
Overview

This standard is about interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting tools and equipment, transferring lines and datum and setting out floorcovering positions to horizontal, inclined, shaped and coved, and stepped floor areas

This standard is for people working in the occupational area of floorcovering and can be used by construction 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
- K9 how to comply with environmentally responsible working practices to meet current **legislation and official guidance**

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

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 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 and storage of tools and equipment
 - 2.4 specific risks to health

Performance Criteria 3

- 3 selection of resources associated with own work
 - 3.1 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 and mark out
- 8 use and maintain hand tools and setting out equipment
- 9 set out the following floor areas to given working instructions for laying floorcoverings
 - 9.1 horizontal surfaces
 - 9.2 inclined surfaces
 - 9.3 stepped surfaces
 - 9.4 shaped/coved areas

Performance Criteria 6

- 10 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

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, method statements, risk assessments, electronic data, manufacturers' information and current regulations governing buildings

Legislation and official guidance

- 6 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, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling

Maintenance

- 7 operative care of hand tools and setting out 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 maximise material efficiency within client guidelines
 - 8.2 transfer lines and datums
 - 8.3 set out starting points, lines and grid systems to horizontal, inclined, stepped, shaped and coved areas
 - 8.4 recognise and determine when specialist skills and knowledge are required and report accordingly
 - 8.5 determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance
 - 8.6 use hand tools and setting out equipment
- 9 team work and communication
- 10 needs of other occupations associated with setting out floor areas for floorcovering

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 hand tools (levels, lines, fixings, profiles, tape measures, lasers)

15.2 setting out equipment

16 methods of calculating quantity, length and area associated with the method/procedure to set out floor areas for laying floorcoverings

Security procedures

17 site, workplace, company and operative

COSVR302 – SQA Unit Code HN8N 04

Set out for laying floorcoverings

Developed by ConstructionSkills

Version number 2

Date approved November 2013

Indicative review date November 2018

Validity Current

Status Original

Originating organisation ConstructionSkills

Original URN VR302

Relevant occupations Floorers and Wall Tilers

Suite Floorcovering Occupations (Construction)

Key words Floorcoverings; Setting out; Datums; Grid systems; Transfer lines: Starting points