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## Overview

This standard is about interpreting information, adopting safe and healthy work practices, selecting materials, components and equipment and producing setting out rods and marking out plain and circular bespoke products for one or more of the following groups: architectural joinery; wheelwrighting (carriage construction); shopfitting products (timber and/or non-ferrous metal)

This standard is for people working in the occupational area of wood occupations and can be used by operatives, supervisors and managers

- You must be able to:
- P1 interpret the given information relating to the work and resources to confirm its relevance
  - P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices
  - P3 select the required quantity and quality of resources for the methods of work
  - P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
  - P5 comply with the given contract information to carry out the work efficiently to the required specification
  - P6 complete the work within the allocated time, in accordance with the programme of work

**Interpretation of information**

You need to know and understand:

- K1 the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented
- K2 the types of **information**, their source and how they are interpreted
- K3 the organisational procedures to solve **problems** with the **information** and why it is important they are followed

**Performance Criteria 2**

**Safe work practices**

You need to know and understand:

- K4 the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied
- K5 the types of **fire extinguishers** and how and when they are used
- K6 how **emergencies** should be responded to and who should respond
- K7 the organisational **security procedures** for tools, equipment and personal belongings
- K8 what the accident reporting procedures are and who is responsible for making the report
- K9 why, when and how **health and safety control equipment** should be used

**Performance Criteria 3**

**Selection of resources**

You need to know and understand:

- K10 the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified
- K11 how the **resources** should be used and how any **problems** associated with the **resources** are reported
- K12 the organisational procedures to select **resources**, why they have been developed and how they are used
- K13 the **hazards** associated with the **resources** and **methods of work** and how they are overcome

**Performance Criteria 4**

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**Minimise the risk of damage**

You need to know and understand:

- K14 how to **protect work** from damage and the purpose of protection
- K15 why **disposal of waste** should be carried out safely and how it is achieved

**Performance Criteria 5**

**Meet the contract specification**

You need to know and understand:

- K16 how **methods of work**, to meet the specification, are carried out and **problems** reported
- K17 how **maintenance** of tools and equipment is carried out

**Performance Criteria 6**

**Allocated time**

You need to know and understand:

- K18 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

**Scope/range related to performance criteria**

**Performance Criteria 1**

- 1 interpretation of drawings, specifications, schedules, method statements, risk assessments, cutting lists and manufacturers' information related to the work to be carried out

**Performance Criteria 2**

- 2 avoidance of risk by complying with the given information relating to the following
  - 2.1 methods of work
  - 2.2 safe use of health and safety control equipment
  - 2.3 safe use of access equipment
  - 2.4 safe use, storage and handling of materials
  - 2.5 safe use and storage of tools and equipment

**Performance Criteria 3**

- 3 selection of resources associated with own work
  - 3.1 materials, components and fixings
  - 3.2 marking and testing tools and equipment

**Performance Criteria 4**

- 4 protection of the work and its surrounding area from damage
- 5 minimise damage and maintain a clean work space
- 6 disposal of waste in accordance with current legislation

**Performance Criteria 5**

- 7 demonstration of work skills to measure, mark out and draw
- 8 use and maintain marking and testing tools and ancillary equipment
- 9 produce setting out details, marking out and cutting lists for bespoke products to given working instructions for one of the following groups
  - 9.1 architectural joinery group (at least three items from the following):  
door sets; doors; sliding sash windows; units and/or fitments;  
panelling/cladding; staircases (straight and with turns); handrails and balustrading; joinery products incorporating any of the following – glass, non-ferrous metal, fabrics, veneers, laminates; joinery products with single curvature features; joinery products with double curvature features
  - 9.2 wheelwrighting group (carriage construction): wheels plus at least two items from the following – doors; frames; wooden framed vehicles; shafts; steps; wooden framed vehicles with single curvature features; wooden framed vehicles with double curvature features
  - 9.3 shopfitting products group (timber and/or non-ferrous metal and/or composite materials) at least four items from the following: doors; frames and linings; shopfront sashes, including associated elements; framed panelling/cladding; wall and floor units; products incorporating any of the following – glass, fabrics, veneers; staircases (straight and with turns); handrails and balustrades; shopfitting products with single curvature features; shopfitting products with double curvature features; soffits and bulkheads

**Performance Criteria 6**

- 10 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## Produce setting out details for bespoke products

Scope/range related  
to knowledge and  
understanding

### **Disposal of waste**

- 1 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

### **Emergencies**

- 2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
  - 2.1 fires, spillages, injuries
  - 2.2 emergencies relating to occupational activities

### **Fire extinguishers**

- 3 water, CO<sub>2</sub>, foam, powder and their uses

### **Hazards**

- 4 those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

### **Health and safety control equipment**

- 5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
  - 5.1 collective protective measures
  - 5.2 personal protective equipment (PPE)
  - 5.3 respiratory protective equipment (RPE)
  - 5.4 local exhaust ventilation (LEV)

### **Information**

- 6 drawings, specifications, schedules, method statements, risk assessments, cutting lists, manufacturers' information, component standards and current regulations governing buildings (animal welfare)

### **Legislation and official guidance**

- 7 this relates to the operative's responsibilities regarding potential accidents, health hazards whilst working in the workplace, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

### **Maintenance**

- 8 sharpening of hand tools and operative care of portable power tools and ancillary equipment

## Produce setting out details for bespoke products

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### Methods of work

- 9 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to
  - 9.1 set out, mark out and produce cutting lists for bespoke products
  - 9.2 produce straight in plan and elevation; door sets, doors, sliding sash windows, units and fitments, panelling/cladding
  - 9.3 wooden framed vehicles, shafts and wheels (wheelwrighting only)
  - 9.4 produce staircases, handrails and balustrades, straight and with turns
  - 9.5 produce products with single and double curvature features by geometrical development relating to the above items
  - 9.6 take site and workplace dimensions
  - 9.7 proportion joints associated with the product and construction methods
  - 9.8 use marking and testing tools
  - 9.9 requisition material
- 10 team work and communication
- 11 needs of other occupations associated with producing setting out details for bespoke products

### Problems

- 12 those arising from information, resources and methods of work
  - 12.1 own authority to rectify
  - 12.2 organisational reporting procedures

### Programme

- 13 types of progress charts, timetables and estimated times
- 14 organisational procedures for reporting circumstances which will affect the work programme

### Protect work

- 15 protect work against damage from general workplace activities, other occupations and adverse weather conditions



**Resources**

16 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist

16.1 timber, manufactured sheet material, paper rods, glass, plastic, fabric, non-ferrous metal, ironmongery, adhesives, fixings and associated ancillary items

16.2 marking and testing tools and equipment

17 methods of calculating quantity, length, area and wastage associated with the method/procedure to produce setting out details for bespoke products

**Security procedures**

18 site, workplace, company and operative

## COSVR634 – SQA Unit Code HG76 04

### Produce setting out details for bespoke products

**Developed by** ConstructionSkills

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**Version number** 2

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**Date approved** April 2014

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**Indicative review date** April 2019

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**Validity** Current

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**Status** Original

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**Originating organisation** ConstructionSkills

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**Original URN** VR634

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**Relevant occupations** Carpenter and Joiner

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**Suite** Wood Occupations (Construction); Heritage Skills (Construction)

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**Key words** Marking out; Architectural joinery; Cutting lists; Wheelwrighting; Carriage construction; Shopfitting; Timber