

COSVR735 - SQA Unit Code F3GW 04

Control project progress against agreed quality standards



Overview

This standard is about

- 1 implementing specified operational quality assurance
- 2 implementing control processes and procedures
- 3 making improvements as a result of monitoring and collecting feedback from others

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Performance criteria

- You must be able to:*
- P1 identify and interpret quality standards from available information, and pass them to people responsible for their implementation before they start work
 - P2 specify clearly and unambiguously the responsibilities which individuals have for maintaining quality standards
 - P3 set up systems to inspect and control the quality of the work
 - P4 regularly check that work conforms to the design requirements and the specified quality standards
 - P5 identify work which fails to meet the requirements and specified quality standards and implement corrective action
 - P6 inform decision-makers about significant variations of quality standards and recommend solutions they need to make and actions they need to take
 - P7 identify conflicts between quality standards and refer them to decision-makers for resolution
 - P8 identify improvements from feedback received and recommend them to decision-makers
 - P9 agree amendments to the project quality standards and record them accurately

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Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Identify and interpret quality standards

- K1 how to identify and interpret **quality standards**
- K2 how to pass **quality standards** on to **people responsible** for implementing them before starting work on a contract

Performance Criteria 2

Specify responsibilities

- K3 how to specify the responsibilities which individuals have for maintaining **quality standards**
- K4 why you need to specify the responsibilities which individuals have for maintaining **quality standards**
- K5 how to produce a site quality plan or procedure in accordance with the **quality standards**

You need to know and understand:

Performance Criteria 3

Set up quality control systems

- K6 how to set up **systems** for inspecting and controlling the quality of **work** and record the outcomes
- K7 why you need to set up **systems** for inspecting and controlling the quality of **work** and record the outcomes

You need to know and understand:

Performance Criteria 4

Check standards of work

- K8 how to check that **work** conforms to design requirements and the specified **quality standards**

You need to know and understand:

Performance Criteria 5

Identify sub-standard work

- K9 how to identify and record **work** that fails to meet the requirements and specified **quality standards**
- K10 how to implement corrective action where **work** fails to meet the requirements and specified **quality standards**

You need to know and understand:

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You need to know and understand:

Performance Criteria 6

Inform of variations

- K11 how to inform decision-makers about significant variations in **quality standards** that may affect programme, safety implications and the finish to the product
- K12 how to recommend solutions which decision-makers need to make about significant variations in **quality standards** and advice on the actions they need to take
- K13 how to recommend improvements to decision-makers
- K14 why you need to recommend solutions and improvements

You need to know and understand:

Performance Criteria 7

Conflicts

- K15 how to identify conflicts between **quality standards**
- K16 how to refer conflicting **quality standards** to decision-makers for resolution

You need to know and understand:

Performance Criteria 8

Identify improvements from feedback

- K17 how to identify improvements in **quality standards** from feedback
- K18 how to recommend improvements to decision-makers

You need to know and understand:

Performance Criteria 9

Agree amendments

- K19 how to agree amendments to the project **quality standards** with decision-makers
- K20 how to record amendments to project **quality standards** accurately

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Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 records of providing quality requirements to people prior to work starting

Performance Criteria 2

- 2 produce a site quality plan or procedure showing individual responsibilities in accordance with quality standards

Performance Criteria 3

- 3 records of the system adopted to inspect ongoing and completed work

Performance Criteria 4

- 4 records showing inspections of ongoing and completed work.

- 5 records showing acceptance and rejection criteria

Performance Criteria 5

- 6 records of identified sub-standard work

- 7 records of the corrective action taken

Performance Criteria 6

- 8 records of information about significant variations of quality standards and suggested actions passed to decision-makers for the following

- 8.1 quality standards

- 8.2 effects of quality on the programme

- 8.3 effects of quality on safety

- 8.4 effects of quality on finished product

Performance Criteria 7

- 9 records of conflicts between quality standards passed to the decision-makers for resolution

Performance Criteria 8

- 10 records of feedback analysis and recommendations made to decision-makers

Performance Criteria 9

- 11 records of agreed changes to the project quality standards

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Scope/range related to knowledge and understanding

People responsible

- 1 the client
- 2 contractors
- 3 consultants
- 4 sub-contractors
- 5 suppliers
- 6 workforce

Quality standards

- 7 current legislation
- 8 project specifications
- 9 British Standards
- 10 International standards
- 11 Codes of Practice
- 12 organisation standards
- 13 trade advisory guidance and best practice
- 14 benchmarking

Systems

- 15 visual inspection
- 16 comparison with design requirements
- 17 comparison with standard documentation
- 18 checking manufacturer's documentation
- 19 checking delivery notes
- 20 sampling and mock ups
- 21 testing
- 22 site inspection reports
- 23 contractor reports
- 24 site meetings

Work

- 25 materials and components, and their use
- 26 methods of construction

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