

Overview

This unit covers two areas of competence. First it covers implementing systems for collating and checking project information for design projects. Second, it covers preparing design specifications. It is about implementing your information system to ensure a successful project. You must be able to assess the status and collate project information, identify discrepancies, obtain checks and approvals and keep people informed.

It covers method specifications, identified from standard sources and modified as necessary. These describe how the finished products should be constructed. You must be able to produce specifications based on current information, check and cross-reference them, and have them certified.

**Performance
criteria**

You must be able to:

Collate and check project information

- P1 implement **systems** for monitoring and controlling the production of **information** throughout the **project stages**
- P2 assess the status of the **information** and pass it on to people who need it
- P3 collaborate with other members of the project team to achieve integrated project design information
- P4 collate **information** when they have been produced and check them against the agreed **criteria**
- P5 identify queries, discrepancies and inconsistencies in the **information** and refer them to other members of the project team
- P6 collate revisions, requirements and additions to the design **information** and distribute them promptly to appropriate members of the project team
- P7 obtain necessary checks and approvals of **information** when they are needed
- P8 produce up-to-date and accurate **information** on progress and circulate it to the people who need the information

Prepare design specifications

You must be able to:

- P9 produce a specification to suit the **project requirements** which is based on identified, current **source information** which has been verified
- P10 select, and where necessary amend technical clauses from standard sources, which define the quality, type and standard of the materials, components and finished work
- P11 check that the specification is consistent with the currently agreed design and other associated design documentation, and update it promptly and accurately when the design changes
- P12 format the specification so that it is referenced and cross-referenced accurately
- P13 obtain necessary **verification** for the content and presentation of specifications

Knowledge and understanding

You need to know and understand:

Collate and check project information

- K1 how to implement systems for monitoring and controlling the production of **information** throughout the **project stages** (application)
- K2 how and why to assess the status of the **information** (analysis)
- K3 how to pass on the status of the information (application)
- K4 how and why to collaborate with other members of the project team to achieve integrated project design **information** (synthesis)
- K5 how to collate **information** when they have been produced (application)
- K6 how to check **information** against the agreed **criteria** (application)
- K7 what to identify as queries, discrepancies and inconsistencies in the **information** (understanding)
- K8 how to refer queries, discrepancies and inconsistencies in the **information** to other members of the project team (application)
- K9 how to collate revisions, requirements and additions to the design **information** and distribute them to responsible members of the design team (application)
- K10 how to obtain necessary checks and approvals of **information** (application)
- K11 how to produce and circulate **information** on progress (application)

Prepare design specifications

You need to know and understand:

- K12 how to produce a specification to suit the **project requirements based** on current **source information** (application)
- K13 how and why to select technical clauses from standard sources, which define the quality, type and standard of the materials, components and finished work (evaluation)
- K14 how to amend technical clauses from standard sources, which define the quality, type and standard of the materials, components and finished work (application)
- K15 how to check that the specification is consistent with the current design and other design documentation and update the specification promptly and accurately when the design changes (application)
- K16 how to format the **specification** (application)
- K17 how to obtain necessary **verification** for the content and presentation of specifications (application)

Scope/range

Collate and check project information

- 1 Systems:
 - 1.1 incoming and outgoing drawing and document registers
 - 1.2 records of document approval and revision
 - 1.3 revision management
 - 1.4 methods of coordination (e.g. common arrangement)
 - 1.5 electronic data transfers
 - 1.6 integration of interdisciplinary data
 - 1.7 technical query resolution
- 2 Information:
 - 2.1 digital models
 - 2.2 electronic
 - 2.3 graphical and non-graphical data files
 - 2.4 specifications
 - 2.5 drawings
 - 2.6 bills of quantities
 - 2.7 schedules
 - 2.8 health and safety plans
- 3 Project stage:
 - 3.1 Stage 2 (Concept)
 - 3.2 Stage 3 (Definition)
 - 3.3 Stage 4 (Design)
 - 3.4 Stage 5 (Build and Commission)
- 4 Criteria:
 - 4.1 format
 - 4.2 presentation
 - 4.3 accuracy
 - 4.4 technical content
 - 4.5 completeness
 - 4.6 referencing
 - 4.7 cross referencing and correlation with associated documents
 - 4.8 status
 - 4.9 project brief

Scope/range

4.10 contract conditions

Prepare design specifications

5 Project requirements:

5.1 to obtain consents

5.2 procurement

5.3 contract

5.4 production

6 Source information:

6.1 design information

6.2 statutory regulations

6.3 British and EU Standards

6.4 codes of practice

6.5 technical literature

6.6 company standards

7 Verification:

7.1 format (e.g. National Building Specification)

7.2 presentation

7.3 accuracy

7.4 technical content

7.5 completeness

7.6 referencing

7.7 cross-referencing and correlation with associated documents

7.8 status

7.9 current

COSBEDO09- SQA Unit Code H6AC 04

Collate project information and prepare specifications
in built environment design



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Relevant occupations Civil engineers; graphic designers; architectural technologists; town planning technicians; draughtspersons; building surveyors

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