

# COSVR395 - SQA Unit Code H1RD 04

## Operate plant or machinery to process



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### Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting and/or using materials, components and equipment for plant or machinery operations
- 4 setting up, operating and shutting down plant or machinery to carry out processing work

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### Performance criteria

- You must be able to:*
- P1 interpret the given operating information relating to the use of plant or machinery and confirm its relevance
  - P2 organise with others the sequence in which the work is to be carried out
  - P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe work practices
  - P4 request resources to sustain plant or machinery operations to complete the programme of work
  - P5 select plant or machinery resources for the methods of work and operations to be carried out
  - 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

#### Performance Criteria 2

##### Organise with others

*You need to know and understand:*

- 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

#### Performance Criteria 3

##### Safe work practices

*You need to know and understand:*

- 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 and when **personal protective equipment (PPE)** should be used

#### Performance Criteria 4

##### Request resources

*You need to know and understand:*

- K12 the organisational procedures for requisitioning consumables and other **resources**

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*You need to know and understand:*

### Performance Criteria 5

#### Selection of resources

- K13 the characteristics, quality, uses, limitations and defects associated with plant **resources** and how defects should be rectified
- K14 how the **resources** should be used and how any **problems** associated with the **resources** are reported
- K15 the organisational procedures to select **resources**, why they have been developed and how they are used
- K16 the **hazards** associated with the **resources** and **methods of work** and how they are overcome

*You need to know and understand:*

### Performance Criteria 6

#### Minimise the risk of damage

- K17 how to **protect work** from damage and the purpose of protection
- K18 why **disposal of waste** should be carried out safely and how it is achieved

*You need to know and understand:*

### Performance Criteria 7

#### Meet the contract specification

- K19 how **methods of work**, to meet the specification, are carried out and **problems** reported
- K20 how **maintenance** of plant and/or machinery, tools and equipment is carried out

*You need to know and understand:*

### Performance Criteria 8

#### Allocated time

- K21 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 and manufacturers' information related to the plant or machinery operations and 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 plant or machinery operation and the work to be carried out

##### Performance Criteria 3

- 4 avoid hazards by following given safety information, including the use of personal protective equipment (PPE) to carry out the activity in accordance with legislation, Approved Codes of Practice and/or organisational requirements
- 5 safe use and storage of plant or machinery, tools and equipment

##### Performance Criteria 4

- 6 follow organisational procedures for the requisition of consumables, materials and other resources

##### Performance Criteria 5

- 7 selection of resources associated with own work
  - 7.1 tools and ancillary equipment and/or accessories

##### Performance Criteria 6

- 8 protection of the work and its surrounding area from damage
- 9 minimise damage and maintain a clean work space
- 10 disposal of waste in accordance with legislation

##### Performance Criteria 7

- 11 demonstration of work skills to check, adjust, communicate, manoeuvre, position and process
- 12 use and maintain hand tools, ancillary equipment and/or accessories
- 13 operate plant or machinery for processing operations to given working instructions, relating to one of the following categories of plant or machinery
  - 13.1 crushers
  - 13.2 screeners
  - 13.3 batching plant
- 14 shut down and secure plant or machinery

##### Performance Criteria 8

- 15 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

#### **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 method of work, risk/COSHH assessments, manufacturers' technical information statutory regulations and official guidance

#### **Information**

- 5 drawings, specifications, schedules, method statements, manufacturers' information and regulations governing the operation of plant or machinery for carrying out processing work

#### **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, 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 plant or machinery, hand tools, ancillary equipment and/or accessories

#### **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 identify the characteristics of the plant and machinery appropriate to the processing operation
  - 8.2 carry out performance checks for process operation
  - 8.3 identify with the area for the process work
  - 8.4 carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
  - 8.5 carry out the processing work
  - 8.6 deposit processed materials
  - 8.7 shut down and secure plant or machinery
  - 8.8 use hand tools, ancillary equipment and accessories
- 9 team work and communication
- 10 needs of other occupations associated with operating plant or machinery for process work

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### **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 consumables, lubricants, fuels

16.2 attachments, processing aids

16.3 hand tools, ancillary equipment and/or accessories

17 methods of calculating weight, bearing, pressure, quantity, length and area associated with the method/procedure to operate plant or machinery to carry out process work

### **Security procedures**

18 site, workplace, company and operative

### **Skills**

19 own occupation and occupations related to the work

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**Relevant occupations** Mobile Machine Drivers and Operatives

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