

# COSVR05 – SQA Unit Code HM36 04

## Install frames and linings



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### Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 preparing and fixing frames and linings

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### Performance criteria

- You must be able to:*
- P1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
  - P2 select the required quantity and quality of resources for the methods of work
  - P3 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
  - P4 comply with the given contract instructions to carry out the work efficiently to the required specification
  - P5 complete the work within the allocated time, in accordance with the programme of work

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### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Safe work practices

- K1 the types **instructions**
- K2 the level of understanding operatives must have of relevant, current **legislation and official guidance** and how it is applied
- K3 the types of **fire extinguishers** and how and when they are used
- K4 how **emergencies** should be responded to and who should respond
- K5 the organisational **security procedures** for tools, equipment and personal belongings
- K6 what the accident reporting procedures are and who is responsible for making the report
- K7 why, when and how **health and safety control equipment** should be used

#### Performance Criteria 2

##### Selection of resources

*You need to know and understand:*

- K8 the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources**
- K9 how the **resources** should be used
- K10 the **hazards** associated with the **resources** and **methods of work**

#### Performance Criteria 3

##### Minimise the risk of damage

*You need to know and understand:*

- K11 how to **protect work** from damage and the purpose of protection
- K12 why **disposal of waste** should be carried out safely

#### Performance Criteria 4

##### Given the contract instructions

*You need to know and understand:*

- K13 how **methods of work** are carried out and **problems** reported
- K14 how **maintenance** of tools and equipment is carried out

#### Performance Criteria 5

##### Allocated time

*You need to know and understand:*

- K15 what the **programme** is for the work to be carried out and why deadlines should be kept

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### Additional Information

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#### Scope/range related to performance criteria

##### Performance Criteria 1

- 1 avoidance of risk by following the given information relating to at least four of the following
  - 1.1 methods of work
  - 1.2 safe use of health and safety control equipment
  - 1.3 safe use of access equipment/working platforms
  - 1.4 safe use, storage and handling of materials, tools and equipment
  - 1.5 safe use and storage of tools and equipment

##### Performance Criteria 2

- 2 selection of resources associated with own work
  - 2.1 materials, components and fixings
  - 2.2 tools and equipment

##### Performance Criteria 3

- 3 protection of the work and its surrounding area from damage
- 4 minimise damage and maintain a clean work space
- 5 disposal of waste in accordance with legislation

##### Performance Criteria 4

- 6 demonstration of work skills to measure, mark out, fit, finish, position and secure
- 7 use and maintain hand tools, portable power tools and ancillary equipment
- 8 installation to given working instructions
  - 8.1 frames (door and/or window)
  - 8.2 linings (door and/or hatch)

##### Performance Criteria 5

- 9 completion of own work within the time allowed

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### 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 protection 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 manufacturers' information, oral/written, sketches, method statements, risk assessments

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

- 7 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**

- 8 operative care of hand tools and/or portable power tools and ancillary equipments

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### **Methods of work**

- 9 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
  - 9.1 prepare and fix standard door and window frames, window boards, linings
  - 9.2 form joints associated with first fixing
  - 9.3 use hand tools, power tools and equipment
  - 9.4 work at height
  - 9.5 use access equipment
- 10 team work and communication
- 11 needs of other occupations associated with installing frames and linings

### **Problems**

- 12 those arising from information, resources and methods of work
  - 12.1 own authority to rectify

### **Programme**

- 13 agreed starting and finishing times

### **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 sustainability of standard and/or specialist
  - 15.1 timber, manufactured sheet material, frames, window boards, linings, adhesives, sealants, fixings and associated ancillary items
  - 15.2 hand and/or powered tools and equipment
- 16 methods of calculating quantity, length, area and wastage associated with the method/procedure to install frames and linings

### **Security procedures**

- 17 site, workplace, company and operative

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**Developed by** ConstructionSkills

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**Relevant occupations** Carpenter and Joiner

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**Suite** Wood Occupations (Construction)

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