



FY1V 04 – Plan and Prepare Work Locations

This Unit comprises of the following combinations of National Occupational Standards (NOS) shown below by award it appears in.

SUMMES6

Organise the working environment



Overview

This unit is about managing the working environment. It involves discussing with the relevant people a programme of work and estimating the amount of time the work should take to complete.

The person carrying out the work should identify and organise the appropriate resources for the work to be carried out, including identifying suitable alternatives when the most appropriate resources are not available. It also involves ensuring that equipment and components are in a condition fit for the installation or maintenance to be carried out.

This unit also covers ensuring that work is carried out safely and in accordance with the programme of work and industry standards, and making sure that all relevant documentation is completed accurately.

SUMMES6

Organise the working environment

Performance criteria

- You must be able to:*
- P1 identify from the work specification what resources (such as materials, plant, vehicles or equipment) are required in order to carry out the work efficiently and, where necessary, identify suitable alternatives
 - P2 discuss and agree a programme of work which includes, where necessary, effective co-ordination with the work of other contractors and make an accurate estimate of the time the job should take to complete
 - P3 ensure that all their communications are clear, accurate and appropriate to the situation
 - P4 confirm that the required amount and type of materials are available for work to commence and be completed cost effectively
 - P5 ensure that all resources are delivered on time and undamaged by transportation
 - P6 where appropriate, ensure that there is sufficient and appropriate provision for the safe storage of materials and equipment in the work location
 - P7 ensure that all documentation is completed in accordance with the operations and organisational requirements and is legible, accurate and timely
 - P8 liaise with the responsible person to resolve issues which are outside the scope of their job role
 - P9 ensure that the work on completion is safe, complies with both the work specification and industry standards

SUMMES6

Organise the working environment

Knowledge and understanding

You need to know and understand:

- K1 their responsibilities to their employer and to their customer
- K2 the scope, purpose and requirements of the work operations with which they are involved and for which they are responsible
- K3 how to interpret a method statement, a risk assessment and monitor changing conditions in the workplace
- K4 how to interpret the work specification to identify the required resources (such as materials, plant, vehicles or equipment)
- K5 how to estimate the amount of time for completion of the work and the factors to take into account
- K6 how to identify and agree a programme of work from the work specification
- K7 how to communicate with others clearly and concisely
- K8 the material schedule and how to confirm they have the right type and quantity for work to commence and be completed cost-efficiently
- K9 suitable alternative resources (such as tools, materials, equipment and components)
- K10 the transport and storage requirements for all materials and how to manage the available storage in the work location
- K11 organisational requirements for completing the necessary documentation and how to ensure clarity, accuracy and completion within schedule
- K12 the relevant industry standards for work carried out in operations
- K13 the scope for carrying out the work whilst maintaining safety, cost effectiveness and remaining within the programme of work
- K14 the possible consequences of not carrying out the work within the estimated time and to the programme of work
- K15 their job role and its scope and when to involve someone with higher responsibilities
- K16 how to identify that the operation on completion is safe and complies with industry standards

SUMMES6

Organise the working environment

Developed by SummitSkills

Version number 1

Date approved October 2008

Indicative review date October 2010

Validity Current

Status Original

Originating organisation SummitSkills

Original URN M6

Relevant occupations Building and construction; Skilled Trades Occupations

Suite Mechanical Engineering Services

Key words managing, discussing, estimating

SUMMES7

Prepare to carry out work



Overview

This unit is for people who make the preparations prior to work being conducted and is relevant to those who prepare for both installation and service and maintenance work.

The person carrying out this work must review the work location to ensure that it is safe for the work to be carried out and that all of the necessary checks and tests have been conducted. This includes checking the work location for any existing damage or defects prior to commencement of the work.

The person carrying out this work must ensure that all the necessary preparations are made so that the work can take place safely and in accordance with current industry standards and regulations.

SUMMES7

Prepare to carry out work

Performance criteria

- You must be able to:*
- P1 carry out a review of the work location and identify factors which will impact on the work
 - P2 ensure that job information and documentation is current and relevant and that, where relevant, their plant, instrument, equipments, tools and data are fit for purpose, and are of the correct quantity, and size
 - P3 identify from job information the point(s) within the work process where liaison with other persons will be necessary and identify whom these persons will be
 - P4 confirm that the relevant people have job information on all key aspects of the work
 - P5 seek authorisation from the relevant person(s) prior to commencing work that it is safe to undertake the work as specified
 - P6 ensure that safety provisions within the immediate work location, including access to it, conform to the requirements of health and safety legislation
 - P7 report to the job supervisor, or line manager any pre-work damage or defects to existing equipment or building features and confirm that this existed prior to the work commencing
 - P8 wear suitable personal protective equipment throughout preparation activities
 - P9 check the external condition of materials for any damage and the quantity against relevant paperwork
 - P10 carry out preparatory work as necessary

SUMMES7

Prepare to carry out work

Knowledge and understanding

You need to know and understand:

- K1 the legal duties of employers and employees for health and safety as required by the Health and Safety at Work Act 1974 and other relevant legislation appropriate to the work location (e.g. EAWR, Wiring Regulations, COSHH, CDM and Building Regulations)
- K2 the regulations and working practices that will affect the work activity such as regulations governing design, installation, operation and routine maintenance, and their intended function
- K3 how to carry out an assessment of risks and plan a safe system of work with regard to the work activity
- K4 the importance of checking that the work location is safe with regard to access, others working in that location and that permits to work are provided where required
- K5 the importance of carrying out visual inspections and tests as well as reviewing the work location for planning purposes to determine the work requirements
- K6 the importance of wearing appropriate personal protective equipment (PPE)
- K7 how to ensure that the customer is fully briefed on all aspects of the work programme
- K8 the importance of protecting property prior to starting work and identifying pre-existing damage to property and building fabric
- K9 whether tools are fit for purpose and that they have a current calibration certificate
- K10 how to calculate resource requirements for materials, tools and other equipment
- K11 secure storage procedures for tools, equipment, materials and components – basic stores procedures to ensure security and to minimise loss or wastage
- K12 the implications of different working conditions on the equipment and components and/or system

SUMMES7

Prepare to carry out work

Developed by SummitSkills

Version number 1

Date approved October 2008

Indicative review date October 2010

Validity Current

Status Original

Originating organisation SummitSkills

Original URN M7

Relevant occupations Building and construction; Skilled Trades Occupations

Suite Mechanical Engineering Services

Key words prepare, installation

SUMMES8

Identify systems, equipment and components



Overview

This unit is about dealing with a customer identifying their requirements and providing commercially acceptable solutions to them. It covers making changes and alterations required by the customer throughout the work.

It is about assessing the implications, impact and feasibility of alterations and changes to the system.

This unit is also about recognising when variations to the work programme are necessary and knowing how to go about agreeing these, and the relevant people with which to liaise.

SUMMES8

Identify systems, equipment and components

Performance criteria

You must be able to:

- P1 identify and record the customer job requirements
- P2 obtain and record information on the work location and features
- P3 identify any areas of the proposed system or components where compliance with industry requirements is necessary
- P4 identify alternative system options, including environmental technologies, and taking into consideration factors such as efficiency (e.g. energy or water)
- P5 explain clearly to relevant people system options which meet identified requirements and those which offer additional benefits such as energy or water efficiency
- P6 obtain customer agreement to the proposal
- P7 carry out and apply relevant calculations to determine system component requirements
- P8 present the system proposal in a manner which enables customer agreement
- P9 confirm that the completed system meets requirements
- P10 inform the relevant person(s) immediately when changes are necessary before work can commence
- P11 record and agree with the relevant person, necessary changes to the work that have cost implications and act on those changes as appropriate

SUMMES8

Identify systems, equipment and components

Knowledge and understanding

You need to know and understand:

- K1 how to obtain information from site drawings and plans
- K2 how to carry out a review of the location
- K3 the range of documentation detailing industry requirements
- K4 how to identify possible proposals which meet the following: customer requirements, site structures and features, and industry requirements
- K5 the range of environmentally friendly materials, products, procedures and energy saving devices applicable to their work and the benefits of their use
- K6 how to obtain agreement from the customer to progress a selected system proposal
- K7 the range of job information that is required to develop proposals for work on new buildings and existing properties
- K8 positioning requirements for components within systems and standard system layouts
- K9 how to calculate the requirements of system components – size and specification
- K10 methods of presenting information to customers through the use of drawings, specifications and quotations
- K11 the authority and organisational procedures at the site relevant to work plans and changes to the work plans
- K12 how to negotiate variations to work programmes, under what circumstances this might be necessary and the need to obtain written acceptance to major work or material variations and the organisational requirements for reporting changes

SUMMES8

Identify systems, equipment and components

Developed by SummitSkills

Version number 1

Date approved October 2008

Indicative review date October 2010

Validity Current

Status Original

Originating organisation SummitSkills

Original URN M8

Relevant occupations Building and construction; Skilled Trades Occupations

Suite Mechanical Engineering Services

Key words customer requirements, alterations
