

COSVR396 - SQA Unit Code DY02 04

Direct and guide the movement of plant or machinery



Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components, tools and/or ancillary equipment to direct and guide the movement of loads or the movement and operations of plant or machinery
- 4 preparing for and directing and guiding the movement of loads or the movement and operations of plant or machinery

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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 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

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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

You need to know and understand:

- 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

You need to know and understand:

- 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 and when **personal protective equipment (PPE)** should be used

Performance Criteria 4

Selection of resources

You need to know and understand:

- K12 the characteristics, quality, uses, 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

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You need to know and understand:

Performance Criteria 5
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

You need to know and understand:

Performance Criteria 6
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

You need to know and understand:

Performance Criteria 7
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

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Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, method statements 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 avoid hazards by following given safety information, including the use of personal protective equipment (PPE) to carry out the activity in accordance with legislation, Approved Codes of Practice and/or organisational requirements
- 5 safe use and storage of tools and equipment

Performance Criteria 4

- 6 selection of resources associated with own work
 - 6.1 hand tools and ancillary equipment
 - 6.2 signalling and communication equipment

Performance Criteria 5

- 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 6

- 10 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
- 11 use and maintain hand tools, ancillary equipment and signalling and communication equipment
- 12 direct and guide the movement of loads or movement and operations of plant or machinery to given working instructions, relating to the following
 - 12.1 hand signals
 - 12.2 hand signalling equipment
 - 12.3 verbal/electronic communication

Performance Criteria 7

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

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Scope/range related to knowledge and understanding

Communication

1 discussions, sketches, 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

Information

5 drawings, specifications, schedules, method statements, manufacturers' information and Codes of Practice for the direction and guidance of plant or machinery

Legislation, Approved Codes of Practice 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, 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, ancillary equipment, signalling and communication equipment

Methods of work

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

8.1 assess and determine the movement of loads or movement and operations of plant or machinery

8.2 direct and guide the movement of loads or movement and operations of plant or machinery

8.3 signal and communicate following recognised/agreed operational procedures

8.4 use hand tools and ancillary equipment

9 team work and communication

10 needs of other occupations associated with directing and guiding loads or plant or machinery

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Personal protective equipment (PPE)

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

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 signalling and communication equipment

16.2 hand tools and ancillary equipment

17 methods of calculating weight/bearing pressures, identifying centre(s) of gravity and quantity, length and area associated with the method/procedure for directing and guiding the movement of loads or plant or machinery

Security procedures

18 site, workplace, company and operative

Skills

19 own occupation and occupations related to the work

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