SFS SYS 20 (SQA Unit Code - H4H4 04)

Implement works to meet installation requirements

Overview

This NOS sets out the skills, knowledge and understanding for you to prepare the site prepare and control work to implement installation work.

This NOS covers the following activities:

1. Co-ordinate site preparation
2. Co-ordinate work control

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Performance criteria

Co-ordinate site preparation

You must be able to:

P1 identify any special considerations, record them and pass them on to people who may be affected

P2 identify any factors which might compromise the proposed works, describe and summarise them accurately, and pass on the information to the appropriate authorities

P3 make arrangements for adequate site safety and security before work starts, and whilst working on the site

P4 plan the site layout for operational purposes and pass on information about the plans to the people who will be working on the site

P5 plan the storage and use of materials and components so that materials handling and movement is efficient and wastage is minimised

Co-ordinate work control

You must be able to:

P6 assemble and review relevant information which was used in the preparation of the project plan, clarify any information which is not clear and update it for production planning purposes

P7 give adequate notice to relevant parties when the work will commence, the duration and confirm all dates

P8 agree a programme of works with relevant parties

P9 identify, record and obtain information requirements before work starts

P10 organise attendance for subcontractors in accordance with contractual agreements

P11 plan and obtain sufficient resources of the appropriate type which will meet the specification

P12 organise and control the site and resources so that conditions are safe, the site is tidy and creates a favourable image of the organisation, its products and its services and the project

P13 develop plans to meet special requirements and contingencies which are sufficient to minimise disruption to those likely to be affected by the works programme

P14 identify, communicate and monitor necessary consequent actions and responsibilities for implementation

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Knowledge and understanding

You need to know and understand:

Legal and Organisational requirements

K1 current relevant legislation, regulations, standards and codes of practice relating to installation requirements

Co-ordinate site preparation

You need to know and understand:

K2 what you identify as any special considerations
K3 how to record special considerations and pass them on to people who will be affected
K4 what you identify and describe as factors which might compromise the proposed works
K5 how to summarise and pass on information about any factors which might compromise the proposed works to the appropriate authorities
K6 how to make arrangements for adequate site safety
K7 how to place and maintain notices
K8 how to pass on information about the site layout plans to the people working on the site
K9 how to plan the site layout for operational purposes
K10 how to plan the storage and use of materials and components

Co-ordinate work control

You need to know and understand:

K11 what you identify as information requirements before work starts
K12 how to assemble relevant information which was used in the preparation of the project plan, and clarify and update any information which is not clear
K13 how to give adequate notice to relevant parties when the work will commence, the duration and confirm all dates
K14 how to record and obtain information requirements before work starts
K15 how to review relevant information which was used in the preparation of the project plan
K16 how to obtain sufficient resources
K17 how to control the site and resources so that conditions are safe, the site is tidy and creates a favourable image of the organisation, its products and its services and the project
K18 how to organise attendance for subcontractors in accordance with contractual agreements
K19 how to plan resources
K20 how to organise the site and resources so that conditions are safe, the site is tidy and creates a favourable image of the organisation, its products and its services and the project
K21 how to agree a programme of works with the relevant parties
K22 what you identify as necessary consequent actions and responsibilities for implementation

K23 how to communicate necessary consequent actions and responsibilities for implementation
K24 how to monitor necessary consequent actions and responsibilities for implementation
K25 how to develop plans to meet special requirements and contingencies
K26 how to communicate and work with other people

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Glossary

In these National Occupational Standards;

sites: premises of installations. For example (but not exhaustive) commercial; industrial; retail; domestic; governmental
specification: the specific detail containing design, installation, commissioning or maintenance requirements

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