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## Overview

This standard is about

- 1 identifying work methods
- 2 structuring work methods
- 3 recording work methods
- 4 identifying, agreeing and scheduling lifting requirements with decision-makers

# COSVR529 - SQA Unit Code FN2X 06

## Plan lifting activities

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### Performance criteria

- You must be able to:*
- P1 confirm the work requirements against the sourced information
  - P2 identify and review influencing factors and guidance sources about the work environment and resources
  - P3 structure work methods by assessing and accounting for all the influencing factors
  - P4 amend work methods to take account of changing circumstances whilst maintaining the requirements of the lifting activity
  - P5 communicate amended work methods to people involved in the lifting operation
  - P6 prepare plans, and record work methods and schedules in written and visual formats, and negotiate and agree them with decision-makers

# COSVR529 - SQA Unit Code FN2X 06

## Plan lifting activities

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### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Confirm work requirements

- K1 how to confirm work requirements for **lifting activities** against **information sources**
- K2 who to consult to confirm work requirements

#### Performance Criteria 2

##### Identify and review factors and guidance materials

*You need to know and understand:*

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

#### Performance Criteria 3

##### Structure work methods

*You need to know and understand:*

- K6 how to assess and account for **influencing factors**
- K7 how to prioritise **lifting activities**
- K8 why you need to prioritise **lifting activities**

#### Performance Criteria 4

##### Amend work methods

*You need to know and understand:*

- K9 how to take account of **changing circumstances**
- K10 how to amend work methods when reviewing **influencing factors**

#### Performance Criteria 5

##### Communicate amended work methods

*You need to know and understand:*

- K11 how to **communicate** amended work methods to **people** involved in the **lifting activity**

#### Performance Criteria 6

##### Prepare plans and record work methods and schedules

*You need to know and understand:*

- K12 how to prepare plans and record work methods and schedules for **lifting activities**
- K13 how to negotiate and agree work methods and schedules with decision-makers

# COSVR529 - SQA Unit Code FN2X 04

## Plan lifting activities

### Additional Information

#### Scope/range related to performance criteria

#### Performance Criteria 1

- 1 records of confirming at least one of the lifting activities from six of the information sources listed
  - 1.1 lifting activities: cranes; lift trucks; excavators; hoists access equipment
  - 1.2 information sources: survey reports; design; contractual; statutory consents; risk assessments; method statements; programmes; records about the competence of people; sub-contractor; health, safety and environmental plans; utilities; work permits; local authorities; highways authorities; clients

#### Performance Criteria 2

- 2 records of consideration for at least four of the following influencing factors
  - 2.1 organisational requirements
  - 2.2 contractual requirements
  - 2.3 statutory requirements
  - 2.4 resource allocation
  - 2.5 working requirements
  - 2.6 environmental considerations
  - 2.7 weather conditions
- 3 records of consultation for at least three of the following guidance/information sources
  - 3.1 operators' manuals
  - 3.2 plant, equipment and machinery data
  - 3.3 maintenance schedules and manuals
  - 3.4 practice guides and specifications
  - 3.5 current legislation and official guidance
  - 3.6 clients
  - 3.7 consultants
  - 3.8 sub-contractors
  - 3.9 specialists

#### Performance Criteria 3

- 4 records of arranging and planning work methods with consideration for influencing factors

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## Plan lifting activities

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### **Performance Criteria 4**

- 5 records of amended working methods taking account of at least two of the following changed circumstances
  - 5.1 susceptibility to damage
  - 5.2 safety requirements
  - 5.3 compromised operational effectiveness
  - 5.4 weather conditions
  - 5.5 use, or change of use
  - 5.6 current legislation
  - 5.7 resources
  - 5.8 plant, machinery and equipment
  - 5.9 workforce
  - 5.10 security threats
  - 5.11 external factors

### **Performance Criteria 5**

- 6 records of communicating amended work methods

### **Performance Criteria 6**

- 7 records of organising plans, work methods and schedules for lifting activities

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## Plan lifting activities

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### Scope/range related to knowledge and understanding

#### Changing circumstances

- 1 susceptibility to damage
- 2 safety requirements
- 3 compromised operational effectiveness
- 4 weather conditions
- 5 use or change of use
- 6 current legislation
- 7 resources
- 8 workforce
- 9 plant, machinery or equipment
- 10 security threats

#### Communicate

- 11 discussions
- 12 sketches
- 13 briefings

#### Influencing factors

- 14 client requirements
- 15 organisational requirements
- 16 contractual requirements
- 17 statutory requirements
- 18 resource allocation
- 19 working requirements
- 20 environmental considerations
- 21 weather conditions
- 22 health, safety and welfare requirements

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## Plan lifting activities

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### **Information sources**

- 23 survey reports
- 24 design
- 25 contractual
- 26 clients
- 27 sub-contractors
- 28 consultants
- 29 specialists
- 30 statutory consents
- 31 risk assessments and method statements
- 32 programmes
- 33 records about the competence of people
- 34 sub-contractor arrangements
- 35 health, safety and environmental plans
- 36 service disconnection certificates
- 37 work permits
- 38 utilities
- 39 local authority
- 40 highway authority

### **Guidance materials**

- 41 operators' manuals
- 42 plant, machinery or equipment data
- 43 maintenance schedules and manuals
- 44 practice guides and specifications
- 45 current legislation and official guidance

### **Lifting activities**

- 46 cranes
- 47 lift trucks
- 48 excavators
- 49 hoists
- 50 access equipment

### **People**

- 51 workforce
- 52 clients
- 53 other personnel on site
- 54 members of the public
- 55 occupiers
- 56 site visitors
- 57 people affected by on-site operations

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## Plan lifting activities

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