
Overview

This standard is about interpreting information, adopting safe and healthy work practices, selecting materials, components and equipment and producing plain setting out details for one or more of the following: architectural joinery; wheelwrighting (carriage construction); shopfitting products (timber and/or non-ferrous metal)

This standard is for people working in the occupational area of wood occupations 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

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

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, cutting lists, 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, storage and handling of materials
 - 2.4 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 marking and testing 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 current legislation

Performance Criteria 5

- 7 demonstration of work skills to measure, mark out and draw
- 8 use and maintain marking and testing tools and ancillary equipment
- 9 produce setting out details and cutting lists for routine products to given working instructions for one of the following groups
 - 9.1 architectural joinery group (at least two items from the following): doors; windows with opening lights; units and/or fitments (panelling/cladding); staircases
 - 9.2 wheelwrighting group (carriage construction): wheels plus at least one item from the following: doors; frames; wooden framed vehicles; shafts
 - 9.3 shopfitting products group (timber and/or non-ferrous metal based) at least two items from the following: doors; frames and linings; shopfront sashes including associated elements; panelling/cladding; wall and floor units

Performance Criteria 6

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

Produce setting out details for routine products

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, cutting lists, method statements, risk assessments, manufacturers' information, component standards and current regulations governing buildings (animal welfare)

Legislation and official guidance

- 6 this relates to the operative's responsibilities regarding potential accidents, and health hazards whilst working in the workplace, 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 marking and testing tools and 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 set out and produce cutting lists for routine products
 - 8.2 produce straight in plan and elevation: doors, frames (glazed and non-glazed), windows with opening lights, linings, units, fitments and panelling/cladding, staircases
 - 8.3 produce wooden framed vehicles, shafts and wheels (wheelwrighting only)
 - 8.4 take site and workplace dimensions
 - 8.5 proportion joints associated with the product and construction method
 - 8.6 use marking and testing tools
 - 8.7 requisition material
- 9 team work and communication
- 10 needs of other occupations associated with producing setting out details for routine products

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 timber, manufactured sheet material, paper for rods, glass, plastic, fabric, non-ferrous metal, ironmongery, adhesives, fixings and associated ancillary items
 - 15.2 marking and testing tools and equipment
- 16 methods of calculating quantity, length, area and wastage associated with the method/procedure to produce setting out details and cutting lists

Security procedures

- 17 site, workplace, company and operative

COSVR14 – SQA Unit Code HM3G 04

Produce setting out details for routine products

Developed by ConstructionSkills

Version number 4

Date approved April 14

Indicative review date April 19

Validity Current

Status Original

Originating organisation ConstructionSkills

Original URN VR14

Relevant occupations Carpenter and Joiner

Suite Wood Occupations (Construction)

Key words Marking out; Drawings; Specifications; Cutting lists; Rods; Schedules