

Overview

This unit is about analysing design information and operational plans. It is also about evaluating supplier performance and providing resources to help them meet supply project requirements.

You will need to analyse design information, operational plans, user feedback and quantities. You will then need to confirm supply requirements. You will need to develop an accurate purchasing plan by analysing design information and projected supply requirements. You will need to identify the opportunities for standardising materials supplies to economise on usage, cost and the environmental impact of supplies. You will need to develop and introduce systems for monitoring and evaluating the purchasing plan in order to identify significant changes in supply requirements.

You will need to evaluate supplier performance, identify, record and pass on information to suppliers regarding any issues in respect of supply requirements. You will need to identify, discuss and agree changes with suppliers which will improve performance. You will also need to advise suppliers and provide resources to help them meet supply and project requirements.

Performance criteria

You must be able to:

Analyse and monitor requirements for supplies

- P1 analyse design and project information, operational plans, **user** feedback and quantities and confirm what **materials supplies** will be required and calculate schedules for the delivery of supplies and lead times
- P2 **develop** an accurate purchasing plan by analysing design information and projected **supply requirements**
- P3 identify the opportunities for standardising **materials supplies** to economise on usage, cost and the environmental impact of **supplies**
- P4 develop and introduce systems for monitoring and evaluating the purchasing plan which will identify significant changes in **supply requirements**
- P5 accommodate changing **circumstances**

Optimise supplier performance

You must be able to:

- P6 evaluate regularly the performance of **suppliers** against the **supply requirements**
- P7 identify any issues with **supply requirements**, record them, pass the information on to the **supplier** and discuss it with them
- P8 identify changes which will improve **supplier** performance, discuss and agree changes with the **supplier** and incorporate agreed actions in **supplier** development programmes
- P9 advise **suppliers** and provide them with resources which will help them to meet **supply requirements**, overall budgetary limits and project requirements
- P10 conduct negotiations and meetings with **suppliers** in a manner which maintains their goodwill and trust

Knowledge and understanding

You need to know and understand:

Analyse and monitor requirements for supplies

- K1 how and why to analyse design and project information, operational plans, **user** feedback and quantities (analysis)
- K2 how to confirm what **materials supplies** will be required and calculate schedules for the delivery of supplies and lead times (application)
- K3 how and why to **develop** an accurate purchasing plan by analysing design information and projected **supply requirements** (synthesis)
- K4 what to identify as the opportunities for standardising **materials supplies** to economise on usage, cost and the environmental impact of **supplies** (understanding)
- K5 how and why to develop and introduce systems for monitoring and evaluating the purchasing plan which will identify significant changes in **supply requirements** (synthesis)
- K6 how to introduce systems for monitoring and evaluating the purchasing plan which will identify significant changes in **supply requirements** (application)
- K7 how to accommodate changing **circumstances** (application)

Optimise supplier performance

You need to know and understand:

- K8 how and why to evaluate regularly the performance of **suppliers** against the **supply requirements** (evaluation)
- K9 what to identify as any issues with **supply requirements** (understanding)
- K10 how to record any issues with **supply requirements** and pass the information on to the **supplier** (application)
- K11 how to discuss any issues with **supply requirements** with the **supplier** (synthesis)
- K12 what to identify as changes which will improve **supplier** performance (understanding)
- K13 how and why to discuss changes with the **supplier** (synthesis)
- K14 how and why to agree changes with the **supplier** (evaluation)
- K15 how to incorporate agreed actions in **supplier** development programme (application)
- K16 how and why to advise **suppliers** about **supply requirements**, overall budgetary limits and project requirements (synthesis)
- K17 how to provide **suppliers** with resources which will help them to meet **supply requirements**, overall budgetary limits and project requirements (application)
- K18 how to conduct negotiations and meetings with **suppliers** in a manner which maintains their goodwill and trust (synthesis)

COSCCOMO15 (SQA Unit Code - HA3G 04)

Analyse, monitor and optimise materials, plant and services in construction contracting operations management



Scope/range

Analyse and monitor requirements for supplies

- 1 Users
 - 1.1 principal contractors
 - 1.2 sub/works/trade contractors
 - 1.3 direct labour organisations
 - 1.4 clients
 - 1.5 own colleagues
 - 1.6 facilities/asset managers
- 2 Materials supplies:
 - 2.1 raw materials
 - 2.2 manufactured materials
 - 2.3 components
 - 2.4 systems
 - 2.5 prefabricated components
 - 2.6 people
 - 2.7 construction plant & equipment
- 3 Develop
 - 3.1 manual
 - 3.2 electronic
- 4 Supply requirements:
 - 4.1 specification
 - 4.2 price
 - 4.3 quantity
 - 4.4 availability & lead time
 - 4.5 delivery schedule
 - 4.6 life expectancy
 - 4.7 maintenance & servicing
 - 4.8 storage and handling facilities
 - 4.9 health, safety and welfare issues
 - 4.10 energy and carbon minimisation (including sourcing and transportation)
 - 4.11 impact on occupiers and near neighbours
 - 4.12 environmental issues (including sustainability)
 - 4.13 deterioration and damage

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Scope/range

- 4.14 loss and theft
- 4.15 after sales-service
- 4.16 payment terms
- 4.17 cash flow
- 4.18 materials recovery and waste management
- 4.19 off-site manufacture and on-site assembly
- 4.20 commissioning and diagnostic testing
- 5 Circumstances:
 - 5.1 over & under supply
 - 5.2 quality issues
 - 5.3 changes to project programme
 - 5.4 non-availability
 - 5.5 inadequately & inappropriately specified resources

Optimise supplier performance

- 6 Suppliers of:
 - 6.1 raw materials
 - 6.2 manufactured materials
 - 6.3 components
 - 6.4 systems
 - 6.5 prefabricated requirements
 - 6.6 people
 - 6.7 construction plant & equipment
- 7 Supply requirements:
 - 7.1 specification
 - 7.2 price
 - 7.3 quantity
 - 7.4 availability & lead time
 - 7.5 delivery schedule
 - 7.6 life expectancy
 - 7.7 maintenance & servicing
 - 7.8 storage and handling facilities
 - 7.9 health, safety and welfare issues

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Scope/range

- 7.10 energy and carbon minimisation (including sourcing and transportation
- 7.11 impact on occupiers and near neighbours
- 7.12 environmental issues (including sustainability)
- 7.13 deterioration and damage
- 7.14 loss and theft
- 7.15 after sales-service
- 7.16 payment terms
- 7.17 cash flow
- 7.18 materials recovery and waste management
- 7.19 off-site manufacture and on-site assembly
- 7.20 commissioning and diagnostic testing

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Developed by ConstructionSkills

Version number 2

Date Approved November 2013

Indicative review date May 2020

Validity Current

Status Original

Originating organisation ConstructionSkills

Original URN COSCCOMO15

Relevant occupations Building and civil engineering technicians; managers in construction; estimators; valuers and assessors managers; quantity surveyors

Suite Construction Contracting Operations Management

Keywords Project; design; supply requirements
