

PRODOD33 - SQA Unit Code F7AD 04

Co-ordinate and organise work operations



Overview

This standard is about:

- 1 interpreting information about the project and work operations to be carried out
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment for the work
- 4 preparing, co-ordinating and organising the work operations
- 5 performing a supervisory role within craft and operative work areas as associated with work carried out in the built environment

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Performance criteria

- You must be able to:*
- P1 provide adequate notice, as required, to all the people who will be affected, about when the work will start, how long it will take and when it will finish.
 - P2 agree a programme and methods of work with the people who will be doing the work.
 - P3 organise the work being done with other operations as required of the overall work being carried out.
 - P4 obtain sufficient resources of the appropriate type which will meet the project requirements and timescales.
 - P5 organise and control the work and resources so that conditions are safe and the workplace is tidy.
 - P6 identify any special considerations, record them and pass them on to people who may be affected.
 - P7 organise the work area layout for operational purposes and communicate to the people involved with the work.
 - P8 organise the storage and use of materials and components so that materials handling and movement is efficient and wastage is minimised.

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Knowledge and understanding

You need to know and understand:

Notification of work to be carried out

- K1 how to give adequate notice, as required in the contract, to all the people who will be affected about when the work will start, how long it will take and when it will finish.

You need to know and understand:

Programme and methods of work

- K2 how to agree a programme and methods with the people who will be doing the work.

You need to know and understand:

Organisation and co-ordination of work

- K3 how to organise and co-ordinate the work with other work activities/operations.

You need to know and understand:

Obtain and plan for resources

- K4 how to obtain sufficient **resources**.
K5 how to plan **resources**.

You need to know and understand:

Storage and use of resources

- K6 how to control the workplace and **resources** so that conditions are safe, the workplace is tidy and creates a favourable image of the organisation, its products and services and the project.

You need to know and understand:

Special considerations

- K7 how to identify what are **special considerations**.
K8 how to record **special considerations** and pass them on to people who will be affected.

You need to know and understand:

Work area layout for operational purposes

- K9 how to pass on information about the **work area layout** to the people working in the workplace.
K10 how to organise/arrange the **work area layout** for operational purposes.

You need to know and understand:

Storage and use of materials

- K11 how to organise the storage and use of materials and components.

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Additional Information

Scope related to performance criteria

Record(s) of arrangements for notices of dates for the work to be carried out.

Record(s) of agreement of work programmes and methods of work for the work to be carried out.

Record(s) of organising work with others associated with the operation.

Record(s) of resources obtained.

Record(s) of workplace control, including resources, site tidiness and disposal of waste.

Record(s) and identification of special considerations that have to be allowed for:

- 1 occupiers
- 2 near neighbours
- 3 public access
- 4 workplace conditions.

Record(s) of organisation and communication on the work area layout for operational purposes:

- 1 storage
- 2 work area
- 3 plant and/or equipment
- 4 temporary services
- 5 access
- 6 security
- 7 continuing use by occupiers.

Record(s) of arrangements for the storage and use of materials and components to minimise handling, movement and wastage.

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Scope related to knowledge and understanding

Resources

- 1 people.
- 2 tools.
- 3 plant and ancillary equipment.
- 4 materials and components.
- 5 information.

Special considerations

Relating to:

- 1 occupiers
- 2 environment
- 3 vehicular access
- 4 health and safety
- 5 hazards
- 6 trespass
- 7 near neighbours
- 8 public access
- 9 workplace conditions
- 10 health, safety and welfare
- 11 statutory regulations and limitations
- 12 codes of practice.

Work area layout

- 1 storage.
- 2 work area.
- 3 plant and/or ancillary equipment.
- 4 temporary services.
- 5 access.
- 6 security.
- 7 continuing use by occupiers.

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