

COSVR633 - SQA Unit Code F00W 04

Set up and use fixed machinery



Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 setting up fixed machinery and working timber and/or non-ferrous metal

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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 carry out pre-start preparation inspections on power tools and equipment in accordance with approved procedures
- P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P5 carry out operations using power tools and equipment in accordance with safe working practices to achieve the work outcome
- P6 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

Safe work practices

You need to know and understand:

- K4 the types of **fire extinguishers** and how and when they are used
- K5 how **emergencies** should be responded to and who should respond
- K6 the organisational **security procedures** for tools, equipment and personal belongings
- K7 why, when and how **health and safety control equipment** should be used

Performance Criteria 3

Pre-start preparation

You need to know and understand:

- K8 the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied
- K9 what the accident reporting procedures are and who is responsible for making the report

Performance Criteria 4

Minimise the risk of damage

You need to know and understand:

- K10 how to **protect work** from damage and the purpose of protection
- K11 why **disposal of waste** should be carried out safely and how it is achieved

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You need to know and understand:

Performance Criteria 5

Use of tools and equipment

- K12 how **methods of operation**, to meet the required outcome, are carried out and **problems** reported
- K13 how the **resources** should be used and how any **problems** associated with the **resources** are reported
- K14 the **hazards** associated with the **resources** and **methods of operation** and how they are overcome
- K15 how **maintenance** of tools and equipment is carried out

You need to know and understand:

Performance Criteria 6

Allocated time

- K16 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, cutting lists, manufacturers' information and operating instructions related to the work to be carried out

Performance Criteria 2

- 2 avoidance of risk by following 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

Performance Criteria 3

- 3 checks carried out in accordance with legislation, official guidance and/or organisational requirements

Performance Criteria 4

- 4 protection of the machine 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 measure, mark out, fit, finish, position and secure
- 8 use and maintain tools, ancillary equipment and safety aids
- 9 set up and operate at least six of the following machines
 - 9.1 circular saw
 - 9.2 planer
 - 9.3 thicknesser
 - 9.4 bandsaw
 - 9.5 morticer
 - 9.6 tenoner
 - 9.7 spindle moulder
 - 9.8 drill
 - 9.9 grinder
 - 9.10 sander

Performance Criteria 6

- 10 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

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, 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, cutting lists, manufacturers' information and regulations governing the use of machinery to work timber or non-ferrous metal

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, in confined spaces, 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 safety aids, tools and ancillary equipment

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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 set up machines: circular saw, planer, thicknesser, bandsaw, morticer, tenoner, spindle moulder, drill, grinder and sander
 - 9.2 check the operation of machines
 - 9.3 cut material to size and shape
 - 9.4 plane materials to size
 - 9.5 change sawblades (circular and band), planer knives, morticer tooling, tenoner and spindle moulder cutting blocks
 - 9.6 mortice materials
 - 9.7 change drills and taps
 - 9.8 change discs
 - 9.9 cut sections straight and shaped
 - 9.10 grind, finish and texture surfaces
 - 9.11 drill and tap materials
 - 9.12 use tools and equipment
- 10 team work and communication
- 11 needs of other occupations associated with setting up and using fixed machinery

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 sustainability of standard and/or specialist
 - 16.1 accessories
 - 16.2 tools and equipment
- 17 methods of calculating quantity, length, area and wastage associated with the method/procedure to set up and use fixed machinery

Security procedures

- 18 site, workplace, company and operative

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