

# COSVR397 - SQA Unit Code DX8X 04

## Arrange and secure loads



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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 to arrange and secure loads
- 4 preparing, arranging and securing loads

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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 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe work practices
- P3 select plant or machinery resources for the methods of work and operations to be carried out
- 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

#### Performance Criteria 2

##### Safe work practices

*You need to know and understand:*

- K4 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
- K5 how **emergencies** should be responded to and who should respond
- K6 the organisational **security procedures** for plant and/or machinery, tools, equipment and personal belongings
- K7 what the accident reporting procedures are and who is responsible for making the report
- K8 why and when **personal protective equipment (PPE)** should be used

#### Performance Criteria 3

##### Selection of resources

*You need to know and understand:*

- K9 the characteristics, quality, uses, limitations and defects associated with plant **resources** and how defects should be rectified
- K10 how the **resources** should be used and how any **problems** associated with the **resources** are reported
- K11 the organisational procedures to select **resources**, why they have been developed and how they are used
- K12 the **hazards** associated with the **resources** and **methods of work** and how they are overcome

#### Performance Criteria 4

##### Minimise the risk of damage

*You need to know and understand:*

- K13 how to **protect work** from damage and the purpose of protection
- K14 why **disposal of waste** should be carried out safely and how it is achieved

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*You need to know and understand:*

### **Performance Criteria 5**

#### **Meet the contract specification**

- K15 how **methods of work**, to meet the specification, are carried out and **problems** reported
- K16 how **maintenance** of plant and/or machinery, tools and equipment is carried out

*You need to know and understand:*

### **Performance Criteria 6**

#### **Allocated time**

- K17 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 work to be carried out

#### Performance Criteria 2

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

#### Performance Criteria 3

- 4 selection of resources associated with own work
  - 4.1 materials, components and fixings
  - 4.2 tools and equipment
  - 4.3 lifting or tie down accessories

#### Performance Criteria 4

- 5 protection of the work and its surrounding area from damage
- 6 minimise damage and maintain a clean work space
- 7 disposal of waste in accordance with legislation

#### Performance Criteria 5

- 8 demonstration of work skills to measure, gauge, calculate, select, fit, configure, test, balance, adjust, secure, position and remove
- 9 use and maintain hand tools, ancillary equipment, lifting or load restraint accessories
- 10 arrange and secure loads for movement by either slinger/signaller or loader/securer to given working instructions
  - 10.1 Slinger/signaller – any three of the following loads: balanced, unbalanced, loose, bundled, containers, drums
  - 10.2 Loader/securer – all of the following loads: wheeled machinery, tracked machinery, rolling machinery

#### Performance Criteria 6

- 11 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

#### Hazards

- 3 those identified by method of work, risk/COSHH assessments, manufacturers' technical information statutory regulations and official guidance

#### Information

- 4 drawings, specifications, schedules, method statements, manufacturers' information and regulations governing the arrangement and security of loads

#### Legislation, Approved Codes of Practice and official guidance

- 5 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

- 6 operative care of hand tools, ancillary equipment and lifting or load restraint accessories

#### Methods of work

- 7 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
  - 7.1 identify the characteristics of the plant and machinery and load appropriate to the slinging or securing operation
  - 7.2 determine method for slinging or restraining
  - 7.3 select and use suitable lifting or load restraint accessories
  - 7.4 arrange and secure loads
  - 7.5 confirm balance, stability and correct weight distribution
  - 7.6 remove and store lifting and load restraint accessories on completion of movement
  - 7.7 use hand tools and ancillary equipment
  - 7.8 work at height
- 8 team work and communication
- 9 needs of other occupations associated with arranging and securing loads

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### **Personal protective equipment (PPE)**

10 occupational use, types, purpose of each type and work situations

### **Problems**

11 those arising from information, resources and methods of work

11.1 own authority to rectify

11.2 organisational reporting procedures

### **Programme**

12 types of progress charts, timetables and estimated times

13 organisational procedures for reporting circumstances which will affect the work programme

### **Protect work**

14 protect work against damage from general workplace activities, other occupations and adverse weather conditions

### **Resources**

15 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist

15.1 lifting or load restraint accessories, steel wire rope, chain, fabric, web hooks, shackles, clamps

15.2 hand tools and ancillary equipment

16 methods of calculating weight, bearing, pressure, quantity, length and area associated with the method/procedure for arranging and securing loads

### **Security procedures**

17 site, workplace, company and operative

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**Key words** Slinger; Signaller; Loader/Securer