

COSVR741 - SQA Unit Code F3HE 04

Plan and schedule the maintenance or remedial activities of property, systems or services



Overview

This standard is about

- 1 producing work programmes and specifications for maintenance or remedial activities
- 2 sequencing resources for the maintenance or remedial activities
- 3 ensuring maintenance or remedial activities are completed within the agreed budget, to the agreed quality and within the agreed time

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Performance criteria

- You must be able to:*
- P1 implement regular inspections to confirm the project requirements for the maintenance or remedial activities for property, systems or services
 - P2 identify and review influencing factors and guidance material about the property, system or service
 - P3 prioritise maintenance or remedial activities to take account of influencing factors whilst maintaining consistency
 - P4 ensure maintenance or remedial activity records of actions carried out and data collected are current
 - P5 identify, assess and maintain the necessary resources for maintenance or remedial activities
 - P6 prepare plans and schedules of maintenance or remedial activities and negotiate and agree them with decision-makers

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Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Project requirements

- K1 how to confirm project requirements for the **maintenance or remedial work of property, systems or services**
- K2 who to consult to confirm project requirement

Performance Criteria 2

Identify and review

You need to know and understand:

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

Performance Criteria 3

Prioritise activities

You need to know and understand:

- K6 how to assess and account for **influencing factors**
- K7 how to prioritise **maintenance or remedial activities**
- K8 why you need to assess and account for **influencing factors** and prioritise **maintenance or remedial activities**
- K9 how to account for **changing circumstances**
- K10 how to amend priorities when reviewing **influencing factors**

Performance Criteria 4

Recording systems

You need to know and understand:

- K11 why records of **activities and data**, carried out and collected, for **maintenance or remedial activities/work** need to be current
- K12 how to ensure that records of **activities and data** are current

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Performance Criteria 5

Resources

You need to know and understand:

- K13 how to identify the necessary **resources** for **maintenance or remedial activities**
- K14 how to assess the quantity and quality of **resources** for **maintenance or remedial activities**
- K15 how to maintain the necessary **resources** for the **maintenance or remedial work** of **property, systems or services**

Performance Criteria 6

Plans and schedules

You need to know and understand:

- K16 how to prepare plans and schedules for **maintenance or remedial activities**
- K17 how to negotiate and agree plans and schedules with decision-makers
- K18 why you need plans and schedules for **maintenance or remedial activities**

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Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 records of regular inspections to confirm and monitor project requirements for at least three of the following maintenance or remedial activities on at least two of the following properties, systems or services
 - 1.1 maintenance/remedial activities: scheduled; unscheduled; preventative; corrective; emergency
 - 1.2 property, systems or services: highways; traffic controls; structures; external structure; internal structure; historical or preservation interests; internal fabric; external fabric services; utilities and services; landscaping

Performance Criteria 2

- 2 records of consideration for at least four of the following influencing factors
 - 2.1 organisational requirements
 - 2.2 project requirements
 - 2.3 current legislation
 - 2.4 resource allocation
 - 2.5 working requirements
 - 2.6 environmental considerations
 - 2.7 near neighbours
 - 2.8 weather conditions
 - 2.9 ground or site conditions
 - 2.10 sustainability
 - 2.11 client, customer or their representative
- 3 records of consultation of at least three of the following guidance materials
 - 3.1 plans, drawings or diagrams
 - 3.2 owner's manuals
 - 3.3 log books
 - 3.4 maintenance schedules and manuals
 - 3.5 practice guides and specifications
 - 3.6 current legislation and official guidance
 - 3.7 historical data
 - 3.8 existing records

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Performance Criteria 3

- 4 records of prioritising activities with consideration for identified influencing factors
- 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 weather conditions
 - 5.5 ground or site conditions
 - 5.6 environmental conditions
 - 5.7 use or change of use
 - 5.8 changing circumstances
 - 5.9 current legislation
 - 5.10 resources
 - 5.11 security threats
 - 5.12 client, customer or their representative

Performance Criteria 4

- 6 maintenance or remedial activity for four of the following activities and data
 - 6.1 inspections
 - 6.2 faults or problems
 - 6.3 corrective actions
 - 6.4 costs
 - 6.5 resources
 - 6.6 complaints
 - 6.7 delays

Performance Criteria 5

- 7 records of the acquisition and maintenance for at least two of the following resources
 - 7.1 people
 - 7.2 plant, equipment or machinery
 - 7.3 materials and components
 - 7.4 sub-contractors
 - 7.5 information
 - 7.6 work area and facilities
 - 7.7 waste management
 - 7.8 utility providers

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Performance Criteria 6

- 8 records of plans and schedules for at least three of the following maintenance or remedial activities
 - 8.1 planned maintenance or remedial activities
 - 8.2 tendered works
 - 8.3 responsive works
 - 8.4 preventative maintenance or remedial work
 - 8.5 cost estimated works
 - 8.6 seasonal maintenance
 - 8.7 traffic maintenance (signs, lights and guards)
 - 8.8 emergency works
 - 8.9 contingency plans

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Scope/range related to knowledge and understanding

Activities and data

- 1 inspections
- 2 faults or problems
- 3 corrective actions
- 4 costs
- 5 resources
- 6 complaints
- 7 delays

Changing circumstances

- 8 susceptibility to damage
- 9 safety requirements
- 10 need to inhibit, and respond to deterioration
- 11 weather conditions
- 12 ground or site conditions
- 13 environmental conditions
- 14 use or change of use
- 15 current legislation
- 16 resources
- 17 security threats
- 18 client, customer or their representative

Guidance materials

- 19 plans, drawings or diagrams
- 20 owner's manuals
- 21 log books
- 22 maintenance schedules and manuals
- 23 practice guides and specifications
- 24 current legislation and official guidance
- 25 historical data
- 26 existing records

Influencing factors

- 27 organisational requirements
- 28 project requirements
- 29 current legislation
- 30 resource allocation
- 31 working requirements
- 32 environmental considerations
- 33 near neighbours
- 34 weather conditions
- 35 ground or site conditions
- 36 sustainability
- 37 client, customer or their representative

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Maintenance or remedial work

- 38 scheduled
- 39 unscheduled
- 40 preventative
- 41 corrective
- 42 emergency

Maintenance or remedial activities

- 43 planned maintenance or remedial work
- 44 tendered works
- 45 responsive works
- 46 preventative maintenance or remedial work
- 47 cost estimated work
- 48 seasonal maintenance
- 49 traffic maintenance (signing, lighting and guarding)
- 50 emergency works
- 51 contingency plans

Property, systems or services

- 52 highways
- 53 traffic controls
- 54 structures
- 55 external structure
- 56 internal structure
- 57 historical or preservation interests
- 58 internal fabric
- 59 external fabric
- 60 utilities and services
- 61 landscaping

Resources

- 62 people
- 63 plant, equipment or machinery
- 64 materials and components
- 65 sub-contractors
- 66 information
- 67 work area and facilities
- 68 waste management
- 69 utility providers

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