

COSVR718 - SQA Unit Code H6AT 04

Hand over property



Overview

This standard is about

- 1 confirming the property meets the agreed specifications
- 2 ensuring a property is ready to be handed over
- 3 providing the recipient with appropriate information

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Performance criteria

- You must be able to:*
- P1 negotiate and confirm procedures and time for handing over the property
 - P2 analyse completed work against property specifications, identify and record any discrepancies
 - P3 take appropriate action to resolve any problems that emerge from an inspection of the property
 - P4 ensure the property is clean and tidy and all redundant materials are removed
 - P5 observe current legislation and official guidance appropriate to the work environment
 - P6 provide the recipient with all relevant documents, materials, information and keys or access media
 - P7 advise the recipient of the procedure for contacting the appropriate people in the event of any problems

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Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Confirm procedures

- K1 how to negotiate and confirm hand over procedures with the **people responsible**
- K2 how to negotiate and agree hand over times
- K3 why you need to follow agreed hand over procedures

Performance Criteria 2

Analyse property specifications

You need to know and understand:

- K4 how to analyse property specifications in order to compare details with **completed tasks**
- K5 how to check the property against the property specification and record results
- K6 how to identify **discrepancies** between property specifications and **completed tasks**

Performance Criteria 3

Resolve problems

You need to know and understand:

- K7 how to inspect the property and record results
- K8 how to take appropriate action to resolve **problems** identified during inspection of the property

Performance Criteria 4

Ensure property is clean and tidy

You need to know and understand:

- K9 how to ensure the property is clean and tidy and **problems** are resolved before handover
- K10 how to ensure all redundant materials are removed

Performance Criteria 5

Observe legislation and guidance

You need to know and understand:

- K11 what current **legislation and official guidance** applies directly to the hand over of property

Performance Criteria 6

Provide information

You need to know and understand:

- K12 how to ensure **relevant information** is available for **recipient**
- K13 how to provide **relevant information** to the **recipient**

Performance Criteria 7

Advise the recipient

You need to know and understand:

- K14 how to provide the **recipient** with details of the appropriate people to contact in the event of any problems

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Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 records of consultation with the people responsible for the implementation, time of the hand over and confirmation of the procedures to be followed

Performance Criteria 2

- 2 records of identified specification checks showing any identified discrepancies

Performance Criteria 3

- 3 records of inspections conducted showing action taken to resolve any problems

Performance Criteria 4

- 4 records of preparation activities undertaken prior to the hand over

Performance Criteria 5

- 5 protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following
 - 5.1 methods of work
 - 5.2 risk assessment
 - 5.3 safe use and storage of tools
 - 5.4 safe use and storage of materials
 - 5.5 traffic control
 - 5.6 emergency plans

Performance Criteria

- 6 records of the details about the property provided to the recipient

Performance Criteria

- 7 records of the information provided for the recipient in the event of problems arising after the hand over

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Scope/range related to knowledge and understanding

Completed tasks

- 1 demolition
- 2 building
- 3 refurbishment
- 4 conservation
- 5 repair
- 6 maintenance

Discrepancies

- 7 dimensions
- 8 finishings
- 9 fittings and services
- 10 quality
- 11 quantity
- 12 structure

Problems

- 13 cleanliness
- 14 damage
- 15 removal of redundant materials
- 16 dimensions
- 17 finishings
- 18 fittings and services
- 19 quality
- 20 quantity
- 21 structure
- 22 health and safety issues
- 23 access and egress

Legislation and official guidance

- 24 warranties
- 25 certificates
- 26 guarantees
- 27 organisational procedures

People responsible

- 28 the client, customer or their representative
- 29 contractors
- 30 consultants
- 31 sub-contractors
- 32 suppliers
- 33 workforce
- 34 internal management

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Recipient

- 35 the client, the customer or their representative
- 36 internal representative
- 37 new owner
- 38 existing owner
- 39 main contractor
- 40 sub contractors
- 41 third parties
- 42 local authority

Relevant information

- 43 utility meter(s) location
- 44 communication systems
- 45 appliance operation details
- 46 access and egress systems
- 47 security
- 48 arrangements for refuse collection
- 49 local amenities
- 50 danger zones

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