

# COSVR717 - SQA Unit Code F3DY 04

## Supervise highways maintenance or repair activities



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### Overview

This standard is about

- 1 monitoring highways maintenance or repair activities by pre-work and progress checks
- 2 controlling necessary resources
- 3 identifying problems and implementing corrective action

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### Performance criteria

- You must be able to:*
- P1 carry out programmed maintenance or repair 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 update maintenance recording systems, implement them and monitor their use
  - P5 conduct pre-work checks to meet statutory requirements and maintain performance using safe working methods and practices
  - P6 keep accurate records of work progress checks, faults, problems, corrective action and quantities involved
  - P7 identify, assess and maintain the necessary resources for maintenance activities

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### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Carry out maintenance or repair

- K1 how to carry out programmed **maintenance** or **repair**
- K2 how to minimise disruption to the works during **maintenance** or **repair** activities on **highways**
- K3 how to minimise disruption to the general public during **maintenance** or **repair** activities on **highways**
- K4 how to apply methods that will optimise performance during **maintenance** or **repair** of **highways**

#### Performance Criteria 2

##### Observe legislation and guidance

*You need to know and understand:*

- K5 what current legislation and official guidance applies directly to **maintenance** or **repair** activities on **highways**

#### Performance Criteria 3

##### Identify and assess faults and problems

*You need to know and understand:*

- K6 common **faults and problems** with **highways**
- K7 how to assess **faults and problems** with **highways**
- K8 how to make recommendations and implement **corrective action** for **faults and problems** with **highways**
- K9 how to conform to safe working methods and practices when implementing **corrective action** for **faults and problems** with **highways**

#### Performance Criteria 4

##### Update maintenance record systems

*You need to know and understand:*

- K10 types of **maintenance** record systems
- K11 how to update **maintenance** record systems
- K12 why **maintenance** records need to be updated

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*You need to know and understand:*

### **Performance Criteria 5**

#### **Conduct inspections**

- K13 how to conduct pre-work **checks** in order to meet **statutory requirements**
- K14 how to ensure performance is maintained and safe working practices are used while conducting inspections

*You need to know and understand:*

### **Performance Criteria 6**

#### **Keep accurate records**

- K15 how to keep accurate records of work progress **checks** including **faults and problems, corrective action** and quantities

*You need to know and understand:*

### **Performance Criteria 7**

#### **Identify, assess and maintain resources**

- K16 how to identify the necessary **resources** for **repair** or **maintenance activities**
- K17 how to assess the quality of **resources** for **repair** or **maintenance activities**
- K18 how to maintain the necessary resources for repair or maintenance activities

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### Additional Information

#### Scope/range related to performance criteria

#### Performance Criteria 1

- 1 records of confirming at least two of the following maintenance activities and at least five of the following repair activities on at least one of the following highways
  - 1.1 maintenance activities: scheduled and preventative; unscheduled and corrective; emergency
  - 1.2 repair activities: structure; surface; materials; markings; fittings; power and light; drainage; telecommunications; special services and equipment; landscaping; traffic controls; fencing
  - 1.3 highways: dual carriageway; single carriageway; carriageway with footway; motorway; cycle way; carriageway with hard shoulder

#### 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 and materials
  - 2.4 traffic control
  - 2.5 emergency plans

#### Performance Criteria 3

- 3 records of dealing with at least three of the following faults and problems
  - 3.1 limitations of design choices
  - 3.2 manufacturing and construction errors
  - 3.3 installation errors
  - 3.4 incorrect use
  - 3.5 incorrect maintenance

#### Performance Criteria 4

- 4 records of updating maintenance recording systems for at least one of the following maintenance activities
  - 4.1 regular programmes
  - 4.2 tendered works
  - 4.3 responsive works
  - 4.4 winter maintenance
  - 4.5 traffic maintenance (signing, lighting, guarding)
  - 4.6 lump sum or fixed price

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### **Performance Criteria 5**

- 5 records of inspections for at least one of the following
  - 5.1 condition
  - 5.2 performance
  - 5.3 health and safety

### **Performance Criteria 6**

- 6 records of work progress checks detailing faults, problems and corrective action taken

### **Performance Criteria 7**

- 7 records of the acquisition and maintenance for at least two of the following resources for at least two of the following activities
  - 7.1 resources: people; plant, equipment or machinery; materials and components; sub-contractors; information; work and facilities; waste management; utility providers
  - 7.2 maintenance activities: regular programmes; tendered works; responsive works; winter maintenance; traffic management (signing, lighting, guarding); lump sum or fixed price

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### Scope/range related to knowledge and understanding

#### Checks

- 1 condition
- 2 performance
- 3 health and safety

#### Corrective action

- 4 reconfigure
- 5 repair
- 6 replacement
- 7 cleaning
- 8 redecorating
- 9 improvement
- 10 refurbishment

#### Faults and problems

- 11 limitations of design choices
- 12 manufacturing and construction errors
- 13 installation errors
- 14 incorrect use
- 15 incorrect maintenance

#### Highways

- 16 dual carriageway
- 17 single carriageway
- 18 carriageway with footway
- 19 motorway
- 20 cycle way
- 21 carriageway with hard shoulder

#### Maintenance

- 22 scheduled and preventative
- 23 unscheduled and corrective
- 24 emergency

#### Maintenance activities

- 25 regular programmes
- 26 tendered work
- 27 responsive works
- 28 winter maintenance
- 29 traffic management (signing, lighting and guarding)
- 30 lump sum or fixed price

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### **Repair**

- 31 structure
- 32 surface
- 33 material
- 34 markings
- 35 fittings
- 36 power and light
- 37 drainage
- 38 telecommunications
- 39 special services and equipment
- 40 landscaping
- 41 traffic control
- 42 fencing

### **Resources**

- 43 people
- 44 plant, equipment or machinery
- 45 materials and components
- 46 sub-contractors
- 47 information
- 48 work area and facilities
- 49 waste management
- 50 utility providers

### **Statutory requirements**

- 51 test
- 52 examination
- 53 inspection
- 54 certification



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