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## Overview

This standard is about

- 1 providing information to all workplace personnel regarding their job responsibilities
- 2 planning site resources
- 3 organising and controlling site resources

# COSVR703 - SQA Unit Code F3DG 04

## Co-ordinate work control

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### Performance criteria

- You must be able to:*
- P1 assemble and review relevant information used in the preparation of the project plan and clarify any information which is not clear
  - P2 communicate and agree a programme, methods and attendance with the people who will be doing the work
  - P3 plan and obtain sufficient resources and attendance of the appropriate type which will meet the project requirements and timescales
  - P4 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, its services and the project
  - P5 organise work activities and implement measures that take into account appropriate factors

# COSVR703 - SQA Unit Code F3DG 04

## Co-ordinate work control

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### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Assemble and review information

- K1 how to assemble relevant **information**
- K2 how to clarify **information** that is unclear

#### Performance Criteria 2

##### Communicate and agree

*You need to know and understand:*

- K3 how to communicate and agree a programme, methods and attendance details with people who will be doing the work
- K4 how to integrate construction methods using programmes that include methods and attendance

#### Performance Criteria 3

##### Plan and obtain resources

*You need to know and understand:*

- K5 how to plan to obtain sufficient and appropriate types of **resources** and attendance to ensure project requirements and timescales are met

#### Performance Criteria 4

##### Organise and control the site and resources

*You need to know and understand:*

- K6 how to organise and control the site
- K7 methods of organising and controlling **resources**
- K8 how to ensure site conditions are safe
- K9 how to ensure the site is tidy and creates a favourable image of the organisation, its products and its services

#### Performance Criteria 5

##### Organise work activities

*You need to know and understand:*

- K10 how to organise activities, taking into account appropriate **factors**
- K11 how to implement measures, taking into account appropriate **factors**

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### Additional Information

#### Scope/range related to performance criteria

#### Performance Criteria 1

- 1 records of at least three of the following sources of information reviewed for clarity
  - 1.1 surveys and reports
  - 1.2 design
  - 1.3 contractual
  - 1.4 statutory consents
  - 1.5 contractor's pre-planning information
  - 1.6 health, safety and environmental plans
  - 1.7 risk assessments and method statements
  - 1.8 programmes
  - 1.9 about competent people
  - 1.10 sub-contractor arrangements and attendance

#### Performance Criteria 2

- 2 records of communication with people who will be doing the work showing agreement of programme, methods and attendance that integrate construction operations

#### Performance Criteria 3

- 3 records of plans covering requirements and timescales used to secure at least three of the following resources
  - 3.1 people
  - 3.2 plant, equipment or machinery
  - 3.3 materials and components
  - 3.4 sub-contractors
  - 3.5 information
  - 3.6 work area and facilities
  - 3.7 waste management
  - 3.8 utility providers

#### Performance Criteria 4

- 4 records of work undertaken to organise and control the site including
  - 4.1 resources
  - 4.2 safe conditions
  - 4.3 tidiness
  - 4.4 image

**Performance Criteria 5**

- 5 records of activities undertaken that consider at least three of the following factors
  - 5.1 occupiers
  - 5.2 near neighbours
  - 5.3 public access
  - 5.4 site conditions
  - 5.5 environmental considerations
  - 5.6 vehicular access
  - 5.7 security and trespass
  - 5.8 public utilities
  - 5.9 heritage status

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### Scope/range related to knowledge and understanding

#### Factors

- 1 occupiers
- 2 near neighbours
- 3 public access
- 4 site conditions
- 5 environmental considerations
- 6 vehicular access
- 7 security and trespass
- 8 public utilities
- 9 heritage status

#### Information

- 10 survey and reports
- 11 design
- 12 contractual
- 13 statutory consents
- 14 contractor's pre-planning information
- 15 health, safety and environmental plans
- 16 risk assessments and method statements
- 17 programmes
- 18 about competent people
- 19 sub contractor arrangements and attendance

#### Resources

- 20 people
- 21 plant, equipment or machinery
- 22 materials and components
- 23 sub-contractors
- 24 information
- 25 work area and facilities
- 26 waste management
- 27 utility providers

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**Originating organisation** ConstructionSkills

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**Relevant occupations** Construction and Building Trades Supervisors

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**Suite** Construction Site Supervision; Controlling Lifting Operations (Construction)

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**Key words** Workplace; Personnel; Responsibilities; Organising; Controlling; Site; Resources