

COSVR133 – SQA Unit Code HL6H 04
Install, remove, and relocate raised access flooring
systems



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, removing and relocating raised flooring systems

This standard is for people working in the occupational area of interior systems (floorers and wall tilers) and can be used by operatives, supervisors and managers

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

Knowledge and understanding

Performance Criteria 1

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

Additional Information

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, remove, fit, finish, position and secure
- 8 use and maintain hand tools, portable power tools and ancillary equipment
- 9 install, remove and relocate the following to given working instructions
 - 9.1 proprietary raised access flooring systems (including fire barriers, ramps, steps, handrails)
 - 9.2 mouldings

Performance Criteria 6

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

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, methods 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, removing and relocating raised access flooring 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 establish the suitability of the existing substrate
 - 8.3 check vertical and horizontal datum
 - 8.4 prepare the background surface (apply sealants, damp-course membranes, tanking and bunding)
 - 8.5 carry out any repairs and modifications
 - 8.6 identify the location of, and work around, mechanical and electrical services
 - 8.7 ensure the use of an appropriate fixing regime
 - 8.8 form openings for grilles and outlet boxes to raised access flooring systems
 - 8.9 install raised access flooring systems with fire barriers, ramps, steps and handrails
 - 8.10 remove and reinstall raised access flooring systems with fire barriers, ramps and steps, handrails and re-form openings for grilles and outlet boxes
 - 8.11 fix plastic and timber skirting
 - 8.12 install floorcoverings to door wells, ramps, steps and upstands
 - 8.13 recognise and determine when specialist skills and knowledge are required and report accordingly
 - 8.14 work with, around and in close proximity to plant and machinery
 - 8.15 use hand tools, portable power tools and equipment
 - 8.16 use access equipment
- 9 team work and communication
- 10 needs of other occupations associated with the installation, removal and relocation of raised access flooring 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 flooring system components, skirting, perimeter strips, timber, timber-based sheet material, fire barriers, fixings, fittings
 - 15.2 adhesives, sealants, floorcoverings
 - 15.3 hand tools, portable power tools and equipment
- 16 select correct resources and materials comply with the specification
- 17 methods of calculating quantity, length, area and wastage associated with the method/procedure to install, remove and relocate raised access flooring systems

Security procedures

- 18 site, workplace, company and operative

COSVR133 – SQA Unit Code HL6H 04

Install, remove, and relocate raised access flooring systems

Developed by ConstructionSkills

Version number 2

Date approved October 2015

Indicative review date October 2020

Validity Current

Status Original

Originating organisation ConstructionSkills

Original URN VR133

Relevant occupations Floorers and Wall Tilers

Suite Interior Systems (Construction)

Key words Raised-flooring; Raised access flooring systems; Fire-barriers; Floor-steps; Access-flooring; Handrails