

# COSVR711 - SQA Unit Code FN2K 04

## Co-ordinate preparation for site operations



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### Overview

This standard is about

- 1 the pre-start inspection of the place of work
- 2 the ongoing inspections during site set up
- 3 the action required to ensure the site is suitable for work to take place

# COSVR711 - SQA Unit Code FN2K 04

## Co-ordinate preparation for site operations

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### Performance criteria

- You must be able to:*
- P1 identify and use relevant information which was used in the preparation of the project plan, clarify any information which is not clear and update it for production planning purposes
  - P2 identify any factors which might affect the proposed works, describe and summarise them accurately and pass on the information to the people who may be affected
  - P3 confirm access points for the site and works which are safe and include works traffic and pedestrian segregation and minimise disruption
  - P4 confirm arrangements for adequate site safety, welfare and security before work starts, and whilst working on site
  - P5 confirm the available resources
  - P6 implement the site layout for operational purposes and pass on information about the plans to the people who will be working on the site
  - P7 implement the storage and use of materials and components so that materials handling and movement is efficient and wastage is minimised
  - P8 place and maintain notices which provide accurate information and which conform to statutory and site requirements
  - P9 ensure notice has been given to all the people who will be affected, about when the work will start, how long it will take and when it will finish

# COSVR711 - SQA Unit Code FN2K 04

## Co-ordinate preparation for site operations

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### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Information used in preparation

- K1 how to identify relevant **information**
- K2 how to clarify **information** that is not clear
- K3 how to update **information** for production planning purposes
- K4 how to use relevant **information**

#### Performance Criteria 2

##### Factors that might affect the proposed works

*You need to know and understand:*

- K5 how to identify **factors** that might affect the proposed works
- K6 how to accurately describe and summarise **factors**
- K7 how to pass **information** regarding **factors** to people who may be affected

#### Performance Criteria 3

##### Confirm access points

*You need to know and understand:*

- K8 how to confirm access points in **site layout** for operational purposes and works
- K9 how to establish access points that are safe and cause minimum disruption
- K10 how to segregate works traffic and pedestrians
- K11 why you need to minimise disruption and segregate works traffic and pedestrians

#### Performance Criteria 4

##### Confirm adequate site safety

*You need to know and understand:*

- K12 how to confirm arrangements for site safety, welfare and security before work starts and whilst working on site

#### Performance Criteria 5

##### Confirm available resources

*You need to know and understand:*

- K13 how to confirm available **resources**

# COSVR711 - SQA Unit Code FN2K 04

## Co-ordinate preparation for site operations

---

<i>You need to know and understand:</i>	<b>Performance Criteria 6</b> <b>Implement the site layout</b> K14 how to implement the <b>site layout</b> for operational purposes K15 how to pass on <b>information</b> about the plans to the people who will be working on the site
<i>You need to know and understand:</i>	<b>Performance Criteria 7</b> <b>Implement the storage and use of materials</b> K16 how to implement the storage of materials and components so that material handling and movement is efficient K17 how to implement the use of materials and components to minimise wastage
<i>You need to know and understand:</i>	<b>Performance Criteria 8</b> <b>Place and maintain notices</b> K18 where to place notices that provide accurate <b>information</b> for the work force K19 how to ensure notices conform to statutory and site requirements K20 how to maintain notices
<i>You need to know and understand:</i>	<b>Performance Criteria 9</b> <b>Give notice to people affected by the work</b> K21 how to give adequate notice to all relevant people about when the work will start, how long it will take and when it will finish K22 how to communicate adequate notice to relevant people accordingly

# COSVR711 - SQA Unit Code FN2K 04

## Co-ordinate preparation for site operations

### Additional Information

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#### Scope/range related to performance criteria

#### Performance Criteria 1

- 1 records showing consultation of at least four of the following sources of information
  - 1.1 survey reports
  - 1.2 design documents
  - 1.3 contractual documents
  - 1.4 statutory consents
  - 1.5 contractor's pre-planning information
  - 1.6 health, safety and environmental plans
  - 1.7 risk assessments and/or method statements
  - 1.8 programmes
  - 1.9 records about the competence of people
  - 1.10 sub-contractor arrangements and attendance
  - 1.11 safe systems of work

#### Performance Criteria 2

- 2 records showing the identification, consideration, summary and passage of information regarding at least three of the following factors
  - 2.1 occupiers
  - 2.2 near neighbours
  - 2.3 public access
  - 2.4 site conditions
  - 2.5 environmental considerations
  - 2.6 vehicular access
  - 2.7 security and trespass
  - 2.8 public utilities
  - 2.9 heritage status

#### Performance Criteria 3

- 3 records of consultations regarding the site plan showing agreement and confirmation of safe access points that minimise disruption

#### Performance Criteria 4

- 4 records of checks conducted to confirm arrangements for site safety, welfare and security prior to work
- 5 records of checks conducted to confirm arrangements for site safety, welfare and security during work

# COSVR711 - SQA Unit Code FN2K 04

## Co-ordinate preparation for site operations

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### **Performance Criteria 5**

- 6 records showing confirmation of at least four of the following
  - 6.1 people
  - 6.2 plant, equipment or machinery
  - 6.3 materials and components
  - 6.4 sub-contractors
  - 6.5 information
  - 6.6 work area and facilities
  - 6.7 waste management
  - 6.8 utility providers

### **Performance Criteria 6**

- 7 records showing consideration of at least four of the following in the implementation of the site layout for operational purposes
  - 7.1 storage
  - 7.2 temporary accommodation
  - 7.3 work areas
  - 7.4 plant
  - 7.5 temporary services
  - 7.6 access and egress
  - 7.7 security
  - 7.8 continuing use of occupiers
  - 7.9 waste management
  - 7.10 pollution control
  - 7.11 provision for pre-fabricated components and systems
  - 7.12 existing fabric
- 8 records showing the passage of information about the plans to people who will be working on site

### **Performance Criteria 7**

- 9 records of arrangements for the storage and use of materials and components to minimise handling, movement and wastage

### **Performance Criteria 8**

- 10 records showing the accuracy and placement of notices
- 11 records showing the maintenance of notices

### **Performance Criteria 9**

- 12 records of information provided to the people affected

# COSVR711 - SQA Unit Code FN2K 04

## Co-ordinate preparation for site operations

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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 reports
- 11 design documents
- 12 contractual documents
- 13 statutory consents
- 14 contractor's pre-planning information
- 15 health, safety and environmental plans
- 16 risk assessments and/or method statements
- 17 programmes
- 18 records on the competence of people
- 19 sub-contractor arrangements and attendance
- 20 safe systems of work

#### Resources

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

# **COSVR711 - SQA Unit Code FN2K 04**

## **Co-ordinate preparation for site operations**

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### **Site layout**

- 29 storage
- 30 temporary accommodation
- 31 work areas
- 32 plant
- 33 temporary services
- 34 access and egress
- 35 security
- 36 continuing use by occupiers
- 37 waste management
- 38 pollution control
- 39 provision for pre-fabricated components and systems
- 40 existing fabric



# COSVR711 - SQA Unit Code FN2K 04

## Co-ordinate preparation for site operations

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