

COSVR666 - SQA Unit Code H4HH 04  
Produce one-off components to restore or maintain  
the operational functions of plant or machinery



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**Overview**

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components, fixings and equipment
- 4 producing one-off components to restore or maintain the operational functions of plant or machinery

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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

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## 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

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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

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## Additional Information

### Scope/range related to performance criteria

#### Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, method statements, risk assessments, workshop manuals, parts manuals 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, components, fixings and fittings
  - 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 measure, mark out, disassemble, cut, drill, file, shape, join, assemble, fit, fix and secure
- 8 use and maintain hand tools, portable power tools, power tools and ancillary equipment
  - 8.1 produce at least two one-off components by modification and/or replacement to given working instructions (e.g. for emergency or temporary repair (safety or operational), to counter operational time delays, when manufacturers component(s) are unavailable or obsolete, when it is cost effective or specialist tools)
- 9 complete functional, operational and safety checks
- 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

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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, workshop manuals, parts manuals, manufacturers' information and current regulations governing and associated with plant and machinery maintenance

#### **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

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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 assess requirements for repair or maintenance
  - 8.2 validate appropriate ways in which the work should be carried out
  - 8.3 maintain the principles of minimum intervention and reversible alteration
  - 8.4 determine the durability of the one off component, temporary or permanent
  - 8.5 transfer dimensions and measurements (hole location and spacing)
  - 8.6 produce templates
  - 8.7 work from patterns, representative work pieces and components
  - 8.8 produce one-off components for emergency and temporary repair (safety and operational), to counter operational time delays, when it is cost effective and to make specialist tools
  - 8.9 apply manufacturers' criteria for the production of specialist tools
  - 8.10 determine the characteristics of materials and differing mating surfaces (cast iron, steel, alloy, plastic)
  - 8.11 select and modify existing components by shaping, cutting, drilling, filing, threading (internal and external), fabrication, welding and machining
  - 8.12 select methods of securing one off components, bolts, screws, clamps, rivets, joints (thermal and adhesive) and specialist retaining devices (circlips, cotter pins, woodruff keys)
  - 8.13 recover and store reusable materials and components
  - 8.14 use hand tools, portable power tools, power tools and equipment
  - 8.15 work at height
  - 8.16 use access equipment
  - 8.17 complete and maintain records
- 9 team work and communication
- 10 needs of other occupations associated with the production of one-off components to restore and maintain the operational functions 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



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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, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:
  - 15.1 plant and machinery components
  - 15.2 fixings and fittings
  - 15.3 consumables
  - 15.4 hand tools, portable power tools, powered tools and equipment
- 16 methods of calculating quantity, length, area, volume and wastage associated with the method/procedure to produce one-off components to restore or maintain the operational function of plant and machinery

#### **Security procedures**

- 17 site, workplace, company and operative

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