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### Overview

This unit is about inspecting caravans on delivery, moving the caravan to the correct location on the park, siting the caravan and making it ready for use.

The types of caravan that the unit covers include

1. caravan holiday homes
2. park homes

both single and twin units.

The unit is divided into three parts. The first part describes the three things you have to do. These are:

1. inspect the caravan on delivery
2. move the caravan on the park
3. site the caravan and make it ready for use

The second part describes the knowledge and understanding you must have.

The third part gives examples and explanations of some words we use in the unit.

This unit is for people who work on caravan parks whose duties include siting caravans.

# SKAC15 (SQA Unit Code - FA4H 04)

## Site caravans on parks

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### Performance criteria

*You must be able to:*

#### **Inspect the caravan on delivery**

- P1 inspect the caravan as soon as possible after delivery, following your organisation's procedures
- P2 check the documents supplied with the caravan
- P3 complete the relevant documents accurately and legibly
- P4 record and report any damaged or missing parts

*You must be able to:*

#### **Move the caravan on the park**

- P5 pack all loose furnishings
- P6 make safe all fixtures and fittings
- P7 wind up or remove all supports
- P8 move the caravan to the correct location using an appropriate vehicle
- P9 move the caravan safely without causing injury to people or damage to property

*You must be able to:*

#### **Site the caravan and make it ready for use**

- P10 anchor the caravan safely using an approved method
- P11 position the caravan according to your site licence
- P12 make the caravan steady using a device recommended by the manufacturer
- P13 fit the doors and make sure they are functioning correctly
- P14 fit the steps and make sure they are secure and functioning correctly
- P15 connect water, waste and sewerage pipes safely and securely
- P16 make sure that all services are operating correctly

# SKAC15 (SQA Unit Code - FA4H 04)

## Site caravans on parks

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### Knowledge and understanding

*You need to know and understand:*

#### **For the whole unit**

- K1 the different types of caravans commonly found on caravan parks and their features
- K2 the local site licence conditions, model standards and byelaws that are relevant to siting caravans
- K3 the health and safety legislation and regulations that are relevant to siting caravans
- K4 relevant industry codes of practice

*You need to know and understand:*

#### **Inspect the caravan on delivery**

- K5 why it is important to carry out the inspection as soon after delivery as possible
- K6 your company's procedures for carrying out inspections
- K7 how to complete relevant documents
- K8 the procedures for recording and reporting damaged and missing parts

*You need to know and understand:*

#### **Move the caravan on the park**

- K9 why you should pack loose furnishings and make safe fixtures and fittings
- K10 how to make safe fixtures and fittings
- K11 how to support the caravan
- K12 how to move small, medium and large caravans on the park safely and effectively, including touring caravans
- K13 how to prevent the caravan sinking
- K14 the procedures for transporting and towing
- K15 the procedures for directing drivers

*You need to know and understand:*

#### **Site the caravan and make it ready for use**

- K16 the types of devices available for steadying caravans, and why they should be used
- K17 the types of anchorage available and why they should be used
- K18 the types of doors and steps used and the correct methods of fitting these
- K19 how to connect water, waste and sewerage services with due regard to health and safety
- K20 how to test water, waste, sewerage, electricity, gas and telephone services with due regard to health and safety
- K21 the legal requirements covering the need for competence testing for staff connecting services such as water, gas and electricity, and the consequent need for supervision by approved contractors during learning and assessment

# SKAC15 (SQA Unit Code - FA4H 04)

## Site caravans on parks

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### Additional Information

#### Scope/range related to performance criteria

1. **inspection**
  - 1.1. external
  - 1.2. internal
  
2. **caravan**
  - 2.1. caravan holiday home
  - 2.2. park home(either single or twin units)
  
3. **device**
  - 3.1. corner steady
  - 3.2. tripod jack
  - 3.3. tripod block
  
4. **door**
  - 4.1. internal
  - 4.2. external
  
5. **service**
  - 5.1. water
  - 5.2. waste
  - 5.3. sewerage
  - 5.4. electricity
  - 5.5. gas
  - 5.6. telephone

### Glossary

#### **Appropriate vehicle**

A vehicle that will allow you to move the caravan safely, for example a tractor

#### **Approved contractor**

Gas engineer, electrician or plumber meeting the legislative requirement to carry out specified technical tasks

#### **Caravan**

Caravan holiday homes, park homes (both single and twin units)

#### **Documents**

Delivery notes, checklists.

#### **Fixtures and fittings**

For example, trims, cupboard handles

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## Site caravans on parks

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### **Inspection**

Checking the caravan on delivery to make sure that all items are present and correct according to the supplied documents

### **Loose furnishings**

For example, chairs, tables.

### **Site licence**

Obligatory requirement for operating a caravan park, for which application must be made to the local authority

### **Supports**

For example, blocks, jacks, corner steadies

### **Links to other NOS**

This unit links to units SKAOSC222, SKAOSC223 and SKAOSC227

# SKAC15 (SQA Unit Code - FA4H 04)

## Site caravans on parks

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**Relevant occupations** Associate Professionals and Technical Occupations; Leisure, travel and tourism; Sport, leisure and recreation; Sports and Fitness Occupations

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**Suite** Operational Services

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**Key words** site, caravans, parks