COSVR574(SQA Unit Code-FN2N 04)

Guide and place suspended loads

Overview

This standard is about

1 interpreting information
2 adopting safe and healthy working practices
3 selecting equipment to guide suspended loads
4 preparing to and guiding suspended loads to the required destination

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Performance criteria

You must be able to:

P1 interpret the given information relating to the work and resources and confirm its relevance

P2 organise with others the sequence in which the work is to be carried out

P3 comply with the given, relevant, legislation and official guidance to carry out your work and maintain safe work practices

P5 select the required quantity and quality of resources for the methods of work

P6 comply with organisational procedures to minimise the risk of damage to the work and surrounding area

P7 comply with the given contract information to carry out the work efficiently to the required specification

P8 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

You need to know and understand:

Performance Criteria 2
Organise with others

K4 **communication** of ideas between team members
K5 organisation of **resources** in conjunction with the progress of work
K6 the **skills** required to carry out the work

You need to know and understand:

Performance Criteria 3
Safe work practices

K7 the level of understanding operatives must have of **information** for relevant, current **legislation, Approved Codes of Practice and official guidance** and how it is applied
K8 how **emergencies** should be responded to and who should respond
K9 the organisational **security procedures** for plant and/or machinery, tools, equipment and personal belongings
K10 what the accident reporting procedures are and who is responsible for making the report
K11 why, when and how **personal protective equipment (PPE)** should be used

You need to know and understand:

Performance Criteria 4
Selection of resources

K12 the characteristics, quality, uses, limitations and defects associated with the **resources** and how defects should be rectified
K13 how the **resources** should be used and how any **problems** associated with the **resources** are reported
K14 the organisational procedures to select **resources**, why they have been developed and how they are used
K15 the **hazards** associated with the **resources** and **methods of work** and how they are overcome

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	Performance Criteria 5 **Minimise the risk of damage**
You need to know and understand:	K16 how to **protect work** from damage and the purpose of protection K17 why **disposal of waste** should be carried out safely and how it is achieved
	Performance Criteria 6 **Meet the contract specification**
You need to know and understand:	K18 how **methods of work**, to meet the specification, are carried out and **problems** reported K19 how **maintenance** of plant and/or machinery, tools and equipment is carried out
	Performance Criteria 7 **Allocated time**
You need to know and understand:	K20 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 interpret and understand drawings, specifications, schedules, method statements, risk assessments, technical and manufacturers' information related to the work to be carried out

Performance Criteria 2

2 organisation of own work

3 communication with team members and other associated occupations about the lifting operation to be carried out

Performance Criteria 3

4 avoidance of risk by following the given information relating to at least one of the following

- 4.1 methods of work
- 4.2 safe use of personal protective equipment (PPE)
- 4.4 safe use and storage of signalling and communication equipment

Performance Criteria 4

5 selection of resources associated with own work

- 5.1 ancillary, signaling or communication equipment

Performance Criteria 5

6 protection of the work and its surrounding area from damage

7 minimise damage and maintain a clean work space

Performance Criteria 7

8 demonstration of work skills to measure, gauge, calculate, select, interpret, judge, explain, command, direct, inform, indicate, instruct, sign, move, position, signal, relay and secure

9 use and maintain hand tools, ancillary equipment and signalling or communication equipment

10 guide, move and place suspended loads to given working instructions using any one of the following methods

- 10.1 hand signals
- 10.2 hand signalling equipment
- 10.3 electronic communication equipment

Performance Criteria 8

11 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

Communication

1 discussions, sketches and briefings, signalling and radio communication

Disposal of waste

2 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Emergencies

3 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
   - 3.1 fires, spillages, injuries
   - 3.2 emergencies relating to occupational activities

Hazards

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

Information

5 drawings, specifications, schedules, method statements, risk assessments, technical and manufacturers' information and regulations governing the guiding and placing of suspended loads

Legislation, Approved Codes of Practice 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, in confined spaces, 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 care of hand tools, ancillary equipment, signalling and communication equipment

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 assess and determine the movement of loads
   - 8.2 guide and place suspended loads
   - 8.3 signal and communicate following recognised/agreed operational procedures
   - 8.4 attach and prepare loads
   - 8.5 work at height

9 team work and communication

10 needs of other occupations associated with guiding and placing suspended loads

Personal protective equipment (PPE)

11 occupational use, types, purpose of each type and work situations

Problems

12 those arising from information, resources and methods of work
- 12.1 own authority to rectify
- 12.2 organisational reporting procedures

Programme

13 types of progress charts, timetables and estimated times

14 organisational procedures for reporting circumstances which will affect the work programme

Protect work

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

Resources

16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist
- 16.1 signalling and communication equipment
- 16.2 hand tools and ancillary equipment

17 Methods of calculating weight and/or bearing pressure, quantity, length, area and identifying centres of gravity associated with the method/procedure to guide and place loads

Security procedures

18 site, workplace, company and operative

Skills

19 own occupation and occupations related to the work

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