

COSVR127 – SQA Unit Code HL6C 04  
Install and relocate modular demountable partition  
systems



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**Overview**

This standard is about interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components, tools and equipment, preparing, installing and relocating modular demountable partition systems

This standard is for people working in the occupational area of interior systems 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 how **emergencies** should be responded to and who should respond
- K6 the organisational **security procedures** for tools, equipment and personal belongings
- K7 what the accident reporting procedures are and who is responsible for making the report
- K8 why, when and how **health and safety control equipment** should be used
- K9 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:

- 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**

**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 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, tools and equipment
  - 2.5 specific risks to health

**Performance Criteria 3**

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

**Performance Criteria 4**

- 4 protection of the work and its surrounding area from damage
- 5 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, fit, finish, position and secure
- 8 use and maintain hand tools, portable power tools and ancillary equipment
- 9 install and relocate modular demountable partition systems, including doors, trims/mouldings and junctions to given working instructions
- 10 install glass panels and blinds

**Performance Criteria 6**

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

## Install and relocate modular demountable partition systems

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

### **Hazards**

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

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

- 4 identified by the principles of prevention for occupational use, types and purpose of each type, work situations and general work environment
  - 4.1 collective protective measures
  - 4.2 personal protective equipment (PPE)
  - 4.3 respiratory protective equipment (RPE)
  - 4.4 local exhaust ventilation (LEV)

### **Information**

- 5 drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current guidance/regulations associated with installing and re-locating modular demountable partition systems

### **Legislation and official guidance**

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

### **Maintenance**

- 7 operative care of hand tools, portable power tools and ancillary equipment

**Methods of work**

- 8 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to
  - 8.1 identify and follow the installation quality requirements
  - 8.2 check vertical and horizontal datum
  - 8.3 establish the suitability of the existing substrate
  - 8.4 ensure the use of an appropriate fixing regime
  - 8.5 identify the location of, and work around, mechanical and electrical services
  - 8.6 install and relocate modular demountable partition systems
  - 8.7 hang doors; fix mouldings and trims; apply wall coverings; install glazing
  - 8.8 recognise and determine when specialist skills and knowledge are required and report accordingly
  - 8.9 work with, around and in close proximity to plant and machinery
  - 8.10 use hand tools, portable power tools and equipment
  - 8.11 work at height
  - 8.12 use access equipment
- 9 team work and communication
- 10 needs of other occupations associated with the installation and re-location of modular demountable partition systems

**Problems**

- 11 those arising from information, resources and methods of work
  - 11.1 own authority to rectify
  - 11.2 organisational reporting procedures

**Programme**

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

**Protect work**

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

**Resources**

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

15.1 panels, framing sections/track, glass, doors, ironmongery, mouldings, trims, fixings, fittings

15.2 hand tools, portable power tools and equipment

16 select correct resources and materials to comply with the specification

17 methods of calculating quantity, length, area and wastage associated with the method/procedure to install and relocate modular demountable partition systems

**Security procedures**

18 site, workplace, company and operative



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### Install and relocate modular demountable partition systems

<b>Developed by</b>	ConstructionSkills
<b>Version number</b>	2
<b>Date approved</b>	October 2015
<b>Indicative review date</b>	October 2020
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	ConstructionSkills
<b>Original URN</b>	VR127
<b>Relevant occupations</b>	Construction Operatives
<b>Suite</b>	Interior Systems (Construction)
<b>Key words</b>	Demountable partitions systems; Framing sections; Track sections