

# COSVR672 - SQA Unit Code H4HE 04

## Hand over plant or machinery to the control of others



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### Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components, consumables and equipment
- 4 explaining and demonstrating the use of plant or machinery when handing over control to others

# COSVR672 - SQA Unit Code H4HE 04

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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 and healthy 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

### 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 how **emergencies** should be responded to and who should respond
- K6 the organisational **security procedures** for tools, equipment and personal belongings
- K7 what the accident reporting procedures are and who is responsible for making the report
- K8 why, when and how **health and safety control equipment** should be used

#### Performance Criteria 3

##### Selection of resources

*You need to know and understand:*

- K9 the characteristics, quality, uses, sustainability, limitations and defects associated with the **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

# COSVR672 - SQA Unit Code H4HE 04

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### 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

### Performance Criteria 5

#### Meet the contract specification

*You need to know and understand:*

K15 how **methods of work**, to meet the specification, are carried out and **problems** reported

K16 how **maintenance** of tools and equipment is carried out

### Performance Criteria 6

#### Allocated time

*You need to know and understand:*

K17 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

### Additional Information

#### Scope/range related to performance criteria

##### **Performance Criteria 1**

- 1 interpretation of drawings, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out

##### **Performance Criteria 2**

- 2 avoidance of risk by complying with the given information relating to at least five of the following:
  - 2.1 methods of work
  - 2.2 safe use of health and safety control equipment
  - 2.3 safe use of access equipment
  - 2.4 safe use, storage and handling of materials
  - 2.5 safe use and storage of tools and equipment
  - 2.6 specific risks to health

##### **Performance Criteria 3**

- 3 selection of resources associated with own work
  - 3.1 tools and equipment
  - 3.2 consumables

##### **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 current legislation

##### **Performance Criteria 5**

- 7 demonstration of work skills to liaise, explain, present, demonstrate, instruct, confirm, communicate and assess
- 8 use and maintain hand tools, portable power tools and ancillary equipment
- 9 explain and demonstrate the operation of plant or machinery to given working instructions in order to hand over control to others
- 10 complete and maintain records

##### **Performance Criteria 6**

- 11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

# COSVR672 - SQA Unit Code H4HE 04

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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 risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

#### **Health and safety control equipment**

- 4 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
  - 4.1 collective protective measures
  - 4.2 personal protective equipment (PPE)
  - 4.3 respiratory protective equipment (RPE)
  - 4.4 local exhaust ventilation (LEV)

#### **Information**

- 5 drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations associated with the operation and use of plant and machinery

#### **Legislation and official guidance**

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

#### **Maintenance**

- 7 operative care of hand tools and portable power tools and ancillary equipment

# COSVR672 - SQA Unit Code H4HE 04

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### **Methods of work**

- 8 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
  - 8.1 liaise with customers, hirers, colleagues and end users
  - 8.2 clearly define the moment of transferred responsibility
  - 8.3 assess and confirm the condition of plant and machinery
  - 8.4 confirm the suitability of the handover environment
  - 8.5 prepare plant or machinery for explanation and demonstration
  - 8.6 instruct users and operators in the operation, safety and emergency requirements
  - 8.7 demonstrate the operation of plant and machinery
  - 8.8 explain statutory requirements, inspection, maintenance, report of thorough examination, tests and certification
  - 8.9 present and explain documentation: safety literature, operating instructions and operator forms
  - 8.10 complete and register the handover: forms, checklists, confirmation, acceptance and receipt forms
  - 8.11 explain the availability of technical support, guidance, information, advice, breakdown, call out, guarantees, warranties and replacement
  - 8.12 communicate in a way that maintains goodwill
  - 8.13 use hand tools, portable power tools and equipment
  - 8.14 work at height
  - 8.15 use access equipment
  - 8.16 complete and maintain records
- 9 team work and communication
- 10 needs of other occupations associated with the handover of plant and machinery to others

### **Problems**

- 11 those arising from information, resources and methods of work
  - 11.1 own authority to rectify
  - 11.2 organisational reporting procedures

# COSVR672 - SQA Unit Code H4HE 04

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### **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 and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:

15.1 consumables

15.2 literature, forms and documents

15.3 hand tools, portable powered tools and equipment

16 methods of calculating quantity, length, area and wastage associated with the method/procedure to handover plant and machinery to others

### **Security procedures**

17 site, workplace, company and operative



# COSVR672 - SQA Unit Code H4HE 04

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