

COSVR452 - SQA Unit Code F7A0 04

Install draught-proofing to openings



Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 installing draught-proofing to doors, windows and access hatches

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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 select the required quantity and quality of resources for the methods of work
- P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P5 comply with the given contract information to carry out the work efficiently to the required specification
- 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 level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied
- K5 how **emergencies** should be responded to and who should respond
- K6 the organisational **security procedures** for tools, equipment and personal belongings
- K7 what the accident reporting procedures are and who is responsible for making the report
- K8 why, when and how **health and safety control equipment** should be used

Performance Criteria 3

Selection of resources

You need to know and understand:

- K9 the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified
- K10 how the **resources** should be used and how any **problems** associated with the **resources** are reported
- K11 the organisational procedures to select **resources**, why they have been developed and how they are used
- K12 the **hazards** associated with the **resources** and **methods of work** and how they are overcome

Performance Criteria 4

Minimise the risk of damage

You need to know and understand:

- K13 how to **protect work** from damage and the purpose of protection
- K14 why **disposal of waste** should be carried out safely and how it is achieved

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<i>You need to know and understand:</i>	Performance Criteria 5
	Meet the contract specification
	K15 how methods of work , to meet the specification, are carried out and problems reported K16 how maintenance of tools and equipment is carried out
<i>You need to know and understand:</i>	Performance Criteria 6
	Allocated time K17 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, risk assessments and manufacturers' information related to the work to be carried out

Performance Criteria 2

- 2 avoidance of risk by following the given information relating to 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 and storage of materials, tools and equipment

Performance Criteria 3

- 3 selection of resources associated with own work
 - 3.1 materials, components, systems and fixings
 - 3.2 tools

Performance Criteria 4

- 4 protection of the work 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, remove, position and secure
- 8 use and maintain hand tools and portable power tools
- 9 installation of draught-proofing to given working instructions to the following openings
 - 9.1 external and/or internal doors
 - 9.2 windows
 - 9.3 access hatches

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

Hazards

- 3 those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

Health and safety control equipment

- 4 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
 - 4.1 collective protective measures
 - 4.2 personal protective equipment (PPE)
 - 4.3 respiratory protective equipment (RPE)
 - 4.4 local exhaust ventilation (LEV)

Information

- 5 drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and regulations governing buildings

Legislation 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/technician care of hand tools and/or portable power tools

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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 carry out pre-installation checks
 - 8.2 stop work at the point when conjecture begins and report findings
 - 8.3 remove existing draught-proofing
 - 8.4 degrease and clean surfaces
 - 8.5 install draught-proofing to external and internal doors, windows, access hatches
 - 8.6 maintain specified ventilation before and after installation
 - 8.7 apply mastic seals
 - 8.8 apply injected draught-proofing to voids when replacing doors and window frames
 - 8.9 report any repair requirements
 - 8.10 use hand tools and power tools
 - 8.11 use access equipment
- 9 team work and communication
- 10 needs of other occupations associated with the installation of draught-proofing

Problems

- 11 those arising from information, resources and methods of work
 - 11.1 own authority to rectify
 - 11.2 organisational reporting procedures

Programme

- 12 types of progress charts, timetables and estimated times
- 13 organisational procedures for reporting circumstances which will affect the work programme

Protect work

- 14 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources

- 15 materials, components and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist
 - 15.1 cleaning agents, draught-proofing, mastic sealants, fixings, fittings as appropriate to the method of draught-proofing
 - 15.2 hand and/or powered tools
- 16 methods of calculating quantity, area and wastage associated with the method/procedure to install draught-proofing to openings

Security procedures

- 17 site, workplace, company and operative/technician

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