COSVR709 - SQA Unit Code H6AR 04
Control work against agreed quality standards

<table>
<thead>
<tr>
<th>Overview</th>
<th>This standard is about</th>
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<tbody>
<tr>
<td>1</td>
<td>implementing given quality assurance control procedures</td>
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<tr>
<td>2</td>
<td>checking quality of work against agreed standards</td>
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<tr>
<td>3</td>
<td>taking appropriate action to correct deficiencies</td>
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Performance criteria

You must be able to:

P1 identify quality standards from available information and before work starts pass them to the people responsible for their implementation

P2 clearly communicate the responsibilities which individuals have for maintaining quality standards

P3 implement systems to inspect and control the quality of work and record the outcomes

P4 check regularly that work conforms to the design requirements and the specified quality standards

P5 identify work which fails the requirements and specified quality standards and ensure corrective action is taken

P6 inform decision-makers regularly about significant variations in quality standards, programme and safety implications, and suggest improvements

P7 identify improvements from feedback received and recommend them to people responsible
## Knowledge and understanding

### Performance Criteria 1
**Identify quality standards**
- **K1** how to identify **quality standards**
- **K2** how ensure the **people responsible** receive appropriate information on **quality standards**
- **K3** how to ensure the **people responsible** implement appropriate **quality standards** before they start work

### Performance Criteria 2
**Communicate responsibilities**
- **K4** how to communicate individual responsibilities for maintaining **quality standards** clearly

### Performance Criteria 3
**Implement systems**
- **K5** how to implement **systems** for controlling the quality of **work**
- **K6** how to check the quality of **work** against the agreed **quality standards**
- **K7** how to record findings from quality inspections
- **K8** why you need to implement a system to control and record the quality of **work**

### Performance Criteria 4
**Check conformity of work**
- **K9** how to check that the **work** conforms to the design requirements and specified **quality standards**

### Performance Criteria 5
**Identify failed work and take corrective action**
- **K10** how to identify quality faults in **work**
- **K11** how to ensure corrective action is taken when faults in **work** are identified
You need to know and understand:

Performance Criteria 6
Inform decision-makers about significant variations
K12  how to regularly inform decision-makers about significant variation in quality standards
K13  how to inform decision-makers about significant variations in programme and safety implications
K14  how to suggest improvements to decision-makers

Performance Criteria 7
Identify improvements from feedback
K15  how to identify improvements in quality from feedback received
K16  how to make recommendations for improvement in quality to the people responsible
Control work against agreed quality standards

Additional Information

<table>
<thead>
<tr>
<th>Scope/range related to performance criteria</th>
<th>Performance Criteria 1</th>
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<tbody>
<tr>
<td></td>
<td>1 records of information related to at least three of the following quality standards</td>
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<tr>
<td></td>
<td>1.1 statutory requirements</td>
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<td></td>
<td>1.2 project specifications</td>
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<td></td>
<td>1.3 British Standards</td>
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<td>1.4 International Standards</td>
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<td>1.5 Codes of Practice</td>
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<td></td>
<td>1.6 organisational standards</td>
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<tr>
<td></td>
<td>1.7 trade advisory guidance and best practice</td>
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<td></td>
<td>1.8 benchmarks and key performance indicators</td>
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Performance Criteria 2
2 records of information communicated to individuals showing clear areas of responsibility for maintaining quality standards for the work or task

Performance Criteria 3
3 details of at least six of the following systems employed to measure quality and record the outcome
3.1 visual inspection
3.2 checks with design requirements
3.3 checks with standard documentation
3.4 checks with manufacturer’s documentation
3.5 checks with delivery notes
3.6 sampling and mock-ups
3.7 testing
3.8 site inspection reports
3.9 contractor’s reports
3.10 site meetings
3.11 dimension checks
3.12 handover checks

Performance Criteria 4
4 records of the regular checks undertaken to ensure the work conforms to the design requirements and the agreed quality standards

Performance Criteria 5
5 records of corrective action of faults found in at least one of the following
5.1 materials and components and their use
5.2 methods of construction
Performance Criteria 6
6 records of information passed to decision-makers detailing significant variations in quality standards, programme and safety implications with suggestions for improvements to ensure project requirements are met

Performance Criteria 7
7 records of feedback received and improvements identified
8 records of recommendations from feedback received made to at least two of the following people responsible
  8.1 the client, customer or their representative
  8.2 contractors
  8.3 consultants
  8.4 sub-contractors
  8.5 suppliers
  8.6 workforce
  8.7 internal management
Control work against agreed quality standards

People responsible
1 the client, customer or their representative
2 contractors
3 consultants
4 sub-contractors
5 suppliers
6 workforce
7 internal management

Quality standards
8 statutory requirements
9 project specifications
10 British Standards
11 International Standards
12 Codes of Practice
13 organisational standards
14 trade advisory guidance and best practice
15 benchmarks or key performance indicators

Systems
16 visual inspections
17 checks with design requirements
18 checks with standard documentation
19 checks with manufacturer’s documentation
20 checks with delivery notes
21 sampling and mock-ups
22 testing
23 site inspection reports
24 contractor’s reports
25 site meetings
26 dimensional checks
27 handover checks

Work
28 materials and components and their use
29 methods of construction
<table>
<thead>
<tr>
<th>Developed by</th>
<th>ConstructionSkills</th>
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<tr>
<td>Version number</td>
<td>1</td>
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<tr>
<td>Date approved</td>
<td>October 2007</td>
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<td>July 2015</td>
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<td>Relevant occupations</td>
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<tr>
<td>Key words</td>
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