
Overview

This standard addresses the competence required to produce furniture production specifications. This involves:

- 1 producing a specification for a product
- 2 ensuring that the specification meets a client's needs
- 3 recording all relevant information

**Performance
criteria**

- You must be able to:
- P1 produce a specification for the product or process that meets the requirements of the client
 - P2 incorporate all necessary details into the specification
 - P3 ensure that the specification is capable of being implemented
 - P4 ensure that the specification complies with all relevant regulations and guidelines
 - P5 agree the specification with the client at appropriate points in the design process
 - P6 provide a suitable rationale for any requirements that cannot be achieved or any changes to the specification
 - P7 produce the specification in the agreed formats with the necessary supporting documents
 - P8 record the specification in the appropriate information systems

Knowledge and understanding

You need to know and understand:

- K1 the design principles and processes that apply to the furniture items being produced
- K2 the general and furniture item-specific principles and processes for furniture production that apply and how they affect the details to be included in the specification
- K3 the health and safety legislation, regulations and safe working practices and procedures that you are required to build into specifications, and where to find out about relevant risk assessment details and risk control strategies that have been set by your organisation
- K4 what the legislative and regulatory frameworks are that govern furniture production, including the need for compliance with relevant national and international furniture standards
- K5 what the organisational procedures and systems are for creating, disseminating, storing and maintaining furniture specifications
- K6 what the organisational procedures are in relation to patents, copyright, and intellectual property issues
- K7 what information should be included in furniture specifications for different items of furniture, the conventions, units of measurement and terms used and preferred organisational formats

Additional information

Scope

Clients

The person(s), organisation(s) or department(s) either inside or outside your organisation for whom you are providing a service.

Product or process

What needs to be produced for the client to meet their requirements, as detailed in the specification. May be any item of furniture to be produced on a commercial basis.

Formats

The appropriate methods of presenting the information.

Information systems

Where the specification information is recorded.

Regulations and guidelines

To include all relevant company policy and health, safety and environmental legislation.

Specifications

The set of instructions which detail the work to be carried out.

Developed by	Proskills
Version number	2
Date approved	October 2013
Indicative review date	April 2018
Validity	Current
Status	Original
Originating organisation	Proskills
Original URN	PROFFI358
Relevant occupations	Paper and Wood Machine Operatives; Furniture Makers and Other Craft Woodworkers; Upholsterers; Labourers build and woodworking trades
Suite	Furniture Making
Key words	Contemporary Furniture Making; Traditional Furniture Making; Bed Making; Frame Making; Component Manufacture; Veneering; Modern Upholstery; Traditional Upholstery; Soft Furnishing; Cutting; Sewing; Hand Finishing;