Overview

This standard is about
1. interpreting information
2. adopting safe and healthy working practices
3. selecting materials, components, consumables and equipment
4. providing technical information and advice to operators of plant or machinery
COSVR673 - SQA Unit code H4HF 04
Provide technical information, advice and guidance to users of plant or machinery

**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
COSVR673 - SQA Unit code H4HF 04
Provide technical information, advice and guidance to users of plant or machinery

Knowledge and understanding

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
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
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
Performance Criteria 4
Minimise the risk of damage

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

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

K17 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept
COSVR673 - SQA Unit code H4HF 04
Provide technical information, advice and guidance to users of plant or machinery

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 materials and components
   3.2 tools and equipment
   3.3 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 interpret, analyse, explain, advise, confirm, answer, replace, refer and inform
8 use and maintain hand tools, portable power tools and ancillary equipment
9 provide technical information and advice to given working instructions for operators of plant or machinery for at least two of the following
   9.1 at breakdown
   9.2 on handover
   9.3 on request
   9.4 under terms of contract, guarantee, warranty or hire agreement
   9.5 on recall
   9.6 modification or alteration
10 complete and maintain records
COSVR673 - SQA Unit code H4HF 04
Provide technical information, advice and guidance to users of plant or machinery

Performance Criteria 6
11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client
COSVR673 - SQA Unit code H4HF 04
Provide technical information, advice and guidance to users of plant or machinery

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
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 provide information advice and guidance to users and operators:
   on handover; at breakdowns; on request; under terms of contract; guarantee; warranty or hire agreement and for manufacturers’ recall

8.2 explain the information, advice and guidance available

8.3 use situational awareness to interpret the information and advice required

8.4 analyse the information available to provide answers

8.5 refer to other sources of information: colleagues, multi media

8.6 source and supply replacement literature and documentation

8.7 inform on progress

8.8 provide information, advice and guidance in a manner that maintains goodwill

8.9 confirm the information, advice and guidance given is appropriate

8.10 use hand tools, portable power tools and equipment

8.11 work at height

8.12 use access equipment

8.13 complete and maintain records

9 team work and communication

10 needs of other occupations associated with the provision of technical information, advice and guidance for the use and operation of plant and machinery

Problems

11 those arising from information, resources and methods of work

11.1 own authority to rectify

11.2 organisational reporting procedures

Programme

12 types of progress charts, timetables and estimated times

13 organisational procedures for reporting circumstances which will affect the work programme
Provide technical information, advice and guidance to users of plant or machinery

**Protect work**
14 protect work against damage from general workplace activities, other occupations and adverse weather conditions

**Resources**
15 materials, components 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 and/or portable powered tools and equipment
16 methods of calculating quantity, length, area and wastage associated with the method/procedure to provide technical information, advice and guidance to users of plant and machinery

**Security procedures**
17 site, workplace, company and operative
COSVR673 - SQA Unit code H4HF 04
Provide technical information, advice and guidance to users of plant or machinery

<table>
<thead>
<tr>
<th>Developed by</th>
<th>ConstructionSkills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version number</td>
<td>2</td>
</tr>
<tr>
<td>Date approved</td>
<td>December 2012</td>
</tr>
<tr>
<td>Indicative review date</td>
<td>December 2017</td>
</tr>
<tr>
<td>Validity</td>
<td>Current</td>
</tr>
<tr>
<td>Status</td>
<td>Original</td>
</tr>
<tr>
<td>Originating organisation</td>
<td>ConstructionSkills</td>
</tr>
<tr>
<td>Original URN</td>
<td>COSPM24</td>
</tr>
<tr>
<td>Relevant occupations</td>
<td>Construction and Building Trades; Performing Arts</td>
</tr>
<tr>
<td>Suite</td>
<td>Construction Plant or Machinery Maintenance; Live Events Management; Plant Installations</td>
</tr>
<tr>
<td>Key words</td>
<td>Plant; Machinery; Technical-information; Advice; Maintenance; Live Events, Exhibitions;</td>
</tr>
</tbody>
</table>