

# COSVR205 – SQA Unit Code HP81 04

## Produce complex memorials



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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 designing, setting out, preparing and producing complex memorials

# COSVR205 - SQA Unit Code HP81 04

## Produce complex memorials

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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

# COSVR205 - SQA Unit Code HP81 04

## Produce complex memorials

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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 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

# COSVR205 - SQA Unit Code HP81 04

## Produce complex memorials

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### 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

# COSVR205 - SQA Unit Code HP81 04

## Produce complex memorials

### Additional Information

#### Scope/range related to performance criteria

##### Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules and risk assessments 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 and storage of materials, tools and equipment

##### Performance Criteria 3

- 3 selection of resources associated with own work
  - 3.1 materials and components
  - 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, design, computer image, shape, position and secure
- 8 use and maintain hand tools and/or portable power tools, ancillary equipment and computer imaging equipment
- 9 produce complex memorial masonry to given working instructions for at least five of the following
  - 9.1 lettering and ornamentation
  - 9.2 complex shapes
  - 9.3 complex incised lettering
  - 9.4 templets, moulds and reverses
  - 9.5 raised lead lettering
  - 9.6 plain, splayed and profiled edges
  - 9.7 form holes, slots and profiled edges
  - 9.8 use computer imaging to reproduce design layout on vinyl sheet

##### Performance Criteria 6

- 10 completion of own work within the estimated, allocated time

# COSVR205 - SQA Unit Code HP81 04

## Produce complex memorials

### 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 injuries

#### **Hazards**

- 3 those identified by risk assessment, method of work, 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, technical information and appropriate regulations

#### **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 hand tools and/or portable power tools, ancillary equipment and computer imaging equipment

# COSVR205 - SQA Unit Code HP81 04

## Produce complex memorials

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### Methods of work

- 8 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
  - 8.1 design layout of lettering and ornamentation
  - 8.2 reproduce designs by computer imaging and vinyl sheeting
  - 8.3 lift and position memorial stones
  - 8.4 work stones to complex shapes, enrichments and basic profiles
  - 8.5 produce templets, moulds and reverses
  - 8.6 produce incised and raised lettering
  - 8.7 produce surface finishes
  - 8.8 use hand tools, power tools and equipment
  - 8.9 use of lifting equipment appropriate to the task
- 9 team work and communication
- 10 needs of other occupations associated with producing complex memorials

### 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 sustainability of standard and/or specialist
  - 15.1 computer imaging equipment
  - 15.2 vinyl sheeting
  - 15.3 memorial stones – limestone, sandstone, granite, marble, slate
  - 15.4 templets, moulds and reverses
  - 15.5 hand and/or powered tools and equipment and lifting equipment (slings/lewis pins)
- 16 methods of calculating quantity, length, area, volume and wastage associated with the method/procedure to produce complex memorials

### Security procedures

- 17 site, workplace, company and operative

# COSVR205 - SQA Unit Code HP81 04

## Produce complex memorials

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