# COSVR22 - SQA Unit Code FW14 04
Install shopfronts and finishings

## Overview

This standard is about

1 interpreting information
2 adopting safe and healthy working practices
3 selecting materials, components and equipment
4 preparing and fixing timber and/or non-ferrous metal shopfronts and associated finishings

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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

*You need to know and understand:*

**Performance Criteria 2**
**Safe work practices**

K4 the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied
K5 the types of **fire extinguishers** and how and when they are used
K6 how **emergencies** should be responded to and who should respond
K7 the organisational **security procedures** for tools, equipment and personal belongings
K8 what the accident reporting procedures are and who is responsible for making the report
K9 why, when and how **health and safety control equipment** should be used

*You need to know and understand:*

**Performance Criteria 3**
**Selection of resources**

K10 the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified
K11 how the **resources** should be used and how any **problems** associated with the **resources** are reported
K12 the organisational procedures to select **resources**, why they have been developed and how they are used
K13 the **hazards** associated with the **resources** and **methods of work** and how they are overcome

*You need to know and understand:*

**Performance Criteria 4**
**Minimise the risk of damage**

K14 how to **protect work** from damage and the purpose of protection
K15 why **disposal of waste** should be carried out safely and how it is achieved

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| | **Performance Criteria 5**<br>**Meet the contract specification** |
| *You need to know and understand:* | K16 how **methods of work**, to meet the specification, are carried out and **problems** reported<br>K17 how **maintenance** of tools and equipment is carried out |
| | **Performance Criteria 6**<br>**Allocated time** |
| *You need to know and understand:* | K18 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/working platforms
- 2.4 safe use, storage and handling of materials
- 2.5 safe use and storage of tools and equipment

**Performance Criteria 3**

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

**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, finish, position and secure

8 use and maintain hand tools, portable power tools and ancillary equipment

9 installation to given working instructions of at least three of the following in timber and/or non-ferrous metal
- 9.1 shopfront surrounds
- 9.2 stall risers
- 9.3 mouldings/trims
- 9.4 window beds
- 9.5 fascias
- 9.6 specialist treatment and finishing of non-ferrous metal (applies to non-ferrous metal only)

**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

**Fire extinguishers**

3 water, $CO_2$, foam, powder and their uses

**Hazards**

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

**Health and safety control equipment**

5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
   - 5.1 collective protective measures
   - 5.2 personal protective equipment (PPE)
   - 5.3 respiratory protective equipment (RPE)
   - 5.4 local exhaust ventilation (LEV)

**Information**

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

**Legislation and official guidance**

7 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

**Maintenance**

8 sharpening of hand tools and operative care of portable power tools and ancillary equipment

**Methods of work**

9 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
- 9.1 prepare and fix timber and/or non-ferrous metal shopfront surrounds, stall risers, mouldings/trims, window beds, fascias and signs
- 9.2 form joints associated with shopfitting
- 9.3 treat and finish non-ferrous metal
- 9.4 use hand tools, power tools and equipment
- 9.5 work at height
- 9.6 use access equipment

10 team work and communication

11 needs of other occupations associated with shopfitting installations

**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, sizes and sustainability of standard and/or specialist
- 16.1 timber, manufactured sheet material, non-ferrous metals, plastics, shopfront surrounds, stall risers, mouldings/trims, window beds, fascias, signs, adhesives, sealants, fixings and associated ancillary items
- 16.2 hand and/or powered tools and equipment

17 methods of calculating quantity, length, area and wastage associated with the method/procedure for shopfitting installations

**Security procedures**

18 site, workplace, company and operative

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| **Relevant occupations** | Carpenter and Joiner |
| **Suite** | Wood Occupations (Construction) |
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