
Overview

This standard is about

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

COSVR678 – SQA Unit Code HM1X 04

Service and maintain 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

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Service and maintain door or shutter systems

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 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

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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

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 lubricate, adjust, operate, dismantle, replace and assemble
- 8 use and maintain hand tools, portable power tools, power tools and ancillary equipment
- 9 service and maintain one of the following system types to given working instructions
 - 9.1 industrial/commercial door system types: vertically sliding; vertically rolling; horizontally acting doors, gates and barriers; fire-resisting

Performance Criteria 5 continued

- 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
 - 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

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 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

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 refer to parts manuals, guides, technical service bulletins, electronic data and cross reference
 - 8.3 identify requirements of periodic, scheduled and event based servicing methods for door and shutter systems
 - 8.4 clean/lubricate moving parts of door and shutter systems
 - 8.5 check and adjust door and shutter systems
 - 8.6 position and erect supports
 - 8.7 control and guide lifting appliances
 - 8.8 dismantle door and shutter systems for service and maintenance
 - 8.9 recognise parts and components of door and shutter systems
 - 8.10 replace unserviceable, damaged and worn parts and components of door and shutter systems
 - 8.11 check power source and supplies, as applicable to the isolator
 - 8.12 adjust door and shutter systems
 - 8.13 recognise and determine when specialist skills and knowledge are required and report accordingly
 - 8.14 test the operation of door and shutter systems
 - 8.15 inspect, check and test safety devices
 - 8.16 fit safety devices in accordance with current legislation
 - 8.17 describe the operation for optimal energy saving performance
 - 8.18 provide operation, safety and maintenance information to client, customer or their representative
 - 8.19 use hand tools, portable power tools, power tools and equipment
 - 8.20 work at height
 - 8.21 use access equipment
- 9 team work and communication
- 10 needs of other occupations associated with the service and maintenance of the door and shutter system

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 consumables, lubricants and fluids, cleaning materials and equipment
 - 15.2 components, parts and associated ancillary items
 - 15.3 ancillary equipment for the service and maintenance work
 - 15.4 test and inspection equipment
 - 15.5 hand tools, portable power tools, power tools and equipment
 - 15.6 operation, safety and maintenance documentation
- 16 methods of calculating quantity, size, length, area and wastage associated with the method/procedure to service and maintain door or shutter systems

Security procedures

- 17 site, workplace, company and operative

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Service and maintain door or shutter systems

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