

### Overview

This unit is about the preparation, checking, approval and control of drawings, schedules and associated information. You will need to produce accurate drawings in an appropriate form using standard conventions. You will need to have drawings checked and approved as necessary and keep relevant records.

You will need to produce accurate schedules in an appropriate form using standard conventions. You will need to have schedules checked and approved as necessary and keep relevant records.

### Performance criteria

*You must be able to:*

#### Prepare drawings and associated information

- P1 produce **drawings** fit for **purpose** and which are complete, accurate, and comply with the design information
- P2 select **methods and media** which are suitable for the **drawings** required, and which can be produced with the resources and time available
- P3 use standard **drawing conventions** and identify and justify any deviations from them
- P4 **clarify any information** to be included which is incomplete and inconsistent and make accurate amendments
- P5 keep **registers and records** of **drawings** which are complete, accurate and up-to-date
- P6 obtain necessary **checks and approvals** for the content and presentation of **drawings**
- P7 use **methods** for production and record keeping which are consistent with quality assurance procedures

#### Prepare schedules

*You must be able to:*

- P8 select a format for the **schedules** which meets the requirements of the production process, the method of measurement used and the way in which the **schedules will be used**
- P9 obtain information accurately from the source documents and the site according to standard requirements
- P10 check and confirm that the data is complete and reference the data, correctly, to the specification, drawings, manufacturers' references and other appropriate standards
- P11 clarify any information to be included which is incomplete and inconsistent and make accurate amendments
- P12 calculate quantities and preparing descriptions which are an accurate reflection of changes, clarifications and corrections to the source documents and the brief
- P13 select **methods and media** which are suitable for the **schedules** required, and which can be produced with the resources and time available
- P14 keep **registers and records** which are complete, accurate and up- to-date
- P15 obtain necessary **checks and approvals** for the content and presentation of schedules
- P16 use **methods** for production and **record** keeping which are consistent with quality assurance procedures

### Knowledge and understanding

*You need to know and understand:*

#### Prepare drawings and associated information

- K1 how to produce **drawings** which are fit for purpose (application)
- K2 how and why to select **methods and media** (evaluation)
- K3 how to use standard **drawing conventions** (application)
- K4 what to identify as deviations from **drawing conventions** (understanding)
- K5 how and why to justify deviations from **drawing conventions** (evaluation)
- K6 how to clarify any information to be included which is incomplete and inconsistent, and make accurate amendments (application)
- K7 how and why to keep **registers and records** of drawings (synthesis)
- K8 how to obtain necessary **checks and approvals** for the content and presentation of **drawings** (application)
- K9 how to use **methods** for production and record keeping which are consistent with quality assurance procedures (application)

#### Prepare schedules

*You need to know and understand:*

- K10 how and why to select a format for the **schedules** which meets the requirements of the production process, the method of measurement used and the way in which the **schedules will be used** (evaluation)
- K11 how to obtain information accurately from the source documents and the site according to standard requirements (application)
- K12 how to **check** and confirm that the data is complete (application)
- K13 how to clarify and make accurate amendments to any information to be included which is incomplete and inconsistent (application)
- K14 how to calculate quantities and prepare descriptions (application)
- K15 how and why to select **methods and media** (evaluation)
- K16 how to reference the data to the specification, drawings, manufacturer's references and other appropriate standards (application)
- K17 how to keep complete, accurate and up-to-date **registers and records** (application)
- K18 how to obtain **checks and approvals** (application)
- K19 how to use methods for production and **record** keeping (application)

### Scope/range

#### Prepare drawings and associated information

- 1 Drawings:
  - 1.1 location, assembly, component
  - 1.2 sketches
  - 1.3 scale and full size working drawings
  - 1.4 schedules
  - 1.5 presentation drawings
  - 1.6 co-ordination drawings
- 2 Purpose:
  - 2.1 obtain consents
  - 2.2 estimating
  - 2.3 procurement
  - 2.4 contract
  - 2.5 production
  - 2.6 presentation
  - 2.7 as built record
  - 2.8 health and safety file
  - 2.9 factory manufacture
  - 2.10 site installation
  - 2.11 sub-contract and specialist details
  - 2.12 record payments
- 3 Methods and media:
  - 3.1 manual
  - 3.2 electronic
- 4 Drawing conventions:
  - 4.1 detailing standards
  - 4.2 codes of practice
  - 4.3 current industry practice
  - 4.4 methods of coordination (e.g. Common Arrangement)
- 5 Registers and records:
  - 5.1 incoming and outgoing drawing and document registers
  - 5.2 records of document approval and revision
  - 5.3 quality assurance documentation

### Scope/range

- 6 Checks and approvals cover:
  - 6.1 format
  - 6.2 presentation
  - 6.3 accuracy
  - 6.4 technical content
  - 6.5 completeness
  - 6.6 referencing
  - 6.7 cross-referencing and correlation with associated documents
  - 6.8 status
  - 6.9 positioning
  - 6.10 shape
  - 6.11 dimensions
  - 6.12 tolerances
  - 6.13 composition
  - 6.14 fixing
  - 6.15 annotation
  - 6.16 symbols and conventions

### Prepare schedules

- 7 Schedules:
  - 7.1 schedules of rates
  - 7.2 schedules of works materials, building elements and components, finishes
  - 7.3 health and safety plans
  - 7.4 archiving
  - 7.5 cutting sheets and requisitions
- 8 Schedules will be used for:
  - 8.1 obtaining consents
  - 8.2 estimating
  - 8.3 procurement
  - 8.4 contract
  - 8.5 production
  - 8.6 as built records
  - 8.7 health and safety file

### Scope/range

- 8.8 factory manufacture
- 8.9 site installation
- 8.10 sub-contract and specialist details
- 8.11 record payments
- 8.12 presentation
- 9 Methods and media:
  - 9.1 manual
  - 9.2 electronic
- 10 Register and records:
  - 10.1 incoming and outgoing drawing and document registers
  - 10.2 records of document approval and revision
  - 10.3 quality assurance documentation
- 11 Checks and approvals cover:
  - 11.1 format
  - 11.2 presentation
  - 11.3 accuracy
  - 11.4 technical content
  - 11.5 completeness
  - 11.6 referencing
  - 11.7 cross-referencing and correlation with associated documents
  - 11.8 status
  - 11.9 positioning
  - 11.10 shape
  - 11.11 dimensions
  - 11.12 tolerances
  - 11.13 composition
  - 11.14 fixing
  - 11.15 annotation
  - 11.16 symbols and conventions

# COSCCOO06 (SQA Unit Code - HA3Y 04)

## Prepare drawings and schedules in construction



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**Relevant occupations** Building and civil engineering technicians; estimators; valuers and assessors managers; quantity surveyors

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**Suite** Construction Contracting Operations

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