user maintenance of plant and machinery
- Problems
- 11 those arising from information, resources and methods of work
 - 11.1 own authority to rectify
 - 11.2 organisational reporting procedures
- Programme
- 12 types of progress charts, timetables and estimated times
- 13 organisational procedures for reporting circumstances which will affect the work programme
- Protect work
- 14 protect work against damage from general workplace activities, other occupations and adverse weather conditions
- Resources
- 15 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:
 - 15.1 consumables
 - 15.2 coolants, oils, fuels
 - 15.3 caps, covers and fastenings
 - 15.4 hand tools, portable powered tools and equipment
- 16 methods of calculating quantity, length, area and wastage associated with the method/procedure to inspect and complete user maintenance on plant and machinery
- Security procedures
- 17 site, workplace, company and operative.



Validity: Current, Status: Original

Originating organisation: ConstructionSkills, Original URN: COSPM02

Relevant occupations: Construction and building trades

Suite: Construction Plant or Machinery Maintenance (Construction)

Key words: Plant; Machinery; Maintenance; Inspecting; Cooling; Oils; Lubricants; Fuels; Running gear; Drive mechanisms; Electrics; Instruments; Lights; Warning devices.

COSVR385

Operate plant or machinery to demolish

Overview

This standard is about 1 interpreting information; 2 adopting safe and healthy working practices.

3 selecting and/or using materials, components and equipment for plant or machinery operations

4 setting up, operating and shutting down plant or machinery for carrying out demolition of structures and segregation work.

Performance criteria.

You must be able to:

- P1 interpret the given operating information relating to the use of plant or machinery and confirm its relevance
- P2 organise with others the sequence in which the work is to be carried out
- P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe work practices
- P4 request resources to sustain plant or machinery operations to complete the programme of work
- P5 select plant or machinery resources for the methods of work and operations to be carried out
- P6 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P7 comply with the given contract information to carry out the work efficiently to the required specification
- P8 complete the work within the allocated time, in accordance with the programme of work.

Knowledge and understanding

You need to know and understand:

Performance Criteria 1 - Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2 - Organise with others

- K4 communication of ideas between team members
- K5 organisation of resources in conjunction with the progress of work

Performance Criteria 3 - Safe work practices

- K6 the level of understanding operatives must have of information for relevant, current legislation, Approved Codes of Practice and official guidance and how it is applied
- K7 how emergencies should be responded to and who should respond
- K8 the organisational security procedures for plant and/or machinery, tools, equipment and personal belongings
- K9 what the accident reporting procedures are and who is responsible for making the report
- K10 why, when and how personal protective equipment (PPE) should be used

Performance Criteria 4 - Request resources

- K11 the organisational procedures for requisitioning consumables and other resources

Performance Criteria 5 - Selection of resources

- K12 the characteristics, quality, uses, sustainability, limitations and defects associated with plant resources and how defects should be rectified
- K13 how the resources should be used and how any problems associated with the resources are reported

- K14 the organisational procedures to select resources, why they have been developed and how they are used
- K15 the hazards associated with the resources and methods of work and how they are overcome
- Performance Criteria 6 - Minimise the risk of damage
- K16 how to protect work from damage and the purpose of protection
- K17 why disposal of waste should be carried out safely and how it is achieved
- Performance Criteria 7 - Meet the contract specification
- K18 how methods of work, to meet the specification, are carried out and problems reported
- K19 how maintenance of plant and/or machinery, tools and equipment is carried out
- Performance Criteria 8 - Allocated time
- K20 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept.

Additional information

Scope/ range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, method statements, risk assessments and manufacturers' information related to the plant or machinery operations and the work to be carried out

Performance Criteria 2

- 2 organisation of own work
- 3 communication with team members and other associated occupations about the plant or machinery operation and the work to be carried out

Performance Criteria 3

- 4 avoidance of risk by following the given information relating to the following

4.1 methods of work

4.2 safe use of health and safety control equipment

4.3 segregation and safe storage of materials

4.4 safe use and storage of plant or machinery tools and equipment

Performance Criteria 4

- 5 follow organisational procedures for the requisition of consumables, materials and other resources

Performance Criteria 5

- 6 selection of resources associated with own work:

6.1 attachments, tools and ancillary equipment

Performance Criteria 6

- 7 protection of the work and its surrounding area from damage

- 8 minimise damage and maintain a clean work space

- 9 disposal of waste in accordance with legislation

Performance Criteria 7

- 10 demonstration of work skills to check, adjust, communicate, manoeuvre, position, demolish, segregate, stockpile, remove and load

- 11 use and maintain hand tools, ancillary equipment and/or accessories

- 12 operate plant or machinery to demolish structures and segregate, stockpile, remove and load materials to given working instructions

- 13 shut down and secure plant or machinery

Performance Criteria 8

- 14 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client.

Additional information

Scope/ range related to knowledge and understanding

Communication

- 1 discussions, sketches and briefings

Disposal of waste

- 2 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance
- Emergencies
- 3 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 3.1 fires, spillages, injuries
 - 3.2 emergencies relating to occupational activities
- Hazards
 - 4 those identified by method of work, risk/COSHH assessments, manufacturers' technical information statutory regulations and official guidance
- Health and safety control equipment
- 5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
 - 5.1 collective protective measures
 - 5.2 personal protective equipment (PPE)
 - 5.3 respiratory protective equipment (RPE)
 - 5.4 local exhaust ventilation (LEV)
- Information
- 6 drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and regulations governing the operation of plant or machinery
- Legislation, Approved Codes of Practice and official guidance
- 7 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting
- Maintenance
- 8 operative care of plant or machinery, hand tools, ancillary equipment and/or accessories
- Methods of work
- 9 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
 - 9.1 identify the characteristics of the plant and machinery appropriate to the demolition and segregation operation
 - 9.2 carry out performance checks for the demolition and segregation operation
 - 9.3 identify the area to be demolished
 - 9.4 carry out pre-operational checks for obstructions, safety and security of the work and surrounding area
 - 9.5 check ground conditions to ensure the stability of plant or machinery during demolition activities
 - 9.6 avoid damage to surrounding structures and utilities
 - 9.7 demolish structures
 - 9.8 segregate and safely remove materials into stockpiles and/or containers
 - 9.9 shut down and secure plant or machinery
 - 9.10 fit and remove attachments using direct and quick-hitch type couplers
 - 9.11 use hand tools, ancillary equipment and accessories
- 10 team work and communication.
- 11 needs of other occupations associated with operating plant or machinery to demolish
- Problems
- 12 those arising from information, resources and methods of work
 - 12.1 own authority to rectify
 - 12.2 organisational reporting procedures
- Programme
- 13 types of progress charts, timetables and estimated times

- 14 organisational procedures for reporting circumstances which will affect the work programme
- Protect work
- 15 protect work against damage from general workplace activities, other occupations and adverse weather conditions
- Resources
- 16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist
- 16.1 consumables, lubricants, fuels
- 16.2 spill kits
- 16.3 demolition plant, machinery or attachments
- 16.4 hand tools, ancillary equipment and/or accessories.
- 17 methods of estimating weight, quantity, length and area associated with the method/procedure to operate plant or machinery to demolish structures and segregate, stockpile, remove and load materials
- Security procedures
- 18 site, workplace, company and operative.

Developed by: ConstructionSkills Version number: 2
 Date approved: January 2011, Indicative review date: February 2016
 Validity: Current, Status: Original
 Originating organisation: ConstructionSkills, Original URN: VR385
 Relevant occupations: Mobile Machine Drivers and Operatives
 Suite: Demolition

Key words: Functional checks; Setting-up; Demolish; Segregate; Stockpile; Load

COSVR388v2

Operate plant or machinery to extract

Overview

This standard is about interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components and equipment for plant or machinery operations, setting up, operating and shutting down plant or machinery for carrying out extraction work. This standard is for people working independently to operate plant or machinery to extract, ground, face and loose materials or commodities and can be used by operatives, supervisors and managers.

Performance criteria.

You must be able to:

- P1 interpret the given operating information relating to the use of plant or machinery and confirm its relevance
- P2 organise with others the sequence in which the work is to be carried out
- P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe and healthy work practices
- P4 request resources to sustain plant or machinery operations to complete the programme of work
- P5 select plant or machinery resources for the methods of work and operations to be carried out
- P6 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P7 comply with the given contract information to carry out the work efficiently to the required specification
- P8 complete the work within the allocated time, in accordance with the programme of work.

Knowledge and understanding

You need to know and understand:

Performance Criteria 1 - Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2 - Organise with others

- K4 communication of ideas between team members
- K5 organisation of resources in conjunction with the progress of work
- K6 the skills required to carry out the work

Performance Criteria 3 - Safe work practices

- K7 the level of understanding operatives must have of information for relevant, current legislation, Approved Codes of Practice and official guidance and how it is applied
- K8 how emergencies should be responded to and who should respond
- K9 the organisational security procedures for plant and/or machinery, tools, equipment and personal belongings
- K10 what the accident reporting procedures are and who is responsible for making the report
- K11 why, when and how health and safety control equipment should be used
- K12 how to comply with environmentally responsible work practices to meet the requirements of current legislation and official guidance

Performance Criteria 4 - Request resources

- K13 the organisational procedures for requisitioning consumables and other resources

Performance Criteria 5 - Selection of resources

- K14 the characteristics, quality, uses, sustainability, limitations and defects associated with plant resources and how defects should be rectified
- K15 how the resources should be used and how any problems associated with the resources are reported
- K16 the organisational procedures to select resources, why they have been developed and how they are used
- K17 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 6 - Minimise the risk of damage

- K18 how to protect work from damage and the purpose of protection
- K19 why disposal of waste should be carried out safely and how it is achieved

Performance Criteria 7 - Meet the contract specification

- K20 how methods of work, to meet the specification, are carried out and problems reported
- K21 how maintenance of plant and/or machinery, tools and equipment is carried out

Performance Criteria 8 - Allocated time

- K22 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept.

Additional information

Scope/ range related to performance criteria

Performance Criteria 1

1 interpretation of drawings, specifications, schedules, risk assessments and manufacturers' information related to the plant or machinery operations and the work to be carried out

Performance Criteria 2

- 2 organisation of own work
- 3 communication with team members and other associated occupations about the plant or machinery operation and the work to be carried out

Performance Criteria 3

4 avoidance of risk by complying with the given safety information relating to at least four of the following

- 4.1 methods of work
- 4.2 safe use of health and safety control equipment
- 4.3 safe use and storage of plant or machinery
- 4.4 safe use and storage of tools and equipment
- 4.5 specific risks to health

Performance Criteria 4

5 follow organisational procedures for the requisition of consumables, materials and other resources

Performance Criteria 5

- 6 selection of resources associated with own work
- 6.1 attachments, tools and ancillary equipment
- Performance Criteria 6
- 7 protection of the work and its surrounding area from damage
- 8 prevent damage and maintain a clean work space
- 9 disposal of waste in accordance with current legislation
- Performance Criteria 7
- 10 demonstration of work skills to check, adjust, communicate, manoeuvre, position, extract, form, remove and load
- 11 use and maintain hand tools, ancillary equipment and/or accessories
- 12 operate plant or machinery to extract ground, face and loose materials or commodities to given working instructions relating to one of the following categories
- 12.1 excavators
- 12.2 loading shovels
- 12.3 skid steer loaders
- 12.4 motorised scrapers
- 12.5 trenchers
- 12.6 draglines
- 12.7 dozers
- 13 shut down and secure plant or machinery
- Performance Criteria 8
- 14 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client.

Additional information

Scope/ range related to knowledge and understanding

Communication

- 1 discussions, sketches, electronic data and briefings

Disposal of waste

- 2 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Emergencies

- 3 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 3.1 fires, spillages, injuries
 - 3.2 emergencies relating to occupational activities

Hazards

- 4 those identified by method of work, risk/COSHH assessments, manufacturers' technical information, statutory regulations and official guidance

Health and safety control equipment

- 5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
 - 5.1 collective protective measures
 - 5.2 local exhaust ventilation (LEV)
 - 5.3 personal protective equipment (PPE)
 - 5.4 respiratory protective equipment (RPE)

Information

- 6 drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing the operation of plant and machinery for extraction work

Legislation, Approved Codes of Practice and official guidance

- 7 this relates to the operative's responsibilities regarding potential accidents, health hazards and the environment whilst working in the workplace, below ground level, in confined spaces, at height, with tools

and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance

8 operative care of plant and machinery, hand tools, ancillary equipment and accessories

Methods of work

9 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to

9.1 identify the characteristics of the plant and machinery used for extraction operations

9.2 carry out function checks for the extraction operation

9.3 identify the area to be extracted

9.4 carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area

9.5 identify geological, environmental and material changes and report

9.6 check to avoid damage to structures and utilities service apparatus

9.7 recognise and determine when specific skills and knowledge are required and report accordingly

9.8 extract, remove and load materials and commodities safely and securely

9.9 form and remove stockpiles

9.10 travel on public highways

9.11 shut down and secure plant and machinery

9.12 use hand tools, ancillary equipment and accessories

10 team work and communication

11 needs of other occupations associated with operating plant or machinery to extract ground, loose materials and commodities

Problems

12 those arising from information, resources and methods of work

12.1 own authority to rectify

12.2 organisational reporting procedures

Programme

13 types of progress charts, timetables and estimated times

14 organisational procedures for reporting circumstances which will affect the work programme

Protect work

15 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources

16 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and specialist

16.1 consumables, lubricants, fuels

16.2 attachments and extraction aids

16.3 hand tools, ancillary equipment and accessories

17 identify weight, bearing, pressure, quantity, length and area associated with the method/procedure to operate plant and machinery to extract ground and loose materials

Security procedures

18 site, workplace, company and operative

Skills

19 own occupation and occupations related to the work.

Developed by: ConstructionSkills Version number: 2

Date approved: January 2014, Indicative review date: January 2018

Validity: Current, Status: Original

Originating organisation: ConstructionSkills, Original URN: VR388

Relevant occupations: Mobile Machine Drivers and Operatives



Suite: Plant Operations (Construction); ; Demolition; Piling Operations (Construction); Sub-structure Work Occupations (Construction); Treework

Key words: Extraction; Excavators; Loading-shovels; Skid steer loaders; Motorised-scrapers; Trenchers; Dozers, Draglines.

COSVR387

Operate plant or machinery to lift and transfer loads

Overview

This standard is about interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components and equipment, setting up, operating and shutting down plant or machinery for lifting and transferring loads. This standard is for people working independently to operate plant or machinery that lifts and transfers loads and can be used by operatives, supervisors and managers.

Performance criteria

You must be able to:

- P1 interpret the given operating information relating to the use of plant or machinery and confirm its relevance
- P2 organise with others the sequence in which the work is to be carried out
- P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe and healthy work practices
- P4 request resources to sustain plant or machinery operations to complete the programme of work
- P5 select plant or machinery resources for the methods of work and operations to be carried out
- P6 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P7 comply with the given contract information to carry out the work efficiently to the required specification
- P8 complete the work within the allocated time, in accordance with the programme of work

Knowledge and understanding

You need to know and understand:

Performance Criteria 1 - Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2 - Organise with others

- K4 communication of ideas between team members
- K5 organisation of resources in conjunction with the progress of work
- K6 the skills required to carry out the work

Performance Criteria 3 - Safe work practices

- K7 the level of understanding operatives must have of information for relevant, current legislation, Approved Codes of Practice and official guidance and how it is applied
- K8 how emergencies should be responded to and who should respond
- K9 the organisational security procedures for plant and/or machinery, tools, equipment and personal belongings
- K10 what the accident reporting procedures are and who is responsible for making the report
- K11 why, when and how health and safety control equipment should be used
- K12 how to comply with environmentally responsible work practices to meet the requirements of current legislation and official guidance

Performance Criteria 4 - Request resources

K13 the organisational procedures for requisitioning consumables and other resources

Performance Criteria 5 - Selection of resources

K14 the characteristics, quality, uses, sustainability, limitations and defects associated with plant resources and how defects should be rectified

K15 how the resources should be used and how any problems associated with the resources are reported

K16 the organisational procedures to select resources, why they have been developed and how they are used

K17 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 6 - Minimise the risk of damage

K18 how to protect work from damage and the purpose of protection

K19 why disposal of waste should be carried out safely and how it is achieved

Performance Criteria 7 - Meet the contract specification

K20 how methods of work, to meet the specification, are carried out and problems reported

K21 how maintenance of plant and/or machinery, tools and equipment is carried out

Performance Criteria 8 - Allocated time

K22 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

1 interpretation of drawings, specifications, schedules, method statements, lift plans, risk assessments and manufacturers' information related to the plant or machinery operations and the work to be carried out

Performance Criteria 2

2 organisation of own work

3 communication with team members and other associated occupations about the plant or machinery operation and the work to be carried out

Performance Criteria 3

4 avoidance of risk by complying with the given safety information relating to at least four of the following

4.1 methods of work

4.2 safe use of health and safety control equipment

4.3 safe use and storage of plant or machinery

4.4 safe use and storage of tools and equipment

4.5 specific risks to health

4.6 safe use and storage of lifting accessories

Performance Criteria 4

5 follow organisational procedures for the requisition of consumables, materials and other resources

Performance Criteria 5

6 selection of resources associated with own work

6.1 tools and ancillary equipment and/or accessories

Performance Criteria 6

7 protection of the work and its surrounding area from damage

8 prevent damage and maintain a clean work space

9 disposal of waste in accordance with current legislation

Performance Criteria 7

10 demonstration of work skills to check, adjust, communicate, operate, manoeuvre, position, lift, transfer and set down

11 use and maintain hand tools, ancillary equipment and/or accessories

- 12 operate plant or machinery to lift and transfer loads to given working instructions relating to one of the following categories
 - 12.1 lift trucks
 - 12.2 cranes
 - 12.3 knuckleboom cranes
 - 12.4 excavator cranes
 - 12.5 crawler tractor/side booms
 - 12.6 skip handlers
 - 12.7 hoists
 - 12.8 container handlers
 - 12.9 self-propelled motorised trailers
- 13 shut down and secure plant or machinery
Performance Criteria 8
- 14 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Scope/range related to knowledge and understanding Communication

- 1 discussions, sketches, electronic data and briefings
Disposal of waste
- 2 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance
Emergencies
- 3 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 3.1 fires, spillages, injuries
 - 3.2 emergencies relating to occupational activities
Hazards
- 4 those identified by method of work, risk/COSHH assessments, manufacturers' technical information, statutory regulations and official guidance
Health and safety control equipment
- 5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
 - 5.1 collective protective measures
 - 5.2 local exhaust ventilation (LEV)
 - 5.3 personal protective equipment (PPE)
 - 5.4 respiratory protective equipment (RPE)
Information
- 6 drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing the operation of plant and machinery to lift and transfer loads
Legislation, Approved Codes of Practice and official guidance
- 7 this relates to the operative's responsibilities regarding potential accidents, health hazards and the environment whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting
Maintenance
- 8 operative care of plant and machinery, hand tools, ancillary equipment and accessories
Methods of work
- 9 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to
 - 9.1 identify the characteristics of the plant or machinery for lifting and transferring operations
 - 9.2 identify valid certification for maintenance, inspection and thorough examination

- 9.3 lift and transfer people
- 9.4 carry out function checks for lifting and transferring loads
- 9.5 carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
- 9.6 identify characteristics, type, weight, position of loads for lifting and transferring
- 9.7 recognise and determine when specific skills and knowledge are required and report accordingly
- 9.8 secure and balance loads for lifting
- 9.9 lift, remove and transfer loads
- 9.10 position, place and set down loads
- 9.11 confirm loads stability, security and release
- 9.12 attach and remove guide ropes and aids
- 9.13 travel on public highways
- 9.14 shut down and secure plant and machinery
- 9.15 use hand tools and ancillary equipment
- 9.16 use, handle and store lifting accessories
- 10 team work and communication
- 11 needs of other occupations associated with operating plant and machinery for lifting and transferring loads
 - Problems
 - 12 those arising from information, resources and methods of work
 - 12.1 own authority to rectify
 - 12.2 organisational reporting procedures
 - Programme
 - 13 types of progress charts, timetables and estimated times
 - 14 organisational procedures for reporting circumstances which will affect the work programme
 - Protect work
 - 15 protect work against damage from general workplace activities, other occupations and adverse weather conditions
 - Resources
 - 16 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and specialist
 - 16.1 consumables, lubricants and fuels
 - 16.2 attachments and lifting accessories
 - 16.3 hand tools, ancillary equipment and accessories
 - 17 identify weight, bearing, pressure, quantity, length and area associated with the method/procedure to operate plant and machinery used for lifting and transferring loads
 - Security procedures
 - 18 site, workplace, company and operative
 - Skills
 - 19 own occupation and occupations related to the work

Glossary

Lift trucks: (plant and machinery with forklift capabilities) rough terrain masted forklift, forklift side loader, industrial forklift truck, telescopic handler (industrial telescopic, up to 9 metres, all sizes excluding 360 slew and all sizes including 360 slew), reach truck

Cranes: mobile (blocked duties, static duties (free on wheels) pick and carry duties), pedestrian operated tower (up to 36 metres – 100m/te and inclined jib), compact (static-stabilisers, mobile industrial, luffing static duties and 360 pick and carry), crawler and tower (trolley jib and luffing jib)

Knuckleboom crane

the boom articulates at a 'knuckle', or a number of knuckles, letting it fold back like a finger, providing a compact size for storage and manoeuvring

Lorry loader

by definition, a lorry loader is a combination of a load carrying vehicle (lorry) or trailer and a loader crane, which is intended to facilitate the handling of goods, on and of the vehicle, off a vehicle, it's just a crane

Hoists

rack and pinion goods, passenger and goods combined, rope operated goods and transport platform

Lifting accessories

lifting accessories are pieces of equipment that are used to attach the load to lifting equipment, providing a link between the two; any lifting accessories used between lifting equipment and the load may need to be taken into account in determining the overall weight of the load, (examples of lifting accessories include: fibre or rope slings, chains [single or multiple leg], hooks, eyebolts, spreader beams, magnetic and vacuum devices)

Developed by ConstructionSkills; Version number 2

Date approved January 2014; Indicative review date January 2018

Validity: Current. Status: Original

Originating organisation: ConstructionSkills

Original URN VR387

Relevant occupations: Crane Drivers; Forklift Truck Drivers

Suite Plant Operations (Construction); Demolition; Cladding Occupations (Construction); Piling Operations (Construction); Plant Installation (Construction); Site Logistics Operations (Construction); Sub-structure Work Occupations (Construction); Specialist Installation Occupations (Construction); Fencing; Treework

Key words: Lift-trucks; Cranes; Knuckle boom cranes; Excavator cranes; Crawler tractor/side booms; Skip handlers; Hoists; Container-handlers; Self-propelled motorised trailer.

COSVR390

Operate plant or machinery to construct or form

Overview

This standard is about interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components and equipment for plant or machinery operations, operating and shutting down plant or machinery for construction or formation work. This standard is for people working independently or as part of a team to operate plant or machinery to construct or form and can be used by operatives, supervisors and managers.

Performance criteria

You must be able to:

P1 interpret the given operating information relating to the use of plant or machinery and confirm its relevance

P2 organise with others the sequence in which the work is to be carried out

P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe and healthy work practices

P4 request resources to sustain plant or machinery operations to complete the programme of work

P5 select plant or machinery resources for the methods of work and operations to be carried out

P6 comply with organisational procedures to minimise the risk of damage to the work and surrounding area

P7 comply with the given contract information to carry out the work efficiently to the required specification

P8 complete the work within the allocated time, in accordance with the programme of work.

Knowledge and understanding

You need to know and understand:

Performance Criteria 1- Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed
- Performance Criteria 2 - Organise with others
- K4 communication of ideas between team members
- K5 organisation of resources in conjunction with the progress of work
- K6 the skills required to carry out the work
- Performance Criteria 3 - Safe work practices
- K7 the level of understanding operatives must have of information for relevant, current legislation, Approved Codes of Practice and official guidance and how it is applied
- K8 how emergencies should be responded to and who should respond
- K9 the organisational security procedures for plant and/or machinery, tools, equipment and personal belongings
- K10 what the accident reporting procedures are and who is responsible for making the report
- K11 why, when and how health and safety control equipment should be used
- K12 how to comply with environmentally responsible work practices to meet the requirements of current legislation and official guidance
- Performance Criteria 4 - Request resources
- K13 the organisational procedures for requisitioning consumables and other resources
- Performance Criteria 5 - Selection of resources
- K14 the characteristics, quality, uses, sustainability, limitations and defects associated with plant resources and how defects should be rectified
- K15 how the resources should be used and how any problems associated with the resources are reported
- K16 the organisational procedures to select resources, why they have been developed and how they are used
- K17 the hazards associated with the resources and methods of work and how they are overcome
- Performance Criteria 6 - Minimise the risk of damage
- K18 how to protect work from damage and the purpose of protection
- K19 why disposal of waste should be carried out safely and how it is achieved
- Performance Criteria 7 - Meet the contract specification
- K20 how methods of work, to meet the specification, are carried out and problems reported
- K21 how maintenance of plant and/or machinery, tools and equipment is carried out
- Performance Criteria 8 - Allocated time
- K22 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Additional Information

Scope/range related to performance criteria

- Performance Criteria 1
- 1 interpretation of drawings, specifications, schedules, risk assessments and manufacturers' information related to the plant or machinery operations and the work to be carried out
- Performance Criteria 2
- 2 organisation of own work
- 3 communication with team members and other associated occupations about the plant or machinery operation and the work to be carried out
- Performance Criteria 3
- 4 avoidance of risk by complying with the given safety information relating to at least four of the following
- 4.1 methods of work

- 4.2 safe use of health and safety control equipment
- 4.3 safe use and storage of plant or machinery
- 4.4 safe use and storage of tools and equipment
- 4.5 specific risks to health
Performance Criteria 4
- 5 follow organisational procedures for the requisition of consumables, materials and other resources
Performance Criteria 5
- 6 selection of resources associated with own work
- 6.1 tools and ancillary equipment and/or accessories
Performance Criteria 6
- 7 protection of the work and its surrounding area from damage
- 8 prevent damage and maintain a clean work space
- 9 disposal of waste in accordance with current legislation
Performance Criteria 7
- 10 demonstration of work skills to check, adjust, communicate, manoeuvre, position, construct or form
- 11 use and maintain hand tools, ancillary equipment and/or accessories
- 12 operate plant or machinery to construct or form to given working instructions relating to one of the following categories
- 12.1 graders
- 12.2 piling rigs
- 12.3 drilling rigs
- 12.4 dozers
- 12.5 tunnelling plant and equipment
- 12.6 formwork rig (slipform, climbing, jumping)
- 13 shut down and secure plant or machinery
Performance Criteria 8
- 14 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Scope/range related to knowledge and understanding

Communication

- 1 discussions, sketches, electronic data and briefings
Disposal of waste
 - 2 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance
Emergencies
 - 3 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 3.1 fires, spillages, injuries
 - 3.2 emergencies relating to occupational activities
Hazards
 - 4 those identified by method of work, risk and COSHH assessments, manufacturers' technical information, statutory regulations and official guidance
Health and safety control equipment
 - 5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
 - 5.1 collective protective measures
 - 5.2 local exhaust ventilation (LEV)
 - 5.3 personal protective equipment (PPE)
 - 5.4 respiratory protective equipment (RPE)
- Information

- 6 drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing the operation of plant and machinery for construction or formation
Legislation, Approved Codes of Practice and official guidance
- 7 this relates to the operative's responsibilities regarding potential accidents, health hazards and the environment whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting
Maintenance
- 8 operative care of plant and machinery, hand tools, ancillary equipment and accessories
Methods of work
- 9 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to
- 9.1 identify the characteristics of the plant and machinery used for construction and formation operations
- 9.2 carry out function checks for the construction and formation operation
- 9.3 identify the area for the construction and formation work
- 9.4 identify geological, environmental and material changes and report
- 9.5 carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
- 9.6 check to avoid damage to structures and utilities service apparatus
- 9.7 recognise and determine when specific skills and knowledge are required and report accordingly
- 9.8 complete construction and formation work
- 9.9 travel on public highways
- 9.10 shut down and secure plant and machinery
- 9.11 use hand tools, ancillary equipment and accessories
- 10 team work and communication
- 11 needs of other occupations associated with operating plant and machinery for construction or formation work
Problems
- 12 those arising from information, resources and methods of work
- 12.1 own authority to rectify
- 12.2 organisational reporting procedures
Programme
- 13 types of progress charts, timetables and estimated times
- 14 organisational procedures for reporting circumstances which will affect the work programme
Protect work
- 15 protect work against damage from general workplace activities, other occupations and adverse weather conditions
Resources
- 16 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and specialist
- 16.1 consumables, lubricants, fuels
- 16.2 attachments and aids for construction or formation work
- 16.3 hand tools, ancillary equipment and accessories
- 17 identify weight, quantity, length and area associated with the method/procedure to operate plant and machinery used to carry out construction and formation work
Security procedures
- 18 site, workplace, company and operative
Skills
- 19 own occupation and occupations related to the work
- Glossary Construct: to put together substances or parts systematically, in order to make or build (a building, bridge, etc.), assemble, (something formulated or built systematically)



Form

to give shape to, or bring into existence, to make or construct

Developed by ConstructionSkills Version number 3

Date approved October 2014; Indicative review date October 2019

Validity Current; Status Original

Originating organisation ConstructionSkills Original URN VR390

Relevant occupations: Mobile Machine Drivers and Operatives

Suite: Plant Operations (Construction); Demolition; Piling Operations (Construction); Tunnelling Operations (Construction)

Key words: Graders; Piling-rigs; Drilling-rigs; Dozers; Tunnelling plant, Slipform rig; Climbing rig; Jumping rig.

COSVR391

Operate plant or machinery to receive and transport loads

Overview

This standard is about interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components and equipment for plant or machinery operations, setting up, operating and shutting down plant or machinery to receive and transport bulk material loads. This standard is for people working independently to operate plant or machinery that receives and transports bulk material loads and can be used by operatives, supervisors and managers.

Performance criteria

You must be able to:

- P1 interpret the given operating information relating to the use of plant or machinery and confirm its relevance
- P2 organise with others the sequence in which the work is to be carried out
- P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe and healthy work practices
- P4 request resources to sustain plant or machinery operations to complete the programme of work
- P5 select plant or machinery resources for the methods of work and operations to be carried out
- P6 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P7 comply with the given contract information to carry out the work efficiently to the required specification
- P8 complete the work within the allocated time, in accordance with the programme of work.

Knowledge and understanding

You need to know and understand:

Performance Criteria 1 - Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2 - Organise with others

- K4 communication of ideas between team members
- K5 organisation of resources in conjunction with the progress of work
- K6 the skills required to carry out the work

Performance Criteria - Safe work practices

- K7 the level of understanding operatives must have of information for relevant, current legislation, Approved Codes of Practice and official guidance and how it is applied
- K8 how emergencies should be responded to and who should respond
- K9 the organisational security procedures for plant and/or machinery, tools, equipment and personal belongings
- K10 what the accident reporting procedures are and who is responsible for making the report

- K11 why, when and how health and safety control equipment should be used
- K12 how to comply with environmentally responsible work practices to meet the requirements of current legislation and official guidance
- Performance Criteria 4 - Request resources
- K13 the organisational procedures for requisitioning consumables and other resources
- Performance Criteria 5 - Selection of resources
- K14 the characteristics, quality, uses, sustainability, limitations and defects associated with plant resources and how defects should be rectified
- K15 how the resources should be used and how any problems associated with the resources are reported
- K16 the organisational procedures to select resources, why they have been developed and how they are used
- K17 the hazards associated with the resources and methods of work and how they are overcome
- Performance Criteria 6 - Minimise the risk of damage
- K18 how to protect work from damage and the purpose of protection
- K19 why disposal of waste should be carried out safely and how it is achieved
- Performance Criteria 7 - Meet the contract specification
- K20 how methods of work, to meet the specification, are carried out and problems reported
- K21 how maintenance of plant and/or machinery, tools and equipment is carried out
- Performance Criteria 8 - Allocated time
- K22 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept.

Additional information

Scope/ range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, risk assessments and manufacturers' information related to the plant or machinery operations and the work to be carried out

Performance Criteria 2

- 2 organisation of own work
- 3 communication with team members and other associated occupations about the plant or machinery operation and the work to be carried out

Performance Criteria 3

- 4 avoidance of risk by complying with the given safety information relating to at least four of the following
 - 4.1 methods of work
 - 4.2 safe use of health and safety control equipment
 - 4.3 safe use and storage of plant or machinery
 - 4.4 safe use and storage of tools and equipment
 - 4.5 specific risks to health

Performance Criteria 4

- 5 follow organisational procedures for the requisition of consumables, materials and other resources

Performance Criteria 5

- 6 selection of resources associated with own work
 - 6.1 tools and ancillary equipment and/or accessories

Performance Criteria 6

- 7 protection of the work and its surrounding area from damage
- 8 prevent damage and maintain a clean work space
- 9 disposal of waste in accordance with current legislation

Performance Criteria 7

- 10 demonstration of work skills to check, adjust, communicate, manoeuvre, position, receive, transport and deposit
- 11 use and maintain hand tools, ancillary equipment and/or accessories
- 12 operate plant or machinery to receive and transport bulk material loads to given working instructions, relating to one of the following categories

- 12.1 concrete pumps
 - 12.2 forward tipping dumpers
 - 12.3 tractors complete with towed equipment
 - 12.4 tunnelling plant and equipment
 - 12.5 dump trucks
 - 12.6 bowsers
 - 12.7 volumetric truck
 - 13 shut down and secure plant or machinery
- Performance Criteria 8
- 14 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client.

Additional information

Scope/ range related to knowledge and understanding

Communication

- 1 discussions, sketches, electronic data and briefings

Disposal of waste

- 2 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Emergencies

- 3 operative's response to situations in accordance with organisational authorisation and personal skills when involved with

- 3.1 fires, spillages, injuries

- 3.2 emergencies relating to occupational activities

Hazards

- 4 those identified by method of work, risk/COSHH assessments, manufacturers' technical information, statutory regulations and official guidance

Health and safety control equipment

- 5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment

- 5.1 collective protective measures

- 5.2 local exhaust ventilation (LEV)

- 5.3 personal protective equipment (PPE)

- 5.4 respiratory protective equipment (RPE)

Information

- 6 drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing the operation of plant and machinery to receive and transport loads

Legislation, Approved Codes of Practice and official guidance

- 7 this relates to the operative's responsibilities regarding potential accidents, health hazards and the environment whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance

- 8 operative care of plant and machinery, hand tools and ancillary equipment

Methods of work

- 9 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to

- 9.1 identify the characteristics of the plant and machinery used for the receipt and transportation operations

- 9.2 carry out function checks to receive and transport loads

- 9.3 identify characteristics, type and volume of loads to receive and transport

- 9.4 carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area

- 9.5 recognise and determine when specific skills and knowledge are required and report accordingly
- 9.6 receive, secure and balance loads for transport
- 9.7 transport and deposit loads
- 9.8 travel on public highways
- 9.9 shut down and secure plant and machinery
- 9.10 use hand tools, ancillary equipment and accessories
- 10 team work and communication
- 11 needs of other occupations associated with operating plant and machinery for receiving and transporting bulk material loads
- Problems
- 12 those arising from information, resources and methods of work
 - 12.1 own authority to rectify
 - 12.2 organisational reporting procedures
- Programme
- 13 types of progress charts, timetables and estimated times
- 14 organisational procedures for reporting circumstances which will affect the work programme
- Protect work
- 15 protect work against damage from general workplace activities, other occupations and adverse weather conditions
- Resources
- 16 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and specialist
 - 16.1 consumables, lubricants, fuels
 - 16.2 attachments and load coverings
 - 16.3 hand tools, ancillary equipment and accessories
- 17 identify weight, quantity, pressure, length and area associated with the method/procedure to operate plant and machinery for receiving and transporting bulk material loads
- Security procedures
- 18 site, workplace, company and operative
- Skills
- 19 own occupation and occupations related to the work.

Developed by: ConstructionSkills Version number: 2
 Date approved: January 2014, Indicative review date: January 2018
 Validity: Current, Status: Original

Originating organisation: ConstructionSkills, Original URN: VR391
 Relevant occupations: Mobile Machine Drivers and Operatives

Suite: Plant Operations (Construction); Construction Operations and Civil Engineering Services; Demolition; Piling Operations (Construction); Site Logistics Operations (Construction); Sub-structure Work Occupations (Construction); Tunnelling Operations (Construction); Fencing

Key words: Concrete-pumps; Forward tipping dumpers; Tractors; Towed equipment; Tunnelling plant; Dump-trucks; Bowsers; Volumetric truck.

COSVR392

Operate plant or machinery used as work platforms

Overview

This standard is about interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components and equipment with the plant or machinery operations, setting up, operating and shutting down of plant or machinery used as work platforms. This standard is for people working independently or as part of a team to operate plant or machinery used as work platforms and can be used by operatives, supervisors and managers.

Performance criteria

You must be able to:

- P1 interpret the given operating information relating to the use of plant or machinery and confirm its relevance
- P2 organise with others the sequence in which the work is to be carried out
- P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe and healthy work practices
- P4 request resources to sustain plant or machinery operations to complete the programme of work
- P5 select plant or machinery resources for the methods of work and operations to be carried out
- P6 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P7 comply with the given contract information to carry out the work efficiently to the required specification
- P8 complete the work within the allocated time, in accordance with the programme of work

Knowledge and understanding

You need to know and understand:

Performance Criteria 1 - Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2 - Organise with others

- K4 communication of ideas between team members
- K5 organisation of resources in conjunction with the progress of work
- K6 the skills required to carry out the work

Performance Criteria 3 - Safe work practices

- K7 the level of understanding operatives must have of information for relevant, current legislation, Approved Codes of Practice and official guidance and how it is applied
- K8 how emergencies should be responded to and who should respond
- K9 the organisational security procedures for plant and/or machinery, tools, equipment and personal belongings
- K10 what the accident reporting procedures are and who is responsible for making the report
- K11 why, when and how health and safety control equipment should be used
- K12 how to comply with environmentally responsible work practices to meet the requirements of current legislation and official guidance

Performance Criteria 4 - Request resources

- K13 the organisational procedures for requisitioning consumables and other resources

Performance Criteria 5 - Selection of resources

- K14 the characteristics, quality, uses, sustainability, limitations and defects associated with plant resources and how defects should be rectified
- K15 how the resources should be used and how any problems associated with the resources are reported
- K16 the organisational procedures to select resources, why they have been developed and how they are used
- K17 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 6 - Minimise the risk of damage

- K18 how to protect work from damage and the purpose of protection
- K19 why disposal of waste should be carried out safely and how it is achieved

Performance Criteria 7 - Meet the contract specification

- K20 how methods of work, to meet the specification, are carried out and problems reported

K21 how maintenance of plant and/or machinery, tools and equipment is carried out

Performance Criteria 8 - Allocated time

K22 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

1 interpretation of drawings, specifications, schedules, method statements, risk assessments and manufacturers' information related to the plant or machinery operations and the work to be carried out

Performance Criteria 2

2 organisation of own work

3 communication with team members and other associated occupations about the plant or machinery operation and the work to be carried out

Performance Criteria 3

4 avoidance of risk by complying with the given safety information relating to at least four of the following

4.1 methods of work

4.2 safe use of health and safety control equipment

4.3 safe use and storage of plant or machinery

4.4 safe use and storage of tools and equipment

4.5 specific risks to health

Performance Criteria 4

5 follow organisational procedures for the requisition of consumables, materials and other resources

Performance Criteria 5

6 selection of resources associated with own work

6.1 tools and ancillary equipment and/or accessories

Performance Criteria 6

7 protection of the work and its surrounding area from damage

8 prevent damage and maintain a clean work space

9 disposal of waste in accordance with current legislation

Performance Criteria 7

10 demonstration of work skills to check, set up, adjust, communicate, manoeuvre, position, access and set down

11 use and maintain hand tools, ancillary equipment and/or accessories

12 operate plant or machinery used as work platforms to given working instructions, relating to one of the following categories

12.1 mobile elevated working platforms

12.2 mast climbing work platforms

13 shut down and secure plant or machinery

Performance Criteria 8

14 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Scope/range related to knowledge and understanding

Communication

1 discussions, sketches, electronic data and briefings

Disposal of waste

2 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Emergencies

- 3 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 3.1 fires, spillages, injuries
 - 3.2 emergencies relating to occupational activities
 - 3.3 rescue plans
- Hazards
 - 4 those identified by method of work, risk/COSHH assessments, manufacturers' technical information, statutory regulations and official guidance
- Health and safety control equipment
 - 5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
 - 5.1 collective protective measures
 - 5.2 local exhaust ventilation (LEV)
 - 5.3 personal protective equipment (PPE)
 - 5.4 respiratory protective equipment (RPE)
- Information
 - 6 drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing the operation of plant and machinery
 - Legislation, Approved Codes of Practice and official guidance
 - 7 this relates to the operative's responsibilities regarding potential accidents, health hazards and the environment whilst working in the workplace, below ground level, in confined spaces, working in restricted areas, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting
 - Maintenance
- 8 operative care of plant and machinery, hand tools, ancillary equipment
 - Methods of work
- 9 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to
 - 9.1 identify the characteristics of the plant and machinery used as work platforms
 - 9.2 identify valid certification for maintenance, inspection and thorough examination
 - 9.3 carry out function checks for accessing operation
 - 9.4 carry out pre-operational checks for obstructions, stability and ground conditions affecting the work and surrounding area
 - 9.5 identify and remain aware of the area of operation to include potential entrapment situations
 - 9.6 use of fall prevention equipment
 - 9.7 check to avoid damage to structures and utilities service apparatus
 - 9.8 position, set up and secure plant and machinery for accessing operations
 - 9.9 recognise and determine when specific skills and knowledge are required and report accordingly
 - 9.10 operate, manoeuvre, position, set down and secure
 - 9.11 operate and travel on public highways
 - 9.12 shut down and secure plant and machinery
 - 9.13 use hand tools, ancillary equipment and accessories
- 10 team work and communication
- 11 needs of other occupations associated with operating plant and machinery used as work platforms
 - Problems
 - 12 those arising from information, resources and methods of work
 - 12.1 own authority to rectify
 - 12.2 organisational reporting procedures
- Programme
 - 13 types of progress charts, timetables and estimated times
 - 14 organisational procedures for reporting circumstances which will affect the work programme

- Protect work
- 15 protect work against damage from general workplace activities, other occupations and adverse weather conditions
- Resources
- 16 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and specialist
- 16.1 consumables, lubricants, fuels
- 16.2 attachments and accessing aids
- 16.3 hand tools, ancillary equipment and accessories
- 17 identify weight, bearing, pressure, quantity, length and area associated with the method/procedure to operate plant and machinery used as work platforms
- Security procedures
- 18 site, workplace, company and operative
- Skills
- 19 own occupation and occupations related to the work

Developed by: ConstructionSkills Version number: 2

Date approved: January 2014, Indicative review date: January 2018

Validity: Current, Status: Original

Originating organisation: ConstructionSkills, Original URN: VR392

Relevant occupations: Plant Operations (Construction); Accessing Operations and Rigging (Construction); Demolition; Erection of Pre-cast Concrete (Construction); Removal of Hazardous and Non-hazardous Waste (Construction); Site Logistics Operations (Construction); Specialist Installations (Construction); Sub-structure Work Occupations (Construction); Thermal Insulation (Construction); Fencing

Key words: Mobile-elevated working platforms; MEWP; Mast-climbing work platforms.

COSVR395

Operate plant or machinery to process

Overview

This standard is about interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components and equipment for plant or machinery operations, setting up, operating and shutting down plant or machinery to carry out processing work. This standard is for people working independently to operate plant or machinery to process and can be used by operatives, supervisors and managers.

Performance criteria

You must be able to:

- P1 interpret the given operating information relating to the use of plant or machinery and confirm its relevance
- P2 organise with others the sequence in which the work is to be carried out
- P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe and healthy work practices
- P4 request resources to sustain plant or machinery operations to complete the programme of work
- P5 select plant or machinery resources for the methods of work and operations to be carried out
- P6 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P7 comply with the given contract information to carry out the work efficiently to the required specification
- P8 complete the work within the allocated time, in accordance with the programme of work

Knowledge and understanding

You need to know and understand:

Performance Criteria 1 - Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2 - Organise with others

- K4 communication of ideas between team members
- K5 organisation of resources in conjunction with the progress of work
- K6 the skills required to carry out the work

Performance Criteria 3 - Safe work practices

- K7 the level of understanding operatives must have of information for relevant, current legislation, Approved Codes of Practice and official guidance and how it is applied
- K8 how emergencies should be responded to and who should respond
- K9 the organisational security procedures for plant and/or machinery, tools, equipment and personal belongings
- K10 what the accident reporting procedures are and who is responsible for making the report
- K11 why, when and how health and safety control equipment should be used
- K12 how to comply with environmentally responsible work practices to meet the requirements of current legislation and official guidance

Performance Criteria 4 - Request resources

- K13 the organisational procedures for requisitioning consumables and other resources

Performance Criteria 5 - Selection of resources

- K14 the characteristics, quality, uses, sustainability, limitations and defects associated with plant resources and how defects should be rectified
- K15 how the resources should be used and how any problems associated with the resources are reported
- K16 the organisational procedures to select resources, why they have been developed and how they are used
- K17 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 6 - Minimise the risk of damage

- K18 how to protect work from damage and the purpose of protection
- K19 why disposal of waste should be carried out safely and how it is achieved

Performance Criteria 7 - Meet the contract specification

- K20 how methods of work, to meet the specification, are carried out and problems reported
- K21 how maintenance of plant and/or machinery, tools and equipment is carried out

Performance Criteria 8 - Allocated time

- K22 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, risk assessments and manufacturers' information related to the plant or machinery operations and the work to be carried out

Performance Criteria 2

- 2 organisation of own work

- 3 communication with team members and other associated occupations about the plant or machinery operation and the work to be carried out

Performance Criteria 3

- 4 avoidance of risk by complying with the given safety information relating to at least four of the following
 - 4.1 methods of work
 - 4.2 safe use of health and safety control equipment
 - 4.3 safe use and storage of plant or machinery
 - 4.4 safe use and storage of tools and equipment
 - 4.5 specific risks to health
Performance Criteria 4
- 5 follow organisational procedures for the requisition of consumables, materials and other resources
Performance Criteria 5
- 6 selection of resources associated with own work
 - 6.1 tools and ancillary equipment and/or accessories
Performance Criteria 6
- 7 protection of the work and its surrounding area from damage
- 8 prevent damage and maintain a clean work space
- 9 disposal of waste in accordance with current legislation
Performance Criteria 7
- 10 demonstration of work skills to check, adjust, communicate, manoeuvre, position and process
- 11 use and maintain hand tools, ancillary equipment and/or accessories
- 12 operate plant or machinery for processing operations to given working instructions, relating to at least one of the following categories
 - 12.1 crushers
 - 12.2 screeners
 - 12.3 batching plant
- 13 shut down and secure plant or machinery
Performance Criteria 8
- 14 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Scope/range related to knowledge and understanding

Communication

- 1 discussions, sketches, electronic data and briefings
Disposal of waste
 - 2 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance
Emergencies
 - 3 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 3.1 fires, spillages, injuries
 - 3.2 emergencies relating to occupational activities
Hazards
 - 4 those identified by method of work, risk/COSHH assessments, manufacturers' technical information, statutory regulations and official guidance
Health and safety control equipment
 - 5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
 - 5.1 collective protective measures
 - 5.2 local exhaust ventilation (LEV)
 - 5.3 personal protective equipment (PPE)
 - 5.4 respiratory protective equipment (RPE)
- Information

- 6 drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing the operation of plant and machinery for carrying out processing work
Legislation, Approved Codes of Practice and official guidance
 - 7 this relates to the operative's responsibilities regarding potential accidents, health hazards and the environment whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting
Maintenance
 - 8 operative care of plant and machinery, hand tools, ancillary equipment and accessories
Methods of work
 - 9 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to
 - 9.1 identify the characteristics of the plant and machinery used for processing operations
 - 9.2 carry out function checks for process operations
 - 9.3 identify with the area for the process work
 - 9.4 carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
 - 9.5 recognise and determine when specific skills and knowledge are required and report accordingly
 - 9.6 carry out the processing work
 - 9.7 deal with blockages prior to, during and on completion of operations
 - 9.8 deposit processed materials
 - 9.9 travel on public highways
 - 9.10 shut down and secure plant and machinery
 - 9.11 use hand tools, ancillary equipment and accessories
 - 10 team work and communication
 - 11 needs of other occupations associated with operating plant and machinery for process work
Problems
 - 12 those arising from information, resources and methods of work
 - 12.1 own authority to rectify
 - 12.2 organisational reporting procedures
 - 13 types of progress charts, timetables and estimated times
 - 14 organisational procedures for reporting circumstances which will affect the work programme
Protect work
 - 15 protect work against damage from general workplace activities, other occupations and adverse weather conditions
Resources
 - 16 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and specialist
 - 16.1 consumables, lubricants, fuels
 - 16.2 attachments, processing aids
 - 16.3 hand tools, ancillary equipment and accessories
 - 17 identify weight, bearing, pressure, quantity, length and area associated with the method/procedure to operate plant and machinery to carry out process work
Security procedures
 - 18 site, workplace, company and operative
Skills
 - 19 own occupation and occupations related to the work
- Glossary Process: a method of doing or producing something, convert bulk raw materials into workable form, activities that produce a specific service or product for customers.



Developed by: ConstructionSkills Version number: 2
Date approved: January 2014, Indicative review date: January 2018
Validity: Current, Status: Original
Originating organisation: ConstructionSkills, Original URN: VR395
Relevant occupations: Mobile Machine Drivers and Operatives
Suite: Plant Operations (Construction); Demolition
Key words: Crushers; Screeners; Batching-plant.

COSVR404

Erect and dismantle plant (cranes and rigs)

Overview

This standard is about interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting materials, components, plant, tools and ancillary equipment, preparing for operator or operator assisted erection and dismantling of mobile cranes and drilling, piling and demolition rigs. This standard is for people who individually, or as part of a team, erect and dismantle plant or machinery in particular cranes and rigs and can be used by operatives, supervisors and managers.

Performance criteria

You must be able to:

- P1 interpret the given operating information relating to the use of plant or machinery and confirm its relevance
- P2 organise with others the sequence in which the work is to be carried out
- P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe and healthy work practices
- P4 request resources to sustain plant or machinery operations to complete the programme of work
- P5 select plant or machinery resources for the methods of work and operations to be carried out
- P6 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P7 comply with the given contract information to carry out the work efficiently to the required specification
- P8 complete the work within the allocated time, in accordance with the programme of work

Knowledge and understanding

You need to know and understand:

Performance Criteria 1 - Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2 - Organise with others

- K4 communication of ideas between team members
- K5 organisation of resources in conjunction with the progress of work
- K6 the skills required to carry out the work

Performance Criteria 3 - Safe work practices

- K7 the level of understanding operatives must have of information for relevant, current legislation, Approved Codes of Practice and official guidance and how it is applied
- K8 how emergencies should be responded to and who should respond
- K9 the organisational security procedures for plant and/or machinery, tools, equipment and personal belongings
- K10 what the accident reporting procedures are and who is responsible for making the report

- K11 why, when and how health and safety control equipment should be used
- K12 how to comply with environmentally responsible work practices to meet the requirements of current legislation and official guidance
- Performance Criteria 4 - Request resources
- K13 the organisational procedures for requisitioning consumables and other resources
- Performance Criteria 5 - Selection of resources
- K14 the characteristics, quality, uses, sustainability, limitations and defects associated with plant resources and how defects should be rectified
- K15 how the resources should be used and how any problems associated with the resources are reported
- K16 the organisational procedures to select resources, why they have been developed and how they are used
- K17 the hazards associated with the resources and methods of work and how they are overcome
- Performance Criteria 6 - Minimise the risk of damage
- K18 how to protect work from damage and the purpose of protection
- K19 why disposal of waste should be carried out safely and how it is achieved
- Performance Criteria 7 - Meet the contract specification
- K20 how methods of work, to meet the specification, are carried out and problems reported
- K21 how maintenance of plant and/or machinery, tools and equipment is carried out
- Performance Criteria 8 - Allocated time
- K22 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

1 interpretation of drawings, specifications, schedules, risk assessments and manufacturers' information related to the work to be carried out

Performance Criteria 2

2 organisation of own work

3 communication with team members and other associated occupations about the operation and/or work to be carried out

Performance Criteria 3

4 avoidance of risk by complying with the given safety information relating to at least four of the following

4.1 methods of work

4.2 safe use of health and safety control equipment

4.3 safe use and storage of plant

4.4 safe use and storage of tools and equipment

4.5 safe use of access equipment

4.6 specific risks to health

Performance Criteria 4

5 follow organisational procedures for the requisition of consumables, materials and other resources

Performance Criteria 5

6 selection of resources associated with own work

6.1 attachments, tools and ancillary equipment

Performance Criteria 6

7 protection of the work and its surrounding area from damage

8 prevent damage and maintain a clean work space

9 disposal of waste in accordance with current legislation

Performance Criteria 7

- 10 demonstration of work skills to unload, load, site, measure, mark out, lay out, align, fit, position, connect, configure, dismantle, remove, adjust, secure, check and inspect
- 11 use and maintain hand tools, portable power tools, ancillary equipment and machinery
- 12 prepare, erect and dismantle plant to given working instructions for at least one of the following
 - 12.1 mobile crane
 - 12.2 mobile tower crane
 - 12.3 self-erect equipment
 - 12.4 drilling rig
 - 12.5 piling rig
 - 12.6 demolition rig
- Performance Criteria 8
- 13 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Scope/range related to knowledge and understanding

Communication

- 1 discussions, sketches, electronic data and briefings
 - Disposal of waste
- 2 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance
 - Emergencies
- 3 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 3.1 fires, spillages, injuries
 - 3.2 emergencies relating to occupational activities
- Hazards
 - 4 those identified by method of work, risk/COSHH assessments, manufacturers' technical information, statutory regulations and official guidance
 - Health and safety control equipment
- 5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
 - 5.1 collective protective measures
 - 5.2 local exhaust ventilation (LEV)
 - 5.3 personal protective equipment (PPE)
 - 5.4 respiratory protective equipment (RPE)
- Information
 - 6 drawings, specifications, schedules, method statements, risk assessments, manufacturers' information
 - Legislation, Approved Codes of Practice and official guidance
- 7 this relates to the operative's responsibilities regarding potential accidents, health hazards and the environment whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting
 - Maintenance
- 8 operative care of hand tools and portable power tools, plant and ancillary equipment
 - Methods of work
- 9 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to
 - 9.1 erect and dismantle at least one of the following: mobile crane, mobile tower crane, drilling rig, piling rig, demolition rig
 - 9.2 consider ground conditions and work area
 - 9.3 fit, fasten and secure equipment

- 9.4 dismantle and remove equipment
- 9.5 recognise the requirements for controlling, directing and guiding the movement and operations of plant and machinery
- 9.6 identify valid certification for maintenance, inspection and thorough examination
- 9.7 recognise and determine when specific skills and knowledge are required and report accordingly
- 9.8 complete function checks
- 9.9 use hand tools, power tools, plant and equipment
- 9.10 record and report
- 10 team work and communication
- 11 use access equipment
- 12 needs of other occupations associated with the erection and dismantling of plant
 - Problems
 - 13 those arising from information, resources and methods of work
 - 13.1 own authority to rectify
 - 13.2 organisational reporting procedures
 - Programme
 - 14 types of progress charts, timetables and estimated times
 - 15 organisational procedures for reporting circumstances which will affect the work programme
 - Protect work
 - 16 protect work against damage from general workplace activities, other occupations and adverse weather conditions
 - Resources
 - 17 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and specialist
 - 17.1 plant
 - 17.2 hand and powered tools and equipment
 - 18 identify weight, bearing, pressure, quantity, length and area associated with the method/procedure to erect and dismantle plant
 - Security procedures
 - 19 site, workplace, company and operative
 - Skills
 - 20 own occupation and occupations related to the work

Developed by: ConstructionSkills Version number: 2
 Date approved: January 2014, Indicative review date: January 2018
 Validity: Current, Status: Original
 Originating organisation: ConstructionSkills, Original URN: VR404
 Relevant occupations: Crane Drivers

Suite: Plant Operations (Construction); Demolition (Construction); Piling Operations (Construction)
 Key words: Mobile crane; Mobile tower crane; Drilling rig; Piling rig; Demolition rig.

COSVR209

Confirm work activities and resources for the work

Overview

This standard, in the context of your occupation and work environment, is about

- 1 identifying own work activities
- 2 adopting safe and healthy working practices
- 3 identifying resources to carry out the work
- 4 confirmation of a work programme/schedule for own occupational area of work being carried out

Performance criteria

You must be able to:

- P1 identify the work activities and assess the resources required from the information available and plan the sequence of work
- P2 obtain clarification and advice where the resources required are not available
- P3 evaluate the work activities against project requirements and the requirements of any significant external factors
- P4 identify work activities which influence each other and make the best use of the resources available
- P5 identify changed circumstances that will require alterations to the work programme and justify them to the decision makers

Knowledge and understanding**You need to know and understand:**

Performance Criteria 1 - Sequence of work

- K1 how to identify the work activities
- K2 how to assess the resources needed from the information available
- K3 how to prepare a work programme

Performance Criteria 2 - Clarification and advice on the resources

- K4 how to obtain clarification and advice where the resources required are not available

Performance Criteria 3 - Project requirements and external factors

- K5 evaluation of the work activities against project requirements and the requirements of significant external factors

Performance Criteria 4 -Work activities

- K6 how to identify which work activities influence each other
- K7 how to determine how long each work activity will take and the sequence of activities
- K8 how work activities and the use of resources can impact on zero and low carbon requirements

Performance Criteria 5 - Alterations to the work programme

- K9 how to identify alterations to the work programme to meet changed circumstances
- K10 how to assess the contractual/work effects resulting from alterations to the work programme
- K11 how to justify to decision makers the effects resulting from alterations to the work programme

Additional Information**Scope/range related to performance criteria**

Performance Criteria 1

- 1 record(s) containing the resources required for the work relating to
 - 1.1 occupations associated with the work
 - 1.2 tools, plant and/or ancillary equipment
 - 1.3 materials and components
- 2 formulate your own plan for the sequence of work

Performance Criteria 2

- 3 record(s) which confirms and advises on what resources are, or are not, available for the work

Performance Criteria 3

- 4 record(s) covering project requirements
- 5 external factors influencing the work relating to
 - 5.1 other occupations and/or customers
 - 5.2 resources
 - 5.3 weather conditions
 - 5.4 health and safety requirements

Performance Criteria 4

- 6 record(s) covering activities that have an influence on each other and the best use of resources
 - 6.1 other occupations and/or customers
 - 6.2 materials and components

- 6.3 tools, plant and/or ancillary equipment
Performance Criteria 5
- 7 record(s) of proposed alterations to the work and the circumstances to justify them
- 8 inform line management and/or customer of required changes

Scope/range related to knowledge and understanding

Clarification and advice from

- 1 the customer/customer's representative
- 2 manufacturer's technical information
- 3 trade literature
- 4 organisational procedures
- Evaluation
- 5 by work study
- 6 by risk assessment
- External factors
- 7 other related programmes
- 8 special working conditions
- 9 weather conditions
- 10 other occupations/people
- 11 resources
- 12 health and safety requirements
- Programme
- 13 documentation relating to the following and/or occupation specific requirements
- 13.1 action lists
- 13.2 method statements
- 13.3 duration
- 13.4 schedules
- Project requirements
- 14 contract conditions
- 15 contract programme stipulations
- 16 health and safety requirements of operatives
- Resources
- 17 other occupations/people associated with the work
- 18 tools, plant and/or ancillary equipment
- 19 materials and components
- 20 awareness of zero and low carbon requirements and the way resources may be used to make a positive contribution to the environment

Developed by: ConstructionSkills Version number: 2

Date approved: March 2011, Indicative review date: February 2016

Validity: Current, Status: Original

Originating organisation: ConstructionSkills, Original URN: VR209

Relevant occupations: Construction and Building Trades nec; Construction and Building Trades Supervisors Suite: Occupational Work Supervision (Construction); Accessing Operations and Rigging (Construction); Cladding Occupations (Construction); Decorative Finishing and Industrial Painting Occupations (Construction); Floorcovering Occupations (Construction); Formwork (Construction); Heritage Skills (Construction); Interior Systems (Construction); Building Maintenance Multi-trade Repair and Refurbishment Operations; Mastic Asphaltting (Construction); Plastering (Construction); Roofing Occupations (Construction); Specialist Installation Occupations (Construction); Stonemasonry (Construction); Sub-structure Work Occupations (Construction); Trowel Occupations (Construction); Wall and Floor Tiling (Construction); Wood Machining (Construction/Sawmilling Extrusion/Furniture); Wood Occupations (Construction)

COSVR210**Develop and maintain good working relationships****Overview**

This standard, in the context of your occupation and work environment, is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 working with, informing and supporting people
- 4 developing and maintaining good occupational working relationships

Performance criteria**You must be able to:**

- P1 develop, maintain and encourage working relationships to promote goodwill and trust
- P2 inform relevant people about work activities in an appropriate level of detail and with an appropriate degree of urgency
- P3 offer advice and help to relevant people about work activities and encourage questions, requests for clarification and comments
- P4 clarify the proposals with the relevant people and discuss alternative suggestions
- P5 resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect

Knowledge and understanding**You need to know and understand:**

Performance Criteria 1 - Working relationships

- K1 how to maintain and encourage working relationships to promote goodwill and trust with relevant people
- K2 how to develop working relationships to promote goodwill and trust
- K3 how to apply the principles of equality and diversity

Performance Criteria 2 - Inform people

- K4 how to inform relevant people about work activities in an appropriate level of detail and with an appropriate degree of urgency

Performance Criteria 3 - Offer advice

- K5 how to encourage questions, requests for clarification and comments
- K6 how to offer advice and help to people about work activities

Performance Criteria 4 - Deal with alternative proposals

- K7 how to clarify alternative proposals with the relevant people
- K8 how to suggest alternative proposals

Performance Criteria 5 - Resolve conflicts

- K9 how to resolve differences of opinion in ways which minimise offence and maintain goodwill, trust and respect

Additional Information**Scope/range related to performance criteria**

Performance Criteria 1

- 1 record(s) of information on advice provided about occupational work activities and/or associated occupations
- 2 apply the principles of equality and diversity
Performance Criteria 2
- 3 record(s) of information and advice given about carrying out the work activities
- 3.1 appropriate timescales
- 3.2 health and safety requirements

- 3.3 co-ordination of work procedures
Performance Criteria 3
- 4 record(s) of information and advice given about methods of occupational work activities to achieve the required outcome
Performance Criteria 4
- 5 outline notes of discussions relating to the occupational work activity and/or other occupations involved
Performance Criteria 5
- 6 outline notes of agreed activities that satisfy those involved, to meet the required outcome of the proposed method of work

Scope/range related to knowledge and understanding

Equality and diversity

- 1 show consideration for the needs of individuals by applying the principles of equality and diversity
Goodwill and trust
- 2 keeping promises and undertakings
- 3 honest relationships
- 4 constructive relationships
- 5 co-operation and dialogue
Inform/Offer advice
- 6 orally
- 7 in writing
- 8 using drawings/sketches
People
- 9 colleagues
- 10 employers
- 11 customers
- 12 contractors
- 13 suppliers of products and services
- 14 those affected by the work/project
Work activities
- 15 progress
- 16 results
- 17 achievements
- 18 occupational problems
- 19 occupational opportunities
- 20 health and safety requirements
- 21 co-ordinated work
Working relationships
- 22 formal
- 23 informal

Developed by: ConstructionSkills Version number: 3

Date approved: March 2011, Indicative review date: February 2016

Validity: Current, Status: Original

Originating organisation: ConstructionSkills, Original URN: VR210

Relevant occupations: Construction and Building Trades nec; Construction and Building Trades Supervisors Suite: Occupational Work Supervision (Construction); Accessing Operations and Rigging (Construction); Building Maintenance Multi-trade Repair and Refurbishment Operations; Cladding Occupations (Construction); Controlling Lifting Operations (Construction); Construction Site Supervision; Construction Site Management; Decorative Finishing and Industrial Painting Occupations (Construction); Floorcovering Occupations

(Construction); Formwork (Construction); Heritage Skills (Construction); Interior Systems (Construction); Mastic Asphalt (Construction); Plastering (Construction); Roofing Occupations (Construction); Senior Crafts (Construction); Specialist Installation Occupations (Construction); Stonemasonry (Construction); Sub-structure Work Occupations (Construction); Trowel Occupations (Construction); Wall and Floor Tiling (Construction); Wood Machining (Construction/Sawmilling Extrusion/Furniture); Wood Occupations (Construction)

Key words: Discussions; Advice; Outcomes; Goodwill; Trust; Equality; Diversity.

COSVR211

Confirm the occupational method of work

Overview

This standard, in the context of your occupation and work environment, is about

- 1 assessing project data to determine occupational work methods
- 2 adopting safe and healthy working practices
- 3 selecting the methods of work
- 4 confirming the methods of work to the relevant people associated with the occupation
- 5 sourcing additional information

Performance criteria

You must be able to:

- P1 assess the available project data accurately to determine the occupational work method
- P2 obtain additional information from alternative sources in cases where the available project data is insufficient
- P3 identify work methods that will make the best use of resources and meet project, statutory and contractual requirements
- P4 confirm and communicate the selected work method to relevant personnel

Knowledge and understanding

You need to know and understand:

Performance Criteria - Assessment of project data

- K1 how to summarise project data
- K2 how to assess the available project data and interpret the work method

Performance Criteria 2 - Information sources for project data

- K3 how to obtain additional information from alternative sources when the available project data is insufficient

Performance Criteria 3 - Identify work methods

- K4 how to identify work methods against technical and project criteria to make the best use of resources and meet project, statutory and contractual requirements
- K5 how methods of work can achieve zero or low carbon outcomes

Performance Criteria 4 - Communicate the method of work

- K6 how to confirm and communicate the work method to relevant people
- K7 how to apply the principles of equality and diversity when communicating

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 interpret drawings, specifications, schedules, manufacturer's information, method of work, risk assessment and programme of work

Performance Criteria 2

- 2 outline notes on information obtained from alternative sources about the work to be carried out

Performance Criteria 3

3 record(s) of potential work methods to carry out the occupational work activity and meet health and safety requirements relating to technical and/or project criteria

Performance Criteria 4

4 outline notes for confirmation and communication on the selected occupational work method

Scope/range related to knowledge and understanding

Alternative sources

1 the customer(s) or their representative

2 suppliers

3 regulatory authorities

4 manufacturer's literature

Communicate

5 listening, written, oral, visual and electronic

6 show consideration for the needs of individuals by applying the principles of equality and diversity

Project criteria

7 conformity to statutory requirements

8 customer and user needs

9 contract requirements in terms of time, quantity and quality

10 environmental considerations

Project data

11 quantities required

12 specifications

13 detailed drawings

14 health and safety requirements

15 timescales

16 scope of works

Technical criteria

17 materials

18 health, safety and welfare (principles of protection)

19 fire protection

20 access and egress

21 equipment availability

22 availability of competent workforce

23 pollution risk

24 waste and disposal

25 zero and low carbon outcomes

26 weather conditions

Work method

27 standard work procedures

28 sequence of work

29 organisation of resources (people, equipment, materials)

30 work techniques

31 working conditions (health, safety and welfare)

32 risk assessment

Developed by: ConstructionSkills Version number: 2

Date approved: March 2011, Indicative review date: February 2016

Validity: Current, Status: Original

Originating organisation: ConstructionSkills, Original URN: VR211

Relevant occupations: Construction and Building Trades nec; Construction and Building Trades Supervisors

Suite: Occupational Work Supervision (Construction); Accessing Operations and Rigging (Construction); Building Maintenance Multi-trade Repair and Refurbishment Operations; Cladding Occupations (Construction); Decorative Finishing and Industrial Painting Occupations (Construction); Floorcovering Occupations (Construction); Formwork (Construction); Heritage Skills (Construction); Interior Systems (Construction); Mastic Asphaltting (Construction); Plastering (Construction); Roofing Occupations (Construction); Specialist Installation Occupations (Construction); Stonemasonry (Construction); Sub-structure Work Occupations (Construction); Trowel Occupations (Construction); Wall and Floor Tiling (Construction); Wood Machining (Construction/Sawmilling Extrusion/Furniture); Wood Occupations (Construction)

Key words: Communication; Regulations; Risk assessments; Programme; Zero/low carbon.

COSVR212

Implement and maintain health, safety and welfare

Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 promoting and encouraging a health, safety and welfare culture
- 4 implementing and monitoring health, safety and welfare within the operational work environment
- 5 performing a supervisory role within craft and operative work areas as associated with work carried out in the built environment

Performance criteria

You must be able to:

- P1 allocate and maintain health, safety and welfare equipment and resources which meet the project and statutory requirements
- P2 encourage a positive culture of health, safety and welfare and identify opportunities for improving the health and safety of the work environment
- P3 ensure your team are inducted and check that they are suitably competent and monitored whilst at the workplace
- P4 monitor health, safety and welfare in accordance with statutory requirements

Knowledge and understanding

You need to know and understand:

Performance Criteria 1 - Health, safety and welfare

K1 how to allocate health, safety and welfare equipment and resources

Performance Criteria 2 - Improving health, safety and welfare

K2 how to identify what opportunities there are for improving the health and safety of the work environment

K3 how to encourage a positive culture of health, safety and welfare in the workplace

K4 how to recommend opportunities for improving the health and safety of the work environment

K5 how to give work briefings that seek and encourage feedback

Performance Criteria 3 - Induction to health and safety

K6 how to induct people and check authorisation and competence

K7 how to monitor operational performance

K8 how to communicate and report performance issues

Performance Criteria 4 - Monitoring health, safety and welfare

K9 how to check health, safety and welfare systems regularly in accordance with statutory requirements and record any special workplace conditions and examples which do not comply with regulations

K10 how to identify what special workplace conditions and examples there are which do not comply with regulations

K11 how to check that people are authorised

K12 how to deal with unauthorised people

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

1 arrangements for health, safety and welfare which include allocation of responsibilities, posting and maintaining statutory notices and hazard warnings, allocation of equipment and resources

Performance Criteria 2

2 promotion and encouragement of a positive health, safety and welfare culture within the operational environment

2.1 work briefings

2.2 seek and encourage feedback

2.3 leading by example

Performance Criteria 3

3 records of induction and health and safety updates given to your team

4 determine and monitor operational competence

5 communicate and report performance issues

Performance Criteria 4

6 records(s) of implementation and maintenance of health, safety and welfare

7 take action for changing circumstances

Scope/range related to knowledge and understanding

Health, safety and welfare equipment and resources

1 protective clothing

2 protective equipment

3 first-aid facilities and arrangements

4 welfare facilities

5 storage and security of materials and equipment

6 accident and incident reporting

7 fire-fighting equipment

8 statutory notices and hazard warning signs

9 provision of health, safety and welfare training

Induct

10 health and safety responsibilities

11 workplace operations

12 health, safety and welfare equipment and resources

13 risk control procedures

14 first-aid arrangements

People

15 workforce

16 suppliers

17 visitors

18 customers

19 public

20 trespassers

Statutory requirements

21 workplace specific health, safety and welfare regulations

22 general health, safety and welfare legislation

23 recognised industry codes of practice

24 prescribed notices

25 safety signs

Developed by: ConstructionSkills Version number: 2
Date approved: March 2011, Indicative review date: February 2016
Validity: Current, Status: Original

Originating organisation: ConstructionSkills, Original URN: VR212
Relevant occupations: Construction and Building Trades Supervisors

Suite: Occupational Work Supervision (Construction); Supervising Hire and Rental Operations (Construction)
Key words: Supervisory; Welfare-facilities; First-aid; Risk-control; Security; Induction.

COSVR213

Co-ordinate and organise work operations

Overview

This standard is about interpreting information about the project and work operations to be carried out, adopting safe and healthy working practices, selecting materials, components and equipment for the work, preparing, coordinating and organising the work operations and performing a supervisory role within craft and operative work areas as associated with work carried out in the built environment

This standard is for people working in the occupational area of occupational work supervision and can be used by supervisors and managers

Performance criteria

You must be able to:

- P1 provide information, as authorised and as required, to all the people who will be affected by the work
- P2 agree a planned timescale and methods of work with the workforce
- P3 implement the organisational and communication needs that are required for the project
- P4 identify any breakdowns in communication, and take action to restore effective communication
- P5 communicate and organise the work being done with other operations as required of the agreed work programme within predetermined levels of authorisation
- P6 organise and ensure sufficient resources of the appropriate type which will meet the project requirements and timescales
- P7 organise and control the work and resources so that conditions are safe and the workplace is tidy
- P8 identify and record any unplanned circumstances, and pass them on to people who may be affected
- P9 organise the designated work area for operational purposes and communicate to workforce
- P10 organise the storage and use of materials and components so that material handling and movement is safe and efficient, and wastage is minimised

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Notification of work to be carried out

- K1 provide information, as authorised, to all the people who will be affected by the work, including the scope of work, when the work will start, how long it will take and when it will finish

Performance Criteria 2

Programme and methods of work

- K2 how to agree a planned timescale and methods of work with the workforce

Performance Criteria 3

Organisation and communication needs

- K3 how to identify the organisational and communication needs for the project

Performance Criteria 4

Breakdowns in communication

K4 how to identify any breakdowns in communication K5 how to take action to restore effective communication

Performance Criteria 5

Organisation and co-ordination of work

K6 how to communicate, organise and co-ordinate the agreed work programme with other work activities/operations within predetermined levels of authorisation

Performance Criteria 6

Obtain and plan for resources

K7 how to organise and ensure sufficient resources K8 how to allocate resources

Performance Criteria 7

Organise the work

K9 how to control the workplace and resources so that conditions are kept safe and tidy in accordance with organisational requirements

Performance Criteria 8

Unplanned circumstances

K10 how to identify what are unplanned circumstances K11 how to record any unplanned circumstances and pass them on to people who will be affected

Performance Criteria 9

Designated work area for operational purposes

K12 how to pass on information about the designated work area to the workforce K13 how to organise/arrange the designated work area for operational purposes

Performance Criteria 10

Storage and use of materials

K14 how to organise the safe storage and use of materials and equipment

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

1 provide information as authorised, for the work to be carried out in relation to 1.1 scope of work 1.2 when it will start 1.3 how long it will take 1.4 when it will finish 1.5 any associated hazards

Performance Criteria 2

2 agree work programmes and methods of work with the workforce

Performance Criteria 3

3 record and report the project organisation and communication systems which have been implemented

Performance Criteria 4

4 record and report any breakdowns in communication and the actions taken to resolve them in accordance with organisational procedures

Performance Criteria 5

5 organise and coordinate work with other occupations associated with the works within predetermined levels of authorisation

Performance Criteria 6

6 ensure resources are organised and allocated

Performance Criteria 7

7 manage designated work area, including resources, site tidiness and safe disposal of waste in accordance with current organisational and regulatory requirements within predetermined levels of authorisation

Performance Criteria 8

8 identify record and report any unplanned circumstances, relating to at least five of the following 8.1 occupiers 8.2 environment 8.3 vehicular access 8.4 hazards 8.5 trespass 8.6 near neighbours 8.7 public access 8.8 workplace conditions 8.9 health, safety and welfare 8.10 statutory regulations and limitations 8.11 codes of practice

Performance Criteria 9

9 manage/supervise the designated work area for operational purposes for at least five of the following 9.1 safe storage 9.2 temporary works 9.3 environmental considerations 9.4 plant and/or equipment 9.5 temporary services 9.6 access and egress 9.7 security 9.8 continuing use by occupiers 9.9 welfare facilities

Performance Criteria 10

10 arrange the safe storage and efficient use of materials and equipment to minimise handling, movement and wastage

Scope/range related to knowledge and understanding

1 application of knowledge for safe and healthy work practices, procedures and skills, relating to the method/area of work and materials used, to

1.1 understand own levels of authorisation and provide information, regarding the scope of the work and timescales for the work to be carried out to the people affected by the work including all third parties and stake holders

1.2 explain how the work programmes, the methods of work and dynamic risk assessments, in accordance with the method statement, were agreed with the workforce

1.3 monitor the methods used for communication, reporting, recording and retrieving project information to ensure that they remain effective

1.4 identify and record any breakdown in communications

1.5 implement and record any actions taken to effectively resolve communication issues in accordance with organisational procedures

1.6 provide information on how the work was organised and coordinated within predetermined levels of authorisation with other occupations associated with the works and the methods of work

1.7 produce records of how the resources were planned and organised in relation to the workforce, tools, plant, ancillary equipment, materials and information

1.8 detail how the designated work area and resources were organised in a safe and tidy manner in accordance with organisational requirements

1.9 explain how unplanned circumstances were identified and reported in relation to occupiers, environment, vehicular access, hazards, trespass, neighbours, public access, workplace conditions, theft, current health, safety, welfare, environmental and statutory regulations and limitations, and codes of practice

1.10 explain how the designated work area was managed and how information relating to safe storage, temporary works, environmental layout, plant and equipment, temporary services, access and egress, security, continuing use by occupiers and welfare facilities was reported

1.11 explain how the safe storage and use of materials and components were organised

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Date approved: January 2018, Indicative review date: February 2023

Validity: Current, Status: Original

Originating organisation: ConstructionSkills, Original URN: VR213

Relevant occupations: Construction and Building Trades Supervisors

Suite: Occupational Work Supervision (Construction)

Key words: Codes of Practice; Health, safety and welfare.

COSVR404

Erect and dismantle plant (cranes and rigs)

Overview

This standard is about interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting materials, components, plant, tools and ancillary equipment, preparing for operator or operator assisted erection and dismantling of mobile cranes and drilling, piling and demolition rigs. This standard is for people who individually, or as part of a team, erect and dismantle plant or machinery in particular cranes and rigs and can be used by operatives, supervisors and managers

Performance criteria

You must be able to:

- P1 interpret the given operating information relating to the use of plant or machinery and confirm its relevance
- P2 organise with others the sequence in which the work is to be carried out
- P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe and healthy work practices
- P4 request resources to sustain plant or machinery operations to complete the programme of work
- P5 select plant or machinery resources for the methods of work and operations to be carried out
- P6 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P7 comply with the given contract information to carry out the work efficiently to the required specification
- P8 complete the work within the allocated time, in accordance with the programme of work

Knowledge and understanding

You need to know and understand:

Performance Criteria 1 Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2 Organise with others

- K4 communication of ideas between team members
- K5 organisation of resources in conjunction with the progress of work
- K6 the skills required to carry out the work

Performance Criteria 3 Safe work practices

- K7 the level of understanding operatives must have of information for relevant, current legislation, Approved Codes of Practice and official guidance and how it is applied
- K8 how emergencies should be responded to and who should respond
- K9 the organisational security procedures for plant and/or machinery, tools, equipment and personal belongings
- K10 what the accident reporting procedures are and who is responsible for making the report
- K11 why, when and how health and safety control equipment should be used
- K12 how to comply with environmentally responsible work practices to meet the requirements of current legislation and official guidance

Performance Criteria 4 Request resources

- K13 the organisational procedures for requisitioning consumables and other resources

Performance Criteria 5 Selection of resources

K14 the characteristics, quality, uses, sustainability, limitations and defects associated with plant resources and how defects should be rectified

K15 how the resources should be used and how any problems associated with the resources are reported

K16 the organisational procedures to select resources, why they have been developed and how they are used

K17 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 6 Minimise the risk of damage

K18 how to protect work from damage and the purpose of protection

K19 why disposal of waste should be carried out safely and how it is achieved

Performance Criteria 7 Meet the contract specification

K20 how methods of work, to meet the specification, are carried out and problems reported

K21 how maintenance of plant and/or machinery, tools and equipment is carried out

Performance Criteria 8 Allocated time

K22 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

1 interpretation of drawings, specifications, schedules, risk assessments and manufacturers' information related to the work to be carried out

Performance Criteria 2

2 organisation of own work

3 communication with team members and other associated occupations about the operation and/or work to be carried out

Performance Criteria 3

4 avoidance of risk by complying with the given safety information relating to at least four of the following

4.1 methods of work

4.2 safe use of health and safety control equipment

4.3 safe use and storage of plant

4.4 safe use and storage of tools and equipment

4.5 safe use of access equipment

4.6 specific risks to health

Performance Criteria 4

5 follow organisational procedures for the requisition of consumables, materials and other resources

Performance Criteria 5

6 selection of resources associated with own work

6.1 attachments, tools and ancillary equipment

Performance Criteria 6

7 protection of the work and its surrounding area from damage

8 prevent damage and maintain a clean work space

9 disposal of waste in accordance with current legislation

Performance Criteria 7

10 demonstration of work skills to unload, load, site, measure, mark out, lay out, align, fit, position, connect, configure, dismantle, remove, adjust, secure, check and inspect

11 use and maintain hand tools, portable power tools, ancillary equipment and machinery

12 prepare, erect and dismantle plant to given working instructions for at least one of the following

- 12.1 mobile crane
 - 12.2 mobile tower crane
 - 12.3 self-erect equipment
 - 12.4 drilling rig
 - 12.5 piling rig
 - 12.6 demolition rig
- Performance Criteria 8
- 13 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Scope/range related to knowledge and understanding

Communication

- 1 discussions, sketches, electronic data and briefings
Disposal of waste
- 2 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance
Emergencies
- 3 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 3.1 fires, spillages, injuries
 - 3.2 emergencies relating to occupational activities
- 4 Hazards
those identified by method of work, risk/COSHH assessments, manufacturers' technical information, statutory regulations and official guidance
Health and safety control equipment
- 5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
 - 5.1 collective protective measures
 - 5.2 local exhaust ventilation (LEV)
 - 5.3 personal protective equipment (PPE)
 - 5.4 respiratory protective equipment (RPE)
- 6 Information
drawings, specifications, schedules, method statements, risk assessments, manufacturers' information
Legislation, Approved Codes of Practice and official guidance
- 7 this relates to the operative's responsibilities regarding potential accidents, health hazards and the environment whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting
Maintenance
- 8 operative care of hand tools and portable power tools, plant and ancillary equipment
Methods of work
- 9 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to
 - 9.1 erect and dismantle at least one of the following: mobile crane, mobile tower crane, drilling rig, piling rig, demolition rig
 - 9.2 consider ground conditions and work area
 - 9.3 fit, fasten and secure equipment
 - 9.4 dismantle and remove equipment
 - 9.5 recognise the requirements for controlling, directing and guiding the movement and operations of plant and machinery

9.6	identify valid certification for maintenance, inspection and thorough examination
9.7	recognise and determine when specific skills and knowledge are required and report accordingly
9.8	complete function checks
9.9	use hand tools, power tools, plant and equipment
9.10	record and report
10	team work and communication
11	use access equipment
12	needs of other occupations associated with the erection and dismantling of plant Problems
13	those arising from information, resources and methods of work
13.1	own authority to rectify
13.2	organisational reporting procedures Programme
14	types of progress charts, timetables and estimated times
15	organisational procedures for reporting circumstances which will affect the work programme
16	Protect work protect work against damage from general workplace activities, other occupations and adverse weather conditions Resources
17	materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and specialist
17.1	plant
17.2	hand and powered tools and equipment
18	identify weight, bearing, pressure, quantity, length and area associated with the method/procedure to erect and dismantle plant Security procedures
19	site, workplace, company and operative Skills
20	own occupation and occupations related to the work.
<p>Developed by: ConstructionSkills Version: 2 Date approved: January 2014 Indicative review date: January 2018 Validity: Current Status: Original Originating organisation: ConstructionSkills Original URN: VR404 Relevant occupations: Crane Drivers Suite: Plant Operations (Construction); Demolition (Construction); Piling Operations (Construction) Key words: Mobile crane; Mobile tower crane; Drilling rig; Piling rig; Demolition rig</p>	

COSVR760

Control, direct and guide the operation of plant or machinery

Overview

This standard is about interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting materials, components, tools and ancillary equipment to control direct and guide the operation of plant or machinery not being used for lifting operations but including plant or machinery used as work platforms. This standard is for people required to control, direct and guide the operation of plant or machinery; it is not for directing movement between locations or the slinging and signalling of plant or machinery for lifting and transferring loads in lifting operations. It does include people directing and guiding the operations of plant or machinery used as work platforms. It can be used by operatives, supervisors and managers.

Performance criteria**You must be able to:**

- P1 interpret the given operating information relating to the work, resources and the use of plant or machinery and confirm its relevance
- P2 organise with others the sequence in which the work is to be carried out
- P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe and healthy work practices
- P4 select plant or machinery resources for the methods of work and operations to be carried out
- P5 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P6 comply with the given contract information to carry out the work efficiently to the required specification
- P7 complete the work within the allocated time, in accordance with the programme of work

Knowledge and understanding**You need to know and understand:**

Performance Criteria 1 Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2 Organise with others

- K4 communication of ideas between team members
- K5 organisation of resources in conjunction with the progress of work
- K6 the skills required to carry out the work

Performance Criteria 3 Safe work practices

- K7 the level of understanding operatives must have of information for relevant, current legislation, Approved Codes of Practice and official guidance and how it is applied
- K8 how emergencies should be responded to and who should respond
- K9 the organisational security procedures for plant and/or machinery, tools, equipment and personal belongings
- K10 what the accident reporting procedures are and who is responsible for making the report
- K11 why, when and how health and safety control equipment should be used
- K12 how to comply with environmentally responsible work practices to meet the requirements of current legislation and official guidance

Performance Criteria 4 Selection of resources

- K13 the characteristics, quality, uses, sustainability, limitations and defects associated with plant resources and how defects should be rectified
- K14 how the resources should be used and how any problems associated with the resources are reported
- K15 the organisational procedures to select resources, why they have been developed and how they are used
- K16 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 5 Minimise the risk of damage

- K17 how to protect work from damage and the purpose of protection
- K18 why disposal of waste should be carried out safely and how it is achieved

Performance Criteria 6 Meet the contract specification

- K19 how methods of work, to meet the specification, are carried out and problems reported
- K20 how maintenance of plant and/or machinery, tools and equipment is carried out

Performance Criteria 7 Allocated time

- K21 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

1 interpretation of specifications, schedules, risk assessments and manufacturers' information related to controlling, directing and guiding the operation of plant or machinery not being used for lifting operations but including plant or machinery used as work platforms

Performance Criteria 2

2 organisation of own work 3 communication with team members and other associated occupations about the plant or machinery operation and the work to be carried out

Performance Criteria 3

4 avoidance of risk by complying with the given safety information relating to at least four of the following 4.1 methods of work 4.2 safe use of health and safety control equipment 4.3 safe use and storage of tools 4.4 safe use and storage of equipment 4.5 specific risks to health

Performance Criteria 4

5 selection of resources associated with own work 5.1 hand tools and ancillary equipment 5.2 signalling and communication equipment

Performance Criteria 5

6 protection of the work and its surrounding area from damage 7 prevent damage and maintain a clean work space 8 disposal of waste in accordance with current legislation

Performance Criteria 6

9 demonstration of work skills to measure, gauge, estimate, interpret, judge, explain, prepare, command, direct, guide, indicate, inform, instruct, sign, position, move, secure, signal and relay 10 use and maintain hand tools, ancillary equipment, signalling and communication equipment 11 control, direct and guide the plant or machinery not being used for lifting operations but including plant or machinery used as work platforms to given working instructions, relating to the following 11.1 hand signals 11.2 hand signalling equipment 11.3 verbal and electronic communication equipment

Performance Criteria 7

12 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Scope/range related to knowledge and understanding

Communication 1 discussions, sketches, electronic data and briefings, signalling and radio communication

Disposal of waste 2 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Emergencies 3 operative's response to situations in accordance with organisational authorisation and personal skills when involved with 3.1 fires, spillages, injuries 3.2 emergencies relating to occupational activities

Hazards 4 those identified by method of work, risk/COSHH assessments, manufacturers' technical information, statutory regulations and official guidance

Health and safety control equipment 5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment 5.1 collective protective measures 5.2 local exhaust ventilation (LEV) 5.3 personal protective equipment (PPE) 5.4 respiratory protective equipment (RPE)

Information 6 drawings, specifications, schedules, method statements, risk assessments, work instructions, manufacturers' information and official guidance for controlling, directing and guiding the operations of plant and machinery

Legislation and official guidance 7 this relates to the operative's responsibilities regarding potential accidents, health hazards and the environment whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance 8 operative care of hand tools, ancillary equipment signalling and communication equipment

Methods of work 9 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to 9.1 identify the differences between directing and guiding

operations, directing and guiding movement and slinging and signalling 9.2 interpret work plans 9.3 assess and determine the operation of plant and machinery not being used for lifting operation but including plant or machinery used as work platforms, to include own position, visibility, ground conditions and features, proximity hazards and weight limits 9.4 identify the operational characteristics and limitations of plant and machinery, width, length, height, radius, reach, capacity 9.5 recognise blind-spots, potential crush zones and other limitations to operator visibility 9.6 control, direct and guide the operation of plant and machinery not being used for lifting operations to extract, excavate, construct, form, receive, transport, access, lay, distribute, compact and process, sweep, clean and clear 9.7 assess and determine the movement of extracted and excavated materials or commodities including the formation and removal of stockpiles, unloading, discharging and loading 9.8 control, direct and guide the operation of plant and machinery not being used in lifting operations on rough, uneven terrain and in areas of restricted movement 9.9 ensure the integrity of equipment, structures, materials and components close to operations while directing and guiding 9.10 recognise and utilise measurement and operation monitoring aids, pegs, tapes, strings, lines and levels, electronic guidance equipment, global positioning systems and laser marking devices 9.11 check measurements 9.12 signal and communicate following recognised and agreed operational procedures 9.13 recognise requirements for working on public highways 9.14 recognise and determine when specific skills and knowledge are required and report accordingly 9.15 use hand tools and ancillary equipment 10 team work and communication 11 needs of other occupations associated with controlling, directing and guiding the operation of plant and machinery not being used in lifting operations but including plant or machinery used as work platforms

Problems 12 those arising from information, resources and methods of work 12.1 own authority to rectify 12.2 organisational reporting procedures

Programme 13 types of progress charts, timetables and estimated times 14 organisational procedures for reporting circumstances which will affect the work programme

Protect work 15 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources 16 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and specialist 16.1 signalling and communication equipment 16.2 hand tools and ancillary equipment 16.3 electronic guidance equipment, global positioning systems and laser marking devices 16.4 measuring equipment (pegs, tapes, strings, lines and levels) 17 identify weight and bearing pressures, quantity, length, area and volume associated with the method/procedure for directing and guiding the operation of plant and machinery

Security procedures 18 site, workplace, company and operative

Skills 19 own occupation and occupations related to the work

Developed by: ConstructionSkills Version number: 1
Date approved: January 2014, Indicative review date: January 2018
Validity: Current, Status: Original
Originating organisation: ConstructionSkills, Original URN: VR760
Relevant occupations: Other Drivers and Transport Operatives NE
Suite: Plant Operations (Construction)

Key words: Signalling equipment; Communication equipment; Hand signals; Laser marking devices; Electronic guidance equipment; Global positioning systems.

COSVR214

Allocate and monitor the use of plant, machinery, equipment or vehicles

Overview

This standard is about confirming and allocating the use of plant, machinery, equipment or vehicles on the job, adopting safe and healthy working practices, monitoring the use of plant, machinery, equipment, or vehicles, ensuring that plant, machinery, equipment or vehicles are operated safely and without risk to self and others,

and performing a supervisory role within craft and operative work areas as associated with work carried out in the built environment.

This standard is for people working in the occupational area of occupational work supervision and can be used by supervisors and managers.

Performance criteria

You must be able to:

- P1 confirm the plant, machinery, equipment or vehicles for the workplace and allocate it to the operations
- P2 ensure compliance with current health and safety information and implement working practices and other safeguards to minimise risks
- P3 report when plant, machinery, equipment, vehicles or their operators are unsuitable for use in the workplace
- P4 ensure information for the use of plant, machinery, equipment or vehicles is supplied to operators and supervise safe use
- P5 monitor and ensure all checks on plant, machinery, equipment or vehicles are carried out in accordance with organisational requirements
- P6 monitor completion dates and report when plant, machinery, equipment or vehicles have completed working activities and are no longer required

Knowledge and understanding

You need to know and understand:

- Performance Criteria 1
Check and allocate plant, machinery, equipment or vehicles
- K1 how to check the plant, machinery, equipment or vehicles are appropriate for use in the workplace and allocate it to the operations for which it is suitable
- Performance Criteria 2
Risks to health and safety
- K2 how to identify health and safety risks that are associated with the plant, machinery, equipment or vehicles being used
- K3 how to implement and enforce working practices and other safeguards to minimise risks
- K4 how to assess health and safety risks relating to plant, machinery, equipment or vehicles
- Performance Criteria 3
Unsuitable plant, machinery, equipment or vehicles
- K5 how to, record and report when plant, machinery, equipment or vehicles are unsuitable for use in the workplace
- Performance Criteria 4
Use of plant, machinery, equipment or vehicles
- K6 how to provide information to operators on how the plant, machinery, equipment or vehicles will be operationally used
- K7 how to supervise safe use of plant, machinery, equipment or vehicles
- K8 how to identify, record and report when an operator is unsuitable
- Performance Criteria 5
Monitor checks
- K9 how to monitor and ensure all checks on plant, machinery, equipment or vehicles are carried out in accordance with organisational requirements
- Performance Criteria 6
Return of plant, machinery, equipment or vehicles
- K10 how to record and report when plant, machinery, equipment or vehicles are no longer required

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

1 produce record(s) verifying that the suitability and allocation of the plant, machinery, equipment or vehicles are appropriate for the work being undertaken

Performance Criteria 2

2 carry out and record assessments on plant, machinery, equipment or vehicles to identify the health and safety risks associated with their use and ensure the implementation of safe working practices and other safeguards for the work being undertaken 3 carry out checks to verify that the operator is authorised to operate plant, machinery, equipment or vehicles

Performance Criteria 3

4 produce records of the reports detailing how the decision was reached and the alternatives suggested when plant, machinery, equipment or vehicles are identified as unsuitable for the work being undertaken

Performance Criteria 4

5 provide records of the types of operational information provided to the plant, machinery, equipment or vehicle operator 6 supervise the use of plant, machinery, equipment or vehicles to ensure they are being used or operated safely in accordance with given information

Performance Criteria 5

7 monitor, record and report how the checks on plant, machinery, equipment or vehicles were carried out in accordance with organisational requirements

Performance Criteria 6

8 produce records which support the decision that the plant, machinery, equipment or vehicles are no longer required

Scope/range related to knowledge and understanding

1 application of knowledge for safe and healthy work practices, procedures and skills, relating to the method/area of work and materials used, to

1.1 allocate plant machinery, equipment or vehicles and confirm the suitability of the type selected and its use

1.2 identify and assess the health and safety risks associated with plant, machinery, equipment or vehicles and the measures that should be applied to ensure safe working practices and avoidance of risks in relation to operators, workforce, members of the public, workplace visitors, owners of adjoining property and the environment

1.3 inform line managers, specialists and suppliers when plant, machinery, equipment or vehicles are unsuitable and why they do not meet operational efficiency or requirements, health and safety, reliability and usage requirements

1.4 provide information to operators on the use of plant, machinery, equipment or vehicles

1.5 monitor and ensure all checks on plant, machinery, equipment or vehicles are carried out in accordance with organisational requirements

1.6 supervise the use of plant, machinery, equipment or vehicles and ensure safe and efficient use

1.7 record and inform line managers, specialists and suppliers if the operator is unsuitable due to operational efficiency, health and safety, competence requirements, authorisation or usage requirements

1.8 record and inform line managers, specialists and suppliers when the plant, machinery, equipment or vehicles are no longer required

Developed by: ConstructionSkills Version number: 3

Date approved: February 2018, Indicative review date: March 2023

Validity: Current, Status: Original

Originating organisation: ConstructionSkills, Original URN: VR214

Relevant occupations: Construction and Building Trades Supervisors

Suite: Occupational Work Supervision (Construction); Piling Operations (Construction)

Key words: Safety Risks; Monitoring.

COSVR215**Monitor progress against work schedules****Overview**

This standard is about 1 interpreting information to determine progress of the work 2 recognising materials, components and equipment used with the work 3 implementing actions to forward progress with the work 4 performing a supervisory role within craft and operative work areas as associated with work carried out in the built environment.

Performance criteria**You must be able to:**

- P1 identify inappropriate specified resources, informing decision makers and suggesting suitable alternative resources
- P2 identify and quantify any deviations from planned progress which have occurred, or may occur, and which could disrupt the programme
- P3 confirm the circumstances of any deviations and agree and implement appropriate corrective action
- P4 identify options which are likely to produce savings in cost and time and help the contract progress, and pass these on to decision makers
- P5 inform decision makers about progress, changes to the operational programme and resource needs

Knowledge and understanding**You need to know and understand:**

Performance Criteria 1 Monitoring resources

K1 how to identify what are inadequate and inappropriate specified resources

K2 how to inform decision makers about inadequate and inappropriate specified resources, and suggest alternative resources

K3 how to specify alternative resources

Performance Criteria 2 Deviations in progress

K4 how to identify any deviations from planned progress which could disrupt the programme

K5 how to quantify any deviations from planned progress

Performance Criteria 3 Corrective actions

K6 how to confirm the circumstances of any deviations

K7 how to implement corrective action

K8 how to agree corrective action in circumstances of any deviations

Performance Criteria 4 Identify options

K9 how to identify options which are most likely to minimise increases in cost and time and help the contract progress

K10 how to communicate options which are most likely to minimise increases in cost and time, and help the contract progress, to decision makers

K11 when to inform decision makers about progress, changes to the operational programme, and resource needs

Performance Criteria 5 Decisions and actions

K12 how to inform the decision makers about actions that need to be taken

Additional information**Scope/range related to performance criteria**

Performance Criteria 1

1 identify and record inappropriate resources and the suggested alternatives, and inform decision makers

Performance Criteria 2

2 record(s) of identified and quantified deviation(s) that may affect the work schedule

Performance Criteria 3

3 record(s) of the agreed corrective action taken to overcome deviations

Performance Criteria 4

4 record(s) of information and recommendations about progress passed to decision makers which include options likely to minimise increases in cost and time

Performance Criteria 5

5 record(s) of information and recommendations passed to decision makers about progress which include options for changes and resource needs

Scope/range related to knowledge and understanding

Corrective action

1 restore progress in accordance with agreed programme 2 agree new completion dates 3 secure additional resources 4 alter planned work

Decision makers

5 the customer and/or representative 6 contractors 7 suppliers 8 line management

Deviations

9 resource shortages 10 design problems and constraints 11 lack of essential construction information 12 construction errors 13 inclement weather 14 physical (workplace) constraints

Programme

15 action lists 16 method statements 17 work costs

Quantifying

18 method of work 19 implication on resources

Resources

20 people 21 tools and ancillary equipment 22 materials and components 23 time 24 information

Developed by: ConstructionSkills Version number: 2

Date approved: January 2011, Indicative review date: February 2018

Validity: Current, Status: Original

Originating organisation: ConstructionSkills, Original URN: VR215

Relevant occupations: Construction and Building Trades Supervisors

Suite: Occupational Work Supervision (Construction)

Key words: Supervisory; Programme; Corrective-actions; Method of work; Deviations.

COSVR217

Implement procedures to support team’s performance

Overview

This standard is about interpreting information, supporting team and/or individual members to improve performance and deal with issues and concerns, following organisational disciplinary and grievance procedures and performing a supervisory role within craft and operative work areas as associated with work carried out in the built environment

This standard is for people working in the occupational area of occupational work supervision and can be used by supervisors and managers.

Performance criteria

You must be able to:

- P1 identify and record performance and bring to the attention of the team member concerned
- P2 provide the team member with the opportunity to discuss actual or potential issues and concerns affecting their performance
- P3 agree with the team member a course of action which is appropriate, timely and effective
- P4 ensure your team members are aware of information regarding disciplinary and grievance procedures

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Performance handling

K1 why it is important to acknowledge a team member's good performance K2 why it is important to promptly identify poor performance and bring it directly to the team member's attention

Performance Criteria 2

Communication

K3 how to encourage and enable team members to discuss their issues and concerns K4 why it is important to provide opportunities for team members to discuss issues and concerns

Performance Criteria 3

Providing support

K5 how to identify signs which could indicate that an individual has issues and concerns K6 how to make recommendations for improvements and development of individuals and the team

Performance Criteria 4

Information handling

K7 how to keep records of team briefings

K8 why it is important to maintain confidentiality (who may receive what information)

Additional Information**Scope/range related to performance criteria**

Performance Criteria 1

1 monitor and evaluate team members' performance using organisational performance measures

2 record and report feedback

3 record and report any issues brought to the attention of team members who have issues and concerns which are affecting their performance

Performance Criteria 2

4 record and report discussions with team members about issues and concerns

Performance Criteria 3

5 record and report the agreed actions to overcome issues and concerns

6 make recommendations for improvement and development

Performance Criteria 4

7 record and report briefings provided emphasising situations that may give rise to disciplinary and grievance procedures and how it would be instigated

Scope/range related to knowledge and understanding

1 application of knowledge for safe and healthy work practices, procedures and skills, relating to the method/area of work and materials used, to

1.1 monitor, measure and evaluate the performance of your team members in accordance within organisational requirements

1.2 recognise and feedback good performance of team members

1.3 recognise and record unsatisfactory performance of team members

1.4 discuss any instances of unsatisfactory performance with the individual to ascertain any possible operational or personal issues and concerns which may be affecting their performance

1.5 record the outcomes of the initial discussions

1.6 identify any possible solutions to the issues and concerns, and discuss with the individual

1.7 record the actions agreed with the individual to improve their performance and development

1.8 maintain confidentiality at all times and ensure the individuals employment rights are not compromised

1.9 provide reports to managers of the discussions held and actions agreed to

1.10 monitor the individuals performance to confirm the agreed actions are being implemented and are effective

1.11 carry out and record team briefings to ensure members are fully aware of the organisational disciplinary and grievance policies and procedures

Developed by: ConstructionSkills Version number: 3
Date approved: January 2018, Indicative review date: February 2023
Validity: Current, Status: Original
Originating organisation: ConstructionSkills, Original URN: VR217
Relevant occupations: Construction and Building Trades Supervisors
Suite: Occupational Work Supervision (Construction)
Key words: Development; Feedback, Team Performance

COSVR722

Plan demolition activities

Overview

This standard is about

- 1 implementing demolition requirements
- 2 prioritising demolition activities
- 3 identifying and scheduling further demolition requirements with decision-makers

Performance criteria

You must be able to:

- P1 confirm the work requirements against the information supplied
- P2 identify and review influencing factors and guidance material about the work environment
- P3 prioritise activities by assessing and accounting for all the influencing factors
- P4 amend priorities to take account of changing circumstances whilst maintaining consistency with the influencing factors
- P5 prepare plans or schedules and negotiate and agree them with decision makers

Knowledge and understanding

You need to know and understand:

Performance Criteria 1 Confirm work requirements

- K1 how to confirm work requirements for demolition activities against information sources
- K2 who to consult to confirm work requirements

Performance Criteria 2 Identify and review factors and guidance materials

- K3 how to identify and review influencing factors
- K4 how to identify and review guidance material
- K5 why you need to review influencing factors against guidance material

Performance Criteria 3 Prioritise activities

- K6 how to assess and account for influencing factors
- K7 how to prioritise demolition activities
- K8 why you need to prioritise demolition activities

Performance Criteria 4 Amend priorities

- K9 how to take account of changing circumstances
- K10 how to amend priorities when reviewing influencing factors

Performance Criteria 5 Prepare plans

- K11 how to prepare plans and schedules for demolition activities and schedules
- K12 how to negotiate and agree plans and schedules with decision-makers

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 records of confirming at least two of the following demolition activities against at least five of the following information sources
 - 1.1 demolition activities: soft strip; mechanical demolition; remote mechanical demolition; explosive demolition; selective demolition
 - 1.2 information sources: survey reports; design; contractual; statutory consents; risk assessments and method statements; programmes; records about the competence of people; sub-contractor arrangements; health, safety and environmental plan; Type 3 asbestos survey; service disconnection certificates; utilities survey report

Performance Criteria 2

- 2 records of consideration for at least three of the following influencing factors
 - 2.1 organisational requirements
 - 2.2 contractual requirements
 - 2.3 statutory requirements
 - 2.4 resource allocation
 - 2.5 working requirements
 - 2.6 environmental considerations
 - 2.7 weather conditions

- 3 records of consultation of at least two of the following guidance materials

- 3.1 owner's manuals
- 3.2 log books
- 3.3 maintenance schedules and manuals
- 3.4 practice guides and specifications
- 3.5 current legislation and official guidance

Performance Criteria 3

- 4 records of prioritising activities with consideration for influencing factors

Performance Criteria 4

- 5 records of amended priorities taking account of at least four of the following changing circumstances
 - 5.1 susceptibility to damage
 - 5.2 safety requirements
 - 5.3 need to inhibit and respond to deterioration
 - 5.4 compromised operational effectiveness
 - 5.5 weather conditions
 - 5.6 use or change of use
 - 5.7 meeting current legislation
 - 5.8 resources
 - 5.9 security threats

Performance Criteria 5

- 6 records of plans or schedules for at least three of the following demolition activities
 - 6.1 soft strip
 - 6.2 mechanical demolition
 - 6.3 remote mechanical demolition
 - 6.4 explosive demolition
 - 6.5 selective demolition

Scope/range related to knowledge and understanding

Activities

- 1 soft strip
- 2 mechanical demolition
- 3 remote mechanical demolition
- 4 explosive demolition
- 5 selective demolition

Changing circumstances

- 6 susceptibility to damage
- 7 safety requirements
- 8 need to inhibit and respond to deterioration
- 9 compromised operational effectiveness
- 10 weather conditions
- 11 use or change of use
- 12 meeting current legislation
- 13 resources
- 14 security threats

Influencing factors

- 15 organisational requirements
- 16 contractual requirements
- 17 statutory requirements
- 18 resource allocation
- 19 working requirements
- 20 environmental considerations
- 21 weather conditions

Information sources

- 22 survey reports
- 23 design
- 24 contractual
- 25 statutory consents
- 26 risk assessments and method statements
- 27 programmes
- 28 records about the competence of people
- 29 sub-contractor arrangements
- 30 health, safety and environmental plan
- 31 Type 3 asbestos survey
- 32 service disconnection certificates
- 33 utilities survey report

Guidance materials

- 34 owner's manuals
- 35 log books
- 36 maintenance schedules and manuals
- 37 practice guides and specifications
- 38 current legislation and official guidance

Developed by: ConstructionSkills Version number: 1

Date approved: October 2007, Indicative review date: July 2015

Validity: Current, Status: Original

Originating organisation: ConstructionSkills, Original URN: VR722

Relevant occupations: Construction and Building Trades Supervisors

Suite: Construction Site Supervision; Construction Site Management

Key words: Demolition; Implementing; Prioritising; Scheduling; Strip; Mechanical; Explosive; Selective.

COSVR723

Supervise demolition activities

Overview

This standard is about

- 1 monitoring demolition activities by pre-work and progress checks
- 2 controlling necessary resources
- 3 identifying problems and implementing corrective action

Performance criteria

You must be able to:

- P1 carry out the supervision of demolition site activities which will minimise disruption and maintain optimum performance
- P2 observe current legislation and official guidance appropriate to the work environment
- P3 identify and assess faults and problems and recommend and implement corrective action which conforms to safe working methods and practices
- P4 conduct pre-work checks to meet statutory requirements and maintain safe working methods and practices
- P5 keep accurate records of work progress checks, faults, problems, corrective action and quantities involved
- P6 identify, assess and maintain the necessary resources for demolition activities

Knowledge and understanding

You need to know and understand:

Performance Criteria 1 Carry out demolition

- K1 how to supervise programmed demolition activities
- K2 how to minimise disruption to other works during demolition activities
- K3 how to minimise disruption to people during demolition activities
- K4 how to apply methods that will optimise performance during demolition

Performance Criteria 2 Observe legislation and guidelines

- K5 what current legislation and official guidance applies directly to demolition activities

Performance Criteria 3 Identify and assess faults and problems

- K6 common demolition faults and problems
- K7 how to assess faults and problems
- K8 how to make recommendations and implement corrective action for faults and problems

Performance Criteria 4 Conduct pre-work checks

- K9 how to conduct pre-work demolition checks in order to meet statutory requirements
- K10 how to record pre-work demolition checks
- K11 why you need to conduct pre-work demolition checks

Performance Criteria 5 Keep accurate records

- K12 how to keep accurate records of work progress demolition checks including faults, problems, corrective action and quantities used
- K13 why accurate records are needed

Performance Criteria 6 Identify, assess and maintain resources

- K14 how to identify the necessary resources for demolition activities
- K15 how to assess the quality of resources for demolition activities
- K16 how to maintain the necessary resources for demolition activities

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 records of programmes for at least two of the following demolition activities
- 1.1 soft strip
- 1.2 mechanical demolition
- 1.3 remote mechanical demolition
- 1.4 explosive demolition

- 1.5 selective demolition
- Performance Criteria 2
- 2 protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following
 - 2.1 methods of work
 - 2.2 risk assessment
 - 2.3 safe use and storage of tools
 - 2.4 safe use and storage of materials
 - 2.5 traffic management
 - 2.6 emergency plans
- Performance Criteria 3
- 3 records of dealing with at least three of the following demolition faults and problems
 - 3.1 limitations of design choices
 - 3.2 construction errors
 - 3.3 identification of further utilities
 - 3.4 heritage concerns
 - 3.5 environmental concerns
 - 3.6 incorrect maintenance
 - 3.7 identification of hazardous materials
 - 3.8 breaches of security
- Performance Criteria 4
- 4 records of checks for at least one of the following
 - 4.1 condition
 - 4.2 fit for purpose
 - 4.3 health and safety
- Performance Criteria 5
- 5 records of work progress checks detailing faults, problems, corrective actions taken and quantities involved
- Performance Criteria 6
- 6 records of the acquisition and maintenance for at least three of the following resources for at least two of the following demolition activities
 - 6.1 resources: people; plant, equipment or machinery; materials and components; sub-contractors; information; work and facilities; waste management; utility providers
 - 6.2 demolition activities: soft strip; mechanical demolition; remote mechanical demolition; explosive demolition; selective demolition
- Scope/range related to knowledge and understanding**
- Corrective action
 - 1 redesign
 - 2 reconfigure
 - 3 restrict
 - 4 reposition
 - 5 repair
 - 6 replace
 - 7 clean
- Demolition activities
 - 8 soft strip
 - 9 mechanical demolition
 - 10 remote mechanical demolition
 - 11 explosive demolition
 - 12 selective demolition

- Demolition checks
- 13 condition
- 14 fit for purpose
- 15 health and safety
- Faults and problems
- 16 limitations of design choices
- 17 construction errors
- 18 identification of further utilities
- 19 heritage concerns
- 20 environmental concerns
- 21 incorrect maintenance
- 22 identification of hazardous materials
- 23 breaches of security
- People
- 24 workforce
- 25 other personnel on site
- 26 members of the public
- 27 occupiers
- 28 site visitors
- 29 people affected by on-site operations
- Resources
- 30 people
- 31 plant, equipment or machinery
- 32 materials and components
- 33 sub-contractors
- 34 information
- 35 work area and facilities
- 36 waste management
- 37 utility providers
- Statutory requirements
- 38 test
- 39 examination
- 40 inspection
- 41 certification

Developed by: ConstructionSkills Version number: 1
 Date approved: October 2007, Indicative review date: July 2015
 Validity: Current, Status: Original
 Originating organisation: ConstructionSkills, Original URN: VR723
 Relevant occupations: Construction and Building Trades Supervisors
 Suite: Construction Site Supervision; Construction Site Management
 Key words: Supervise; Monitoring; Controlling; Demolition; Strip; Mechanical; Explosive; Selective.

COSVR718

Hand over property

Overview

- This standard is about
- 1 confirming the property meets the agreed specifications
 - 2 ensuring a property is ready to be handed over
 - 3 providing the recipient with appropriate information

Performance criteria**You must be able to:**

- P1 negotiate and confirm procedures and time for handing over the property
- P2 analyse completed work against property specifications, identify and record any discrepancies
- P3 take appropriate action to resolve any problems that emerge from an inspection of the property
- P4 ensure the property is clean and tidy and all redundant materials are removed
- P5 observe current legislation and official guidance appropriate to the work environment
- P6 provide the recipient with all relevant documents, materials, information and keys or access media
- P7 advise the recipient of the procedure for contacting the appropriate people in the event of any problems

Knowledge and understanding**You need to know and understand:**

Performance Criteria 1 Confirm procedures

- K1 how to negotiate and confirm hand over procedures with the people responsible
- K2 how to negotiate and agree hand over times
- K3 why you need to follow agreed hand over procedures

Performance Criteria 2 Analyse property specifications

- K4 how to analyse property specifications in order to compare details with completed tasks
- K5 how to check the property against the property specification and record results
- K6 how to identify discrepancies between property specifications and completed tasks

Performance Criteria 3 Resolve problems

- K7 how to inspect the property and record results
- K8 how to take appropriate action to resolve problems identified during inspection of the property

Performance Criteria 4 Ensure property is clean and tidy

- K9 how to ensure the property is clean and tidy and problems are resolved before handover
- K10 how to ensure all redundant materials are removed

Performance Criteria 5 Observe legislation and guidance

- K11 what current legislation and official guidance applies directly to the hand over of property

Performance Criteria 6 Provide information

- K12 how to ensure relevant information is available for recipient
- K13 how to provide relevant information to the recipient

Performance Criteria 7 Advise the recipient

- K14 how to provide the recipient with details of the appropriate people to contact in the event of any problems

Additional Information**Scope/range related to performance criteria**

Performance Criteria 1

- 1 records of consultation with the people responsible for the implementation, time of the hand over and confirmation of the procedures to be followed

Performance Criteria 2

- 2 records of identified specification checks showing any identified discrepancies

Performance Criteria 3

- 3 records of inspections conducted showing action taken to resolve any problems

Performance Criteria 4

- 4 records of preparation activities undertaken prior to the hand over

Performance Criteria 5

- 5 protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following

- 5.1 methods of work

- 5.2 risk assessment
- 5.3 safe use and storage of tools
- 5.4 safe use and storage of materials
- 5.5 traffic control
- 5.6 emergency plans
- Performance Criteria
- 6 records of the details about the property provided to the recipient
- Performance Criteria
- 7 records of the information provided for the recipient in the event of problems arising after the hand over

Scope/range related to knowledge and understanding

Completed tasks

- 1 demolition
- 2 building
- 3 refurbishment
- 4 conservation
- 5 repair
- 6 maintenance

Discrepancies

- 7 dimensions
- 8 finishings
- 9 fittings and services
- 10 quality
- 11 quantity
- 12 structure

Problems

- 13 cleanliness
- 14 damage
- 15 removal of redundant materials
- 16 dimensions
- 17 finishings
- 18 fittings and services
- 19 quality
- 20 quantity
- 21 structure
- 22 health and safety issues
- 23 access and egress

Legislation and official guidance

- 24 warrantees
- 25 certificates
- 26 guarantees
- 27 organisational procedures

People responsible

- 28 the client, customer or their representative
- 29 contractors
- 30 consultants
- 31 sub-contractors
- 32 suppliers
- 33 workforce
- 34 internal management

Recipient

- 35 the client, the customer or their representative
- 36 internal representative
- 37 new owner
- 38 existing owner
- 39 main contractor
- 40 sub contractors
- 41 third parties
- 42 local authority

Relevant information

- 43 utility meter(s) location
- 44 communication systems
- 45 appliance operation details
- 46 access and egress systems
- 47 security
- 48 arrangements for refuse collection
- 49 local amenities
- 50 danger zones

Developed by: ConstructionSkills Version number: 1

Date approved: October 2007, Indicative review date: July 2015

Validity: Current, Status: Original

Originating organisation: ConstructionSkills, Original URN: VR718

Relevant occupations: Construction and Building Trades Supervisors

Suite: Construction Site Supervision

Key words: Property; Specifications; Recipient; Hand; Over.

APPENDIX 3 - ASSESSMENT TEMPLATE DOCUMENTS

3A: Sample Form Assessment plan and review	
Candidate name:	
Employer/location:	Date:
Qualification:	
Unit(s):	
Elements:	
Assessor:	
Period of Review: <small>(should not normally exceed 12 weeks)</small>	Proposed Date for next review:

Part 1 – Activities / Tasks / Learning / Training undertaken since last review:

Part 2a – ‘Progress to date’ specifying units/elements/modules achieved to date (the progress recorded **must** tie in with the associated ‘**Summary of Achievement Record**’):

Part 2b – Identified **barriers** to progress (please detail here any issues relating to the programme delivery, which have impacted negatively on progress e.g. attendance times, learning difficulties, suitability of training/learning materials, physical barriers to participation, health issues, attitude etc):

*

Part 2c – Solutions proposed to address the above barriers:

Part 3 – Agreed ‘**assessment planning**’ & action required for the next review (proposed methods of evidence collection must be recorded & proposed assessment methods must be selected):

Element:

Proposed Assessment Methods/Sources of Evidence:

<p>N.B. Methods of evidence collection may include: either hard copy records or electronic records such as audio recordings, scanned documents, photographs etc.</p>	CrossRef	RPL	OBS	Questioning	PS	WR	D	WT
<p>Key: Assessment Methods/Sources of Evidence</p> <p>CrossRef = Cross Referencing RPL= Recognition of Prior Learning OBS = Observation PS = Personal Statement WR = Work Record D = Discussion WT= Witness Testimony</p>								

<p>Part 4 – Additional comments / issues (e.g. health & safety issues):</p>
<p>Part 5 – Candidate comments/feedback/evaluation:</p>

Part 6 – Employer comments on progression and achievement noted in **Part 2a**:

Part 7 – Assessor Feedback/Assessment Judgements/Decisions/Outcome

Candidate Signature: Date:

Assessor Signature: Date:

Employer Signature (where present): Date:

Employer Name and position:

**3B: Sample Form
Assessor report**

Qualification:	
Candidate:	
Assessor:	
Date:	
Unit/ element:	
Location/ circumstance:	
Details of observation/ question/ answers/ discussion	Ref

Details of observation/ question/ answers/ discussion	Ref
Details of observation/ question/ answers/ discussion	Ref
Assessors comments (state whether candidate is competent)	
Assessor signature	
Candidate signature	

3C: Sample Form Witness testimony

Qualification:

Unit:

Element(s):

Candidate Name:

Witness Name:



Witness Contact Details:

Describe your construction and any assessment qualifications/ experience:

Describe your relationship with the candidate:

Date of evidence:

Testimony and comment on candidate’s performance

Witness Signature & Date:

Candidate Signature & Date:

Assessor Signature & Date:

**3D: Sample Form
Candidate personal statement**

Qualification:

Candidate name:

Element(s)	Date	Statement / evidence

Candidate's signature:		
Assessor's signature: Date:		

APPENDIX 4 - ASSESSOR TEMPLATE DOCUMENTS

4A: Sample Form Element achievement record
Candidate name:
Qualification:
Unit title:
Element(s):
Assessor:



Evidence ref:	Evidence description *	Location **	Performance criteria					Knowledge and understanding				

***Key: Assessment Methods/Sources of Evidence**
CrossRef = Cross Referencing **RPL**= Recognition of Prior Learning **OBS**= Observation
Q&A= Questioning **PS**= Personal Statement **WR** = Work Record **D**= Discussion
WT= Witness Testimony

***Should refer to whether the evidence can be found in the portfolio ('PF') or elsewhere, if so state location of evidence*

4B: Sample Form Unit progress record
Qualification:
Unit title:
I confirm that the candidate has been assessed as competent for this unit



Assessor name	Assessor signature	Date
I confirm that I have been assessed as competent and that the evidence produced is from work that is all mine		
Candidate name	Candidate signature	Date
I confirm that I have internally verified this unit and confirm that the candidate is competent (this section must be completed where the assessor is unqualified)		
IV name	IV signature	Date

APPENDIX 5 - INTERNAL VERIFIER TEMPLATE DOCUMENTS

5A: Sample Internal Verification Strategy

This document indicates what may be covered as part of an internal verifier's strategy. An effective internal verification strategy ensures:

- A forum for discussion of borderline cases
- Assessor networking and sharing of good practice
- Valid, reliable and consistent training and/or assessment



- Recorded assessment decisions which are appropriate, consistent, fair, transparent and equitable
- Clarity for candidates about assessment requirements
- Effective preparation and presentation for external verification
- Reduction in level of direct external verification scrutiny

To underpin the IV/ verification process a plan of internal activity should be developed indicating

- what will happen
- when it will happen
- who will be involved

New instructors/assessors must:

- a) be supplied with assessment and materials
- b) clearly understand assessment requirements and procedures

All assessors must:

- a) know the name of the person who will manage the IV process and the name of the IV
- b) know how IV/ verification will happen, when it will happen and who will be involved
- c) be informed about issues raised through previous internal and external quality assurance

On Course Monitoring

The IV should:

- a) Sample assessments to ensure that:
 - feedback to candidates is clear and constructive
 - teaching and assessment activities are standard and appropriate
 - assessment decisions are fair and consistent
 - teaching and assessment records are clear
- b) Undertake standardisation activities
- c) Ensure candidates understand assessment requirements
- d) Provide advice and support for Assessors and share good practice
- e) Identify good assessment practice
- f) Record internal verification activities and findings, list action points and report to instructors/assessors and the EV
- g) Liaise with the EV as necessary

End of Course Checking

The IV should:

- a) monitor progress against previous action points
- b) ensure assessment records are complete and accurate



- c) ensure evidence of achievement is appropriate and standardised
- d) record internal verification activities and findings, list action points, and report these to assessors and the EV

Guidance on Sampling and Record Keeping

What do IVs/IVs sample and why?

IVs are responsible for monitoring the quality of assessment, hence the need for them to sample assessment practices and decisions. It is not usually possible or necessary to verify every aspect of assessment at each internal verification. A properly selected representative sample should identify any issues with assessment practices and decisions.

Selecting a sample

To select a representative sample, IVs must take account of factors which may impact on the quality of assessment. These factors are used to define a sampling strategy that determines the size of the sample and enables judgements to be made.

Key factors to consider are:

- Sites of delivery
- Number and experience of Assessors
- Number of courses/assessments
- Previous IV actions/recommendations
- Assessment methods
- Special arrangements
- EV recommendations
- Borderline cases
- Anything else that you think might impact on assessment decisions

The sample should include an element of random selection by the IV. It is not necessary to sample across every aspect of the programme at each event but the plan should seek to cover everything over a period of time, e.g. 3 years.

Which records should be kept?

Records of internal quality assurance/ verification must be kept and made available to the EV during monitoring visits. These should demonstrate that the internal verification procedures have been carried out. IVs should record two sets of information:

1. The sample taken by the IV
2. The comments and feedback to the Assessor following the sampling exercise, showing any recommendations or action required and how this was resolved.



There is a sample form shown below that you may use or adapt to suit your own requirement.

5B: Sample Form
Internal verification - sampling assessment decisions

Unit/qualification:

Location:

Assessor name:



Candidate Name	Sampling element ¹	Was the assessment method appropriate?	Is there sufficient evidence that outcomes have been met?	Is the evidence appropriate for the level?	Comments
Comments					

Signed: (IV) **Date:**

Signed: (Assessor) **Date:**

**5C: Sample Form
Internal verification – observation of assessors**

Internal Verifier's Name:

Assessor's Name:

¹ Was this a learning outcome across candidates, or a whole unit or one method of assessment?

Candidate's Name:

Qualification Title:

Unit Assessed:

Element Assessed:

Date of Observation:

Location of Assessment:

Prior to the assessment had the Assessor:	Yes	No	Comments:
Developed a written Assessment Plan for the candidate			
Checked that the facilities, resources and information required for the assessment were available and ready for use			
Briefed the candidate on how the assessment would take place and what would be assessed			
During the assessment did the Assessor:	Yes	No	Comments:
Conduct the assessment unobtrusively without interfering with the candidate's performance			

Encourage the candidate to satisfy the specified Assessment Criteria			
Ask questions clearly in an encouraging tone and manner without leading the candidate			
Ensure that sufficient questions were asked and that they were justifiable and relevant to the Unit assessed			

During the assessment did the Assessor (continued):	Yes	No	Comments:
Ensure that the atmosphere created during the assessment was pleasant and conducive			
Clarify and resolve any concerns that the candidate had during the assessment			
Clearly inform the candidate of the assessment decision i.e. 'achieved' or 'requires further practice'			
After the assessment did the Assessor:	Yes	No	Comments:
Provide feedback that was clear, constructive, met the candidate's needs and was appropriate to his/her level of confidence			
Encourage the candidate to comment on the assessment			



decision and how he/she was assessed			
Complete the Unit assessment documentation and ensure it was fully signed and dated			
Overall feedback to Assessor:			
Assessor's comments on the IV's feedback:			

Assessor's Signature:
Date:.....
Internal Verifier's Signature:
Date:.....