

# COSVR20 – SQA Unit Code HM3C 04

## Install shopfitting frames and finishings



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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 internal timber and/or non-ferrous metal shopfitting frames and finishings

# COSVR20 – SQA Unit Code HM3C 04

## Install shopfitting frames and finishings

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### 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 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

# COSVR20 – SQA Unit Code HM3C 04

## Install shopfitting frames and finishings

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### 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 the types of **fire extinguishers** and how and when they are used
- K6 how **emergencies** should be responded to and who should respond
- K7 the organisational **security procedures** for tools, equipment and personal belongings
- K8 what the accident reporting procedures are and who is responsible for making the report
- K9 why, when and how **health and safety control equipment** should be used

#### 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

# COSVR20 – SQA Unit Code HM3C 04

## Install shopfitting frames and finishings

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### 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

# COSVR20 – SQA Unit Code HM3C 04

## Install shopfitting frames and finishings

### 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 following 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/working platforms
  - 2.4 safe use, storage and handling of materials
  - 2.5 safe use and storage of tools and equipment

##### 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 minimise damage and maintain a clean work space
- 6 disposal of waste in accordance with 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 installation to given working instructions of at least three of the following in timber and/or non-ferrous metal
  - 9.1 door frames
  - 9.2 linings
  - 9.3 hung doors
  - 9.4 door sets
  - 9.5 mouldings/trims
  - 9.6 ironmongery
  - 9.7 service encasement
  - 9.8 wall panelling/cladding
  - 9.9 partition walling
  - 9.10 staircase finishings and balustrades
  - 9.11 staircases
  - 9.12 bulkheads and soffits

##### Performance Criteria 6

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

# COSVR20 – SQA Unit Code HM3C 04

## Install shopfitting frames and finishings

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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 drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and regulations governing buildings

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

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

#### **Maintenance**

- 8 sharpening of hand tools and operative care of portable power tools and ancillary equipment

# COSVR20 – SQA Unit Code HM3C 04

## Install shopfitting frames and finishings

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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 timber and/or non-ferrous metal: door frames, linings, hung doors (fire resisting and non-fire resisting), door sets, ironmongery, architraves, skirtings, dado rails, trims, panelling/cladding, service encasements, partition walling, staircase finishings and balustrades, staircases, baulkheads and soffits
  - 9.2 form joints associated with shopfitting
  - 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 shopfitting installations

### **Problems**

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

### **Programme**

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

### **Protect work**

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

### **Resources**

- 16 materials, components and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist
  - 16.1 timber, manufactured sheet material, non-ferrous metals, plastics, fabrics, door frames, linings, doors, panelling/cladding, staircases, mouldings/trims, ironmongery, adhesives, sealants, fixings and associated ancillary items
  - 16.2 hand and/or powered tools and equipment
- 17 methods of calculating quantity, length, area and wastage associated with the method/procedure for shopfitting installations

### **Security procedures**

- 18 site, workplace, company and operative

## COSVR20 – SQA Unit Code HM3C 04

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**Developed by** ConstructionSkills

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**Originating organisation** ConstructionSkills

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**Original URN** VR20

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**Relevant occupations** Carpenter and Joiner

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**Suite** Wood Occupations (Construction)

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**Key words** Timber; Non-ferrous metal; Doors; Ironmongery; Panelling; Staircases; Balustrades