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## Overview

This standard is about interpreting information, adopting safe and healthy work practices, selecting materials, components and equipment for preparing and driving maintenance response teams' vehicles

This standard is for people working in the occupational area of road building and maintenance, particularly those involved in active Highways Maintenance and can be used by operatives, supervisors and managers

# COSVR536 – SQA Unit Code HL5R 04

## Prepare maintenance response teams' vehicles

### Performance criteria

- 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

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## Prepare maintenance response teams' vehicles

### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Interpretation of information

- 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
- K10 how to comply with environmentally responsible work practices to meet current **legislation and official guidance**

#### Performance Criteria 3

##### Selection of resources

*You need to know and understand:*

- K11 the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified
- K12 how the **resources** should be used and how any **problems** associated with the **resources** are reported
- K13 the organisational procedures to select **resources**, why they have been developed and how they are used
- K14 the **hazards** associated with the **resources** and **methods of work** and how they are overcome

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### Performance Criteria 4

#### Minimise the risk of damage

*You need to know and understand:*

K15 how to **protect work** from damage and the purpose of protection

K16 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:*

K17 how **methods of work**, to meet the specification, are carried out and **problems** reported

K18 how **maintenance** of tools and equipment is carried out

### Performance Criteria 6

#### Allocated time

*You need to know and understand:*

K19 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

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## Prepare maintenance response teams' vehicles

### Additional Information

#### Scope/range related to performance criteria

#### Performance Criteria 1

- 1 interpretation of specifications, risk assessments, inventory and/or check sheets, method statements and manufacturers' information related to the vehicle and the work to be carried out

#### Performance Criteria 2

- 2 avoidance of risk by complying with the given information relating to **at least five of** the following **missing from final NOS**
  - 2.1 methods of work
  - 2.2 safe use of health and safety control equipment
  - 2.3 safe use, storage and handling of materials, tools and equipment
  - 2.4 safe use of fire extinguishers, as appropriate to the fire
  - 2.5 maintenance of documentation (personal and vehicle)
  - 2.6 specific risks to health

#### Performance Criteria 3

- 3 selection of resources associated with own work
  - 3.1 replenishable items (consumables)
  - 3.2 tools and equipment

#### Performance Criteria 4

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

#### Performance Criteria 5

- 7 demonstration of work skills to inspect, check, wash, clean, replenish, report
- 8 use and maintain hand tools, power tools and ancillary equipment
- 9 prepare maintenance response teams' vehicles to given working instructions relating to the following
  - 9.1 complete pre-use checks e.g. coolant, oil, fuel, tyres, lights, indicators
  - 9.2 complete pre-driving checks, e.g. security (equipment and passengers), vision (mirrors windscreen and windows), driving position
  - 9.3 designated carried equipment checks
  - 9.4 complete motion checks, brakes
  - 9.5 complete after use checks on vehicle and equipment
- 10 report defects and discrepancies

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### **Performance Criteria 6**

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

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## Prepare maintenance response teams' vehicles

### 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 prevention 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 specifications, schedules, method statements, risk assessments, manufacturers' information, verbal, written and graphical instructions, current regulations and official and statutory guidance governing vehicle use on roads, highways and motorways

#### **Legislation and official guidance**

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

#### **Maintenance**

- 8 operative care of hand tools, power tools, ancillary equipment and vehicles

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## Prepare maintenance response teams' vehicles

### Methods of work

- 9 application of knowledge for safe and healthy work practices, procedures and skills relating to the method and area of work and materials used to:
  - 9.1 identify and maintain fit for driving levels
  - 9.2 conform to agreed specification
  - 9.3 maintain the operational status of maintenance response teams' vehicles
  - 9.4 maintain the operational status of the vehicles' equipment (cones, signs, lighting, lamps, disc cutter, chain saw)
  - 9.5 complete pre-use checks
  - 9.6 complete pre-driving checks
  - 9.7 complete motion checks
  - 9.8 complete after use checks on vehicle and equipment
  - 9.9 maintain vehicle records (daily log book, patrol sheets, vehicle and drive sheets)
  - 9.10 report defects and discrepancies (vehicle defects sheets, equipment check lists)
  - 9.11 complete point of work risk assessments
  - 9.12 prepare the vehicle in accordance with prevailing conditions (type of road, daytime, night time, traffic volumes, road surface, visibility, weather conditions)
  - 9.13 recognise and determine when specialist skills and knowledge are required and report accordingly
  - 9.14 use hand tools, power tools and equipment
- 10 team work and communication
- 11 needs of other occupations associated with preparing maintenance response teams' vehicles

### 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 productivity targets and time scales
- 14 how times are estimated
- 15 organisational procedures for reporting circumstances which will affect the work programme



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### **Protect work**

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

### **Resources**

17 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and specialist:

17.1 maintenance response teams' vehicle and consumables

17.2 designated equipment

17.3 hand tools, power tools and equipment

17.4 documentation

18 identify by calculation, quantity and wastage of resources associated with the method and procedure to prepare maintenance response teams' vehicles

### **Security procedures**

19 site, workplace, company and operative

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## Prepare maintenance response teams' vehicles

**Developed by** ConstructionSkills

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**Suite** Road building and Maintenance (Construction)

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