

---

**Overview**

This standard is about interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting materials, components, tools and ancillary equipment to direct and guide the movement of loaded and unloaded vehicles, plant or machinery, preparing for and directing and guiding the movement of loaded and unloaded vehicles, plant or machinery

This standard is for people working independently or in a team required to direct and guide the movement of loaded and unloaded vehicles, plant or machinery and can be used by operatives, supervisors and managers

**Performance criteria**

- You must be able to:
- P1 interpret the given operating information relating to the work and resources and confirm its relevance
  - P2 organise with others the sequence in which the work is to be carried out
  - P3 comply with the relevant, current legislation, special legal status documents, official guidance and organisational procedures to maintain safe and healthy work practices
  - P4 select plant or machinery resources for the methods of work and operations to be carried out
  - P5 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
  - P6 comply with the given contract information to carry out the work efficiently to the required specification
  - P7 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**

**Organise with others**

You need to know and understand:

- K4 **communication** of ideas between team members
- K5 organisation of **resources** in conjunction with the progress of work
- K6 the **skills** required to carry out the work

**Performance Criteria 3**

**Safe work practices**

You need to know and understand:

- K7 the level of understanding operatives must have of **information** for relevant, current **legislation, Approved Codes of Practice and official guidance** and how it is applied
- K8 how **emergencies** should be responded to and who should respond
- K9 the organisational **security procedures** for plant and/or machinery, tools, equipment and personal belongings
- K10 what the accident reporting procedures are and who is responsible for making the report
- K11 why, when and how **health and safety control equipment** should be used
- K12 how to comply with environmentally responsible work practices to meet the requirements of current **legislation and official guidance**

**Performance Criteria 4**

**Selection of resources**

You need to know and understand:

- K13 the characteristics, quality, uses, sustainability, limitations and defects associated with plant **resources** and how defects should be rectified
- K14 how the **resources** should be used and how any **problems** associated with the **resources** are reported
- K15 the organisational procedures to select **resources**, why they have been developed and how they are used
- K16 the **hazards** associated with the **resources** and **methods of work** and how they are overcome

**Performance Criteria 5**

**Minimise the risk of damage**

You need to know and understand:

- K17 how to **protect work** from damage and the purpose of protection
- K18 why **disposal of waste** should be carried out safely and how it is achieved

**Performance Criteria 6**

**Meet the contract specification**

You need to know and understand:

- K19 how **methods of work**, to meet the specification, are carried out and **problems** reported
- K20 how **maintenance** of plant and/or machinery, tools and equipment is carried out

**Performance Criteria 7**

**Allocated time**

You need to know and understand:

- K21 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, risk assessments, plant and vehicle movement plans and manufacturers' information related to the movement of vehicles, plant or machinery

**Performance Criteria 2**

- 2 organisation of own work
- 3 communication with team members and other associated occupations about the movement of vehicles, plant or machinery and the work to be carried out

**Performance Criteria 3**

- 4 avoidance of risk by complying with the given safety information relating to at least four of the following
  - 4.1 methods of work
  - 4.2 safe use of health and safety control equipment
  - 4.3 safe use and storage of tools
  - 4.4 safe use and storage of equipment
  - 4.5 specific risks to health

**Performance Criteria 4**

- 5 selection of resources associated with own work
  - 5.1 hand tools and ancillary equipment
  - 5.2 signalling and communication equipment

**Performance Criteria 5**

- 6 protection of the work and its surrounding area from damage
- 7 prevent damage and maintain a clean work space
- 8 disposal of waste in accordance with current legislation

**Performance Criteria 6**

- 9 demonstration of work skills to measure, gauge, estimate, interpret, judge, explain, prepare, command, direct, guide, indicate, inform, instruct, sign, position, move, secure, signal and relay
- 10 use and maintain hand tools, ancillary equipment and signalling and communication equipment
- 11 direct and guide the movement of loaded and unloaded vehicles, including articulated vehicles and plant or machinery (wheeled or tracked) to given working instructions, relating to the following
  - 11.1 hand signals
  - 11.2 hand signalling equipment
  - 11.3 verbal and electronic communication equipment

**Performance Criteria 7**

- 12 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**

**Communication**

- 1 discussions, sketches, electronic data and briefings, signalling and radio communication

**Disposal of waste**

- 2 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

**Emergencies**

- 3 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
  - 3.1 fires, spillages, injuries
  - 3.2 emergencies relating to occupational activities

**Hazards**

- 4 those identified by method of work, risk/COSHH assessments, 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 local exhaust ventilation (LEV)
  - 5.3 personal protective equipment (PPE)
  - 5.4 respiratory protective equipment (RPE)

**Information**

- 6 drawings, specifications, schedules, method statements, risk assessments, plant and vehicle movement plans, manufacturers' information and Codes of Practice for the direction and guidance of vehicle, plant and machinery

**Legislation, Approved Codes of Practice and official guidance**

- 7 this relates to the operative's responsibilities regarding potential accidents, health hazards and the environment 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, ancillary equipment, signalling and communication equipment

**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 identify the differences between directing and guiding movement, directing and guiding operations and slinging and signalling
  - 9.2 interpret a work management plan and vehicle movement plan
  - 9.3 identify the hierarchy of traffic control measures and pedestrian separation
  - 9.4 organise and ensure the maintenance of holding areas, routes, exclusion zones, markers and signs
  - 9.5 assess and determine the movement of vehicles, plant and machinery, to include own position of safety, visibility, ground conditions and features, proximity hazards and weight limits
  - 9.6 recognise and react to changing conditions, ground, environment, weather, light, numbers and types of vehicles, plant and machinery
  - 9.7 liaise with, convey and collect information from and to, drivers and operators
  - 9.8 recognise and utilise movement aids (camera's, mirrors, audio and visual warnings, etc.)
  - 9.9 recognise blind-spots, potential crush zones and other limitations to driver visibility
  - 9.10 recognise the requirements of directing and guiding the movement of vehicles, plant and machinery onto and from public highways
  - 9.11 recognise the requirements of working on public highways
  - 9.12 direct and guide different vehicle types and size e.g. height, weight length, width, tracked, wheeled and articulated

continued/...



**Methods of work** (continued)

- 9.13 assess and determine the movement of loads, including unloading, discharging and loading requirements
- 9.14 direct and guide vehicles, plant and machinery across rough or uneven terrain
- 9.15 check the integrity of load securing equipment and stability of loads, prior to commencement of movements and on arrival, prior to release
- 9.16 signal and communicate following recognised and agreed operational procedures
- 9.17 recognise and determine when specific skills and knowledge are required and report accordingly
- 9.18 use hand tools and ancillary equipment
- 10 team work and communication
- 11 needs of other occupations associated with directing and guiding the movement of vehicles, plant and machinery

**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 the sustainability of standard and specialist
  - 16.1 signalling and communication equipment
  - 16.2 barriers, cones, signs
  - 16.3 lighting equipment
  - 16.4 hand tools and ancillary equipment
- 17 identify weight/bearing pressures, quantity, length and area associated with the method/procedure for directing and guiding the movement of vehicles, plant and machinery

**Security procedures**

- 18 site, workplace, company and operative

**Skills**

- 19 own occupation and occupations related to the work

## COSVR396 – SQA Unit Code HM4M 04

Direct and guide the movement of vehicles, plant or machinery

---

**Developed by** ConstructionSkills

---

**Version number** 2

---

**Date approved** January 2014

---

**Indicative review date** January 2018

---

**Validity** Current

---

**Status** Original

---

**Originating organisation** ConstructionSkills

---

**Original URN** VR396

---

**Relevant occupations** Mobile Machine Drivers and Operatives

---

**Suite** Plant Operations (Construction); Construction Operations and Civil Engineering Services; Site Logistics Operations (Construction); Temporary Traffic Management (Construction); Tunnelling Operations (Construction); Fencing; Treework

---

**Key words** Hand signalling equipment; Electronic communication equipment; Directing; Guiding; Hand signals