

COSVR16 - SQA Unit Code DY45 04

Manufacture routine products



Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 fitting and assembling products for one or more of the following:
bench/architectural joinery; wheelwrighting (carriage construction);
shopfitting products (timber and/or non-ferrous metal)

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Performance criteria

- You must be able to:*
- P1 interpret the given information relating to the work and resources to confirm its relevance
 - P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
 - P3 select the required quantity and quality of resources for the methods of work
 - 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 and official guidance** and how it is applied
- K5 the types of **fire extinguishers** and how and when they are used
- K6 how **emergencies** should be responded to and who should respond
- K7 the organisational **security procedures** for tools, equipment and personal belongings
- K8 what the accident reporting procedures are and who is responsible for making the report
- K9 why, when and how **health and safety control equipment** should be used

Performance Criteria 3

Selection of resources

You need to know and understand:

- K10 the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified
- K11 how the **resources** should be used and how any **problems** associated with the **resources** are reported
- K12 the organisational procedures to select **resources**, why they have been developed and how they are used
- K13 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:

- K14 how to **protect work** from damage and the purpose of protection
- K15 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

- K16 how **methods of work**, to meet the specification, are carried out and **problems** reported
- K17 how **maintenance** of tools and equipment is carried out

You need to know and understand:

Performance Criteria 6

Allocated time

- K18 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, risk assessments, cutting lists and manufacturers' information related to the work to be carried out

Performance Criteria 2

- 2 avoidance of risk by following the given information relating to the following
 - 2.1 methods of work
 - 2.2 safe use of health and safety control equipment
 - 2.3 safe use, storage and handling of materials
 - 2.4 safe use and storage of tools and equipment

Performance Criteria 3

- 3 selection of resources associated with own work
 - 3.1 materials, components and fixings
 - 3.2 tools and equipment

Performance Criteria 4

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

Performance Criteria 5

- 7 demonstration of work skills to measure, mark out, fit, finish, position and secure
- 8 use and maintain hand tools, portable power tools and ancillary equipment
- 9 fit and assemble to form routine manufactured products to given working instructions from one of the following groups
 - 9.1 bench/architectural joinery group; at least two items from the following: doors; windows with opening lights; units and/or fitments (panelling/cladding); staircases
 - 9.2 wheelwrighting group (carriage construction): wheels (including butt welding rim) plus at least one item from the following – doors; frames; wooden framed vehicles; shafts
 - 9.3 shopfitting products group (timber and/or non-ferrous metal based) at least two items from the following: doors; frames and linings; shopfront sashes including associated elements; panelling/cladding; wall and floor units

Performance Criteria 6

- 10 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

Fire extinguishers

- 3 water, CO₂, foam, powder and their uses

Hazards

- 4 those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

Health and safety control equipment

- 5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
 - 5.1 collective protective measures
 - 5.2 personal protective equipment (PPE)
 - 5.3 respiratory protective equipment (RPE)
 - 5.4 local exhaust ventilation (LEV)

Information

- 6 drawings, specifications, schedules, method statements, risk assessments, cutting lists, manufacturers' information, component standards and regulations governing buildings (animal welfare)

Legislation and official guidance

- 7 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance

- 8 sharpening of hand tools and operative care of portable power tools and ancillary equipment

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Methods of work

- 9 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
 - 9.1 fit and assemble routine products
 - 9.2 produce straight in plan and elevation: doors, windows with opening lights, units, fittings and panelling/cladding, staircases
 - 9.3 produce wooden framed vehicles, shafts and wheels (wheelwrighting only)
 - 9.4 produce welded carriage components (wheelwrighting only)
 - 9.5 take site and workplace dimensions
 - 9.6 form joints associated with the product and construction method
 - 9.7 use hand tools, power tools and equipment
 - 9.8 requisition material
- 10 team work and communication
- 11 needs of other occupations associated with manufacturing routine products

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, sizes and sustainability of standard and/or specialist
 - 16.1 timber, manufactured sheet material, pre-machined components, setting out rods, non-ferrous metal, fabric, metal and rubber rims, glass, plastic, ironmongery, adhesives, fixings and associated ancillary items
 - 16.2 hand and/or powered tools and equipment
- 17 methods of calculating quantity, length, area and wastage associated with the method/procedure to manufacture routine products

Security procedures

- 18 site, workplace, company and operative

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