

# COGPEM35 - SQA Unit Code FP71 04

## Prepare activities in support of engineering activities



---

### Overview

This unit is about your competence in preparing equipment in order to carry out the maintenance of plant and equipment. You will be required to obtain and prepare the Mechanical equipment including making sure the safety arrangements are in place and report to the appropriate authority when completed. You will be following your organisations safe working practices and working within the work permit procedures.

This unit deals with the following:

- 1 Prepare activities in support of engineering activities

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

### Previous Version:

Adapted from Unit M3.4 of Process Engineering Maintenance NOS – version February 2004. This unit is a tailored version of an Electrical unit produced by the ECITB from the OSC Eng Engineering Competence Standards (ECS 2.13) which was originally designated MPS Mech 15.

## COGPEM35 - SQA Unit Code FP71 04

### Prepare activities in support of engineering activities

---

#### Performance criteria

- You must be able to:*
- P1 work safely at all times, complying with health and safety and other relevant regulations and guidelines
  - P2 obtain all the required equipment and ensure that it is in safe and usable condition
  - P3 carry out the necessary preparations to equipment in line with work requirements
  - P4 make sure that required safety arrangements are in place to protect other workers from activities likely to disrupt normal working
  - P5 report completion of preparations in line with organisational procedures
  - P6 deal promptly and effectively with problems within your control and report those that cannot be solved

### Knowledge and understanding

*You need to know and understand:*

- K1 you must have a working knowledge and understanding of what your responsibilities are in respect of Health, Safety and Environment. This should include the limits of your personal responsibility, your legal responsibility for your own health and safety and the health and safety of others
- K2 you must have a working knowledge of the relevant regulations and the safe working practices and procedures required within your work area
- K3 you must have a working knowledge and understanding of equipment preparation methods and procedures. This could be expected to include checking the working condition and operation of standard equipment, including safety checks and inspections
- K4 you must have a working knowledge and understanding of the types of equipment which may be used. This could be expected to include fixed (machine) and or portable (hand or machine)
- K5 you must have a working knowledge and understanding of what your responsibilities are for ensuring the security of tools and equipment that you use. This could be expected to include ingress protection ratings, explosion protection rating equipment, corrosion, portable appliance testing, heating and ventilation and permit systems
- K6 you must have a working knowledge and understanding of your responsibilities with regard to the reporting lines and procedures in your working environment

### Additional Information

#### Scope/range related to performance criteria

- 1 Level and extent of responsibility  
In the context of this standard, responsibility extends to determining and then implementing the preparations necessary where specifications of requirements may be absent or incomplete in some way. In some cases, you may still be expected to refer to others for final authorisation, even though you remain responsible for identifying and implementing decisions.
- 2 Equipment safety checks  
Equipment safety checks and inspections will be carried out to ensure that there are no obvious faults present, in accordance with company procedures.
- 3 Types of equipment to be prepared  
Equipment to be prepared could include:
  - 3.1 Protective clothing/equipment
  - 3.2 Lifting & handling equipment
  - 3.3 Access structures (typically ladders, steps, trestles, youngman boards, temporary staging, access hoists... “cherry-pickers”)
  - 3.4 Process equipment
  - 3.5 Tools
  - 3.6 Safety equipment/harnesses
  - 3.7 Temporary electrical supplies.
- 4 Types of equipment preparation  
Equipment preparation could involve selection, inspection, changing settings or the calibrating as well as routine checks on its condition, operation, suitability and safety, in compliance with company procedures. Typical preparations could include:
  - 4.1 Identification
  - 4.2 Addition of extra lifting points
  - 4.3 Storage
  - 4.4 Confirming alignment
  - 4.5 Development
  - 4.6 Cleaning
  - 4.7 Protecting/preserving
  - 4.8 Security
  - 4.9 Precision measuring
  - 4.10 Weight confirming/assessment
  - 4.11 Checking quality/quantity
  - 4.12 Asset/product orientation
  - 4.13 Setting out

#### Scope/range related to knowledge and understanding

The Knowledge and Understanding levels expressed indicate the minimum level of knowledge and understanding sufficient to perform your role in a manner that would normally be associated with the minimum acceptable performance of a competent person undertaking your role.

The expression "working knowledge and understanding" indicates you are able to:

- 1 Identify and apply relevant information, procedures and practices to your usual role in your expected working environments needing only occasional recourse to reference materials
- 2 Describe, in your own words, the principles underlying your working methods. This does not mean the ability to quote "Chapter and verse". Rather you must know what supporting information is available, how and where to find it and from whom to seek further guidance and information confirm any additional required detail
- 3 Interpret and apply the information obtained to your role, your working practice and in your expected working environment

## COGPEM35 - SQA Unit Code FP71 04

### Prepare activities in support of engineering activities

---

**Developed by** Cogent

---

**Version number** 1

---

**Date approved** May 2010

---

**Indicative review date** May 2012

---

**Validity** Current

---

**Status** Tailored

---

**Originating organisation** ECITB

---

**Original URN** MPS Mech 15

---

**Relevant occupations** Engineering Professionals; Engineering and manufacturing technologies; Manufacturing technologies

---

**Suite** Process Engineering Maintenance

---

**Key words** Preparing Equipment; prepare activities; safety arrangements; work permit; different types of equipment; engineering activities; process engineering maintenance