

---

## Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components, equipment and consumables
- 4 dismantling and repairing industrial and/or pedestrian door and/or shutter systems

# COSVR679 – SQA Unit Code HM1J 04

## Dismantle and repair door or shutter systems

### 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

# COSVR679 – SQA Unit Code HM1J 04

## Dismantle and repair door or shutter systems

### 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

#### Performance Criteria 3

##### Selection of resources

*You need to know and understand:*

- K9 the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified
- K10 how the **resources** should be used and how any **problems** associated with the **resources** are reported
- K11 the organisational procedures to select **resources**, why they have been developed and how they are used
- K12 the **hazards** associated with the **resources** and **methods of work** and how they are overcome

# COSVR679 – SQA Unit Code HM1J 04

## Dismantle and repair door or shutter systems

---

### Performance Criteria 4

#### Minimise the risk of damage

*You need to know and understand:*

- K13 how to **protect work** from damage and the purpose of protection
- K14 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:*

- K15 how **methods of work**, to meet the specification, are carried out and **problems** reported
- K16 how **maintenance** of tools and equipment is carried out

### Performance Criteria 6

#### Allocated time

*You need to know and understand:*

- K17 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

# COSVR679 – SQA Unit Code HM1J 04

## Dismantle and repair door or shutter systems

### 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
  - 2.5 safe use and storage of tools and equipment
  - 2.6 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
  - 3.3 consumables

##### **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 dismantle, repair, replace, adjust, finish and commission
- 8 use and maintain hand tools, portable power tools, power tools and ancillary equipment
- 9 dismantle and repair one of the following types of industrial/commercial or pedestrian door or shutter systems to given working instructions
  - 9.1 industrial/commercial door system types: vertically sliding; vertically rolling; horizontally acting doors, gates and barriers; fire-resisting
  - 9.2 pedestrian system types: domestic garage doors with panel constructions or with rolling constructions; domestic garage doors power operated; manual slide; swing and folding doors; fire resisting doors; power operated slide, swing or folding doors; manual and power-operated revolving doors

# COSVR679 – SQA Unit Code HM1J 04

## Dismantle and repair door or shutter systems

---

### **Performance Criteria 5 continued**

- 9.3 shutter system types: roller shutters or grilles; shop front shutters; wood shutters; domestic shutters or garage doors; solar powered shutters; solar shading systems; motorised shutters
- 10 test operational functions and safety devices

### **Performance Criteria 6**

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

# COSVR679 – SQA Unit Code HM1J 04

## Dismantle and repair door or shutter 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 protection 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 regulations governing buildings and official guidance associated with industrial and pedestrian door and shutter systems

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

- 6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, 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 and/or portable power tools, power tools and ancillary equipment

# COSVR679 – SQA Unit Code HM1J 04

## Dismantle and repair door or shutter systems

---

### 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 agree appropriate ways in which the work should be carried out
  - 8.2 evaluate and secure the door or shutter system
  - 8.3 maintain the principles of minimum intervention and reversible alteration
  - 8.4 recognise parts and components of door and shutter systems
  - 8.5 diagnose repair requirements for door and shutter systems
  - 8.6 stop work at the point when guesswork begins and report findings
  - 8.7 identify and assess the weight of door and shutter systems
  - 8.8 ensure power supply is isolated and locked off
  - 8.9 position and erect supports
  - 8.10 control and guide lifting appliances
  - 8.11 dismantle and clean door and shutter systems for repair
  - 8.12 repair parts and components of door and shutter systems
  - 8.13 remove and replace unserviceable worn or damaged parts and components
  - 8.14 assemble door and shutter systems
  - 8.15 adjust door and shutter systems
  - 8.16 recognise and determine when specialist skills and knowledge are required and report accordingly
  - 8.17 test the operation of door and shutter systems
  - 8.18 inspect, check and test safety devices
  - 8.19 describe the operation for optimal energy saving performance
  - 8.20 provide operation, safety and maintenance information to client, customer or their representative
  - 8.21 work on buildings of historical significance
  - 8.22 use hand tools, portable power tools, power tools and equipment
  - 8.23 work at height
  - 8.24 use access equipment
- 9 team work and communication
- 10 needs of other occupations associated with dismantling and repair of door and shutter systems



# COSVR679 – SQA Unit Code HM1J 04

## Dismantle and repair door or shutter 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 repair and replacement materials, components
  - 15.2 consumables
  - 15.3 ancillary equipment for the dismantle and repair work
  - 15.4 equipment and instruments for measuring
  - 15.5 hand tools, portable power tools, power tools and equipment
- 16 methods of calculating quantity, size, length, area and wastage associated with the method/procedure to dismantle and repair door and shutter systems

### **Security procedures**

- 17 site, workplace, company and operative

# COSVR679 – SQA Unit Code HM1J 04

## Dismantle and repair door or shutter systems

<b>Developed by</b>	ConstructionSkills
<b>Version number</b>	1
<b>Date approved</b>	January 2013
<b>Indicative review date</b>	January 2018
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	ConstructionSkills
<b>Original URN</b>	CM14
<b>Relevant occupations</b>	Construction Operatives
<b>Suite</b>	Specialist Installation Occupations (Construction)
<b>Key words</b>	Fire doors; Garage doors; Revolving doors; Sliding doors; Rolling doors; Up-and-over doors; Powered doors; Swing and folding doors; Gates and barriers