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**Overview**

This standard is about interpreting information, adopting safe and healthy working practices and selecting materials, components and equipment for setting up, preparing and using cutting and shaping machines

This standard is for people working in the occupational area of wood occupations and can be used by operatives, supervisors and managers

- 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

**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 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

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**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

**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

**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, equipment and ancillaries

**Performance Criteria 3**

- 3 selection of resources associated with own work
  - 3.1 materials, components and fixings
  - 3.2 tools and equipment
  - 3.3 accessories

**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, fit, fix, position secure and operate
- 8 use and maintain tools, accessories and ancillary equipment
- 9 set up and use at least three of the following powered cutting machines to given working instructions
  - 9.1 saw (at least three from the following: circular, chop, mitre, bench, jig, reciprocating, alligator or scroll)
  - 9.2 drill
  - 9.3 planer
  - 9.4 biscuit jointer
  - 9.5 disc cutter
- 10 set up and use at least two of the following powered shaping machines to given working instructions
  - 10.1 thicknesser
  - 10.2 sander (orbital, belt, disc)
  - 10.3 router
  - 10.4 laminate trimmer

**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

**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 current 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, 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 tools, accessories and ancillary equipment

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**Methods of work**

- 9 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to
  - 9.1 check powered transportable cutting and shaping machines (fuel and electric mains/battery) for serviceability
  - 9.2 set up machines in preparation for use
  - 9.3 check voltage requirements, safety cut offs and circuit breakers
  - 9.4 fix and secure work
  - 9.5 select and ensure safety guards are in place in accordance with machine instructions
  - 9.6 select accessories for the machine and the work
  - 9.7 identify maintenance requirements for accessories
  - 9.8 cut and shape materials to agreed tolerances
  - 9.9 change saw blades: circular, chop, mitre, bench, jig, reciprocating, alligator and scroll
  - 9.10 change accessories: drill bits, router bits, discs, planner blades, abrasives
  - 9.11 use templates, profiles and jigs
  - 9.12 operate fixed machines
  - 9.13 use tools, accessories and equipment
  - 9.14 work at height
  - 9.15 use access equipment
- 10 team work and communication
- 11 needs of other occupations associated with operating powered transportable cutting and shaping machines

**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**



## COSVR628 – SQA Unit Code HM3J 04

### Set up and use transportable cutting and shaping machines

~~16 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist~~

16.1 accessories

16.2 tools and equipment

17 methods of calculating quantity, length, area and wastage associated with the method/procedure to process materials when operating powered transportable cutting and shaping machines

#### **Security procedures**

18 site, workplace, company and operative

## COSVR628 – SQA Unit Code HM3J 04

### Set up and use transportable cutting and shaping machines

**Developed by** ConstructionSkills

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**Version number** 2

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**Status** Original

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**Relevant occupations** Carpenters and Joiners

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**Suite** Wood Occupations (Construction)

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**Key words** Saws; Drills; Biscuit jointer; Disc cutter; Planer; Sander; Router; Thicknesser; Laminate trimmer