

Change Detail National Occupational Standards for Construction Site Management (Construction)

Project 2018

VR726 to VR743

(See 'Standard Template Update 2010 and 2011-12' for full details of generic template changes)

Development Legend

1st and 2nd Meeting – Red

3rd Meeting – Green

4th Meeting – Blue

5th Meeting – Red underlined

6th Meeting – Green underlined

7th Meeting – Blue underlined

Suggestions from other occupational representatives in red italics

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COSVR726

Establish, implement and maintain **organisational** systems for managing health, safety, **and** welfare **and wellbeing and environmental protection**



Overview

~~This standard is about~~

- ~~1 — encouraging a culture of health, safety and welfare awareness~~
- ~~2 — ensuring that personnel are aware of their responsibilities~~
- ~~3 — developing, implementing, monitoring and reviewing the site conditions to ensure a safe and healthy workplace that provides for the welfare of the workforce~~
- ~~4 — ensuring hazards are identified and, where necessary, risk assessments completed~~
- ~~5 — ensuring sufficient equipment and resources are available for safe and healthy working, and to maintain the welfare of the workforce~~

~~This standard is about encouraging~~ establishing, implementing and maintaining a culture of health, safety, welfare and wellbeing, ~~and environmental responsibility. Awareness. To ensure personnel are aware of~~ undertake their responsibilities through planning, managing and monitoring; ~~developing, implementing, monitoring and reviewing the site~~ in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements. ~~conditions to ensure a safe, healthy and environmentally responsible workplace that provides for the welfare and wellbeing of the workforce.~~

~~Ensuring hazards are identified and where necessary, risk assessments completed. and ensuring sufficient equipment and resources are available for safe and healthy working, and to maintain the welfare of the workforce~~

~~This standard is for people working in the occupational area of construction site management which is defined as the management of multiple construction trades and disciplines and can be used by operatives, current or developing managers~~

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Establish, implement and maintain **organisational** systems for managing health, safety, **and welfare and wellbeing and environmental protection**

Performance criteria

You must be able to:

- P1** ~~encourage~~ establish a culture of health, safety **and welfare** and wellbeing **on site** by the carrying out the following ~~and identify and implement improvements~~
- 1.1 communicate with and involve the workforce
 - 1.2 provide opportunities for development or training
 - 1.3 lead by example
 - 1.4 implement a ~~positive~~ proactive reporting process
 - 1.5 identify and implement agreed ways to improve health, safety, **and welfare and wellbeing**
- P2** ~~allocate~~ delegate specific **health, safety and welfare responsibilities** ~~which comply with current legislation and ensure site inductions consistently inform people of these responsibilities~~
- 2.1 assign responsibilities that are defined, documented and communicated and which adhere to current ~~legislation and~~ organisational requirements
 - 2.2 carry out and monitor site inductions to ensure people have been informed of their responsibilities
- P3** **ensure accurate and appropriate notices and hazard warnings that conform to current** ~~legislation~~ organisational requirements **are maintained** and observed
- 3.1 carry out regular inspections to ensure conformity
 - 3.2 ensure maintenance is carried out regularly and documented
 - 3.3 check that people have been trained to recognise and understand the different types of notices and warnings
- P4** **ensure health, safety and welfare equipment and resources are available and sufficient to meet current** ~~legislation~~ organisational requirements
- 4.1 monitor ~~the stock~~ and allocate ~~in~~ of health, safety and welfare equipment and resources
 - 4.2 implement a recording system to confirm that the health and safety control equipment ~~being used~~ is appropriate for the work being carried out
 - 4.3 implement maintenance checks on health, safety and welfare equipment and resources

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- P5** ~~implement systems which meet current legislation~~ **organisational requirements to identify hazards, reduce risks and maintain the health, safety, and welfare and wellbeing of people**
 - 5.1 identify the hazards and their consequences
 - 5.2 analyse hazards and identify risks
 - 5.3 consolidate and prioritise risks
 - 5.4 implement monitoring systems and regularly evaluate to improve health, safety, ~~and welfare and wellbeing~~
 - 5.5 implement appropriate measures to manage risks at source

- ~~P6 ensure hazards are identified and obtain information on their significance~~
- P6** ~~ensure the any significant hazards are identified and obtain information on their significance~~ **assessed to identify the residual risks, apply the principles of prevention to reduce the risks and provide information to appropriate people**
 - 6.1 ~~record any identified residual risks and maintain a reporting system to disseminate information~~
 - 6.2 identify measures which can control the risks to health and safety
 - 6.3 ~~evaluate risks which cannot be avoided~~
 - 6.4 ~~implement appropriate measures to manage risks at source~~
 - 6.3 ~~develop~~ **implement organisational a prevention policy which covers health, safety, and welfare and wellbeing relating to the working environment**
 - 6.6 ~~monitor the use of health and safety control equipment~~
 - 6.7 ~~maintain a reporting system to disseminate information~~

- P7** ~~monitor health, safety and welfare systems regularly for compliance with current legislation~~ **organisational requirements**
 - 7.1 ~~ensure any new and changed updated~~ **health, safety and welfare organisational requirements legislation is are current and actioned**
 - 7.2 collect and record workplace health and safety systems data
 - 7.3 ~~produce regular~~ **contribute to reports to which demonstrate compliance with the organisational and regulatory policies**
 - 7.4 ~~produce reports on the health and safety performance and actions of the workforce~~

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Establish, implement and maintain **organisational** systems for managing health, safety, **and welfare and wellbeing and environmental protection**

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Encourage Establish and improve

- K1 the different methods of communication required ~~how to~~ encourage establish the workforce, sub-contractors, suppliers, clients, consultants, visitors, non-English speaking personnel and the public ~~people~~ to promote a culture of health, safety, ~~and~~ welfare and wellbeing
- K2 the principles of leading by example
- K3 how to implement a ~~positive~~ proactive reporting process to provide the workforce the opportunity to influence the health, safety, welfare and wellbeing culture on site
- K4 how to identify opportunities to improve health, safety, ~~and~~ welfare and wellbeing, ~~and~~ make appropriate recommendations and implement agreed modifications
- K5 the importance of wellbeing in the workplace

You need to know and understand:

Performance Criteria 2

Inform people

- K6 how to identify and allocate the specific responsibilities for health, safety and welfare to, including but not limited to, supervisors, safety officers, first aiders and fire marshals
- K7 how to carry out site inductions which are specific to the site and provides information on, including but not limited to, health and safety responsibilities, ~~site construction and installation operations~~, health, safety and welfare equipment and resources, risk control procedures, first aid arrangements, emergency plans, evacuation plans, traffic management hazards and fire procedures using various communication methods
- K8 how to monitor and maintain records of ~~ensure~~ inductions to ensure they consistently inform, ~~people~~ including but not limited to, the workforce, supervisors, safety officers, first aiders and fire marshals of their health, safety and welfare responsibilities

Performance Criteria 3

Notices

You need to know and understand:

- K9 how to ensure the following notices and hazard warnings comply with construction specific health, safety and welfare regulations, general health, safety and welfare legislation and organisational policies and procedures: prescribed notices, certificates, certificate of insurance, site safety signs and information ~~current legislation~~
- K10 how to maintain accurate and appropriate signs, notices and hazard warnings for the workforce, visitors and the public ~~by carrying out audits~~ to ensure they are sufficient to cover all requirements, their distribution and position is correct and they are being effective ~~and their storage is secure~~

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Establish, implement and maintain **organisational** systems for managing health, safety, **and welfare and wellbeing and environmental protection**

K11 why you need to ensure accurate and appropriate notices are maintained

Performance Criteria 4

Equipment and resources

You need to know and understand:

K12 how to ensure **the following** health, safety and welfare equipment and resources are available and sufficient for the project, **including but not limited to, protective clothing, protective equipment, first aid facilities and arrangements, welfare facilities, storage and security of materials and equipment, accident and incident reporting, firefighting equipment and provision of health, safety and welfare training**

K13 how to ensure health, safety and welfare equipment and resources comply with current **legislation, construction specific health, safety and welfare regulations, general health, safety and welfare legislation and organisational policies and procedures**

Performance Criteria 5

Implement systems

You need to know and understand:

K14 how to implement **hazard identification, risk assessment, prevention and protection management** systems which meet current **legislation construction specific health, safety and welfare regulations, general health, safety and welfare legislation and organisational policies and procedures legislation requirements** for identifying and reducing hazards

K15 how to implement **management** systems for reporting and recording accidents, emergencies and near misses

K16 how to maintain the welfare of **people the workforce, sub-contractors, suppliers, consultants, visitors, non-English speaking personnel and the public** in accordance with current **legislation construction specific health, safety and welfare regulations, general health, safety and welfare legislation and organisational policies and procedures legislation requirements**

Performance Criteria 6

Hazard identification

You need to know and understand:

K17 how to ensure **safety, health and environmental hazards which have the potential to cause harm to people and/or the potential to cause damage to property, resources or equipment** are identified **by carrying out site inspections/organisational procedures and monitoring the use of materials and resources**

K18 how to obtain **more** additional information about hazards by **communicating with clients, designers, workforce, sub-contractors, suppliers and consultants**

K19 **how to determine and record the significance of a the effects of occupational health hazards in terms of the affect it may can have an impact long and in the short term and long term consequences and the particular people at risk**

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Performance Criteria 7

Assessing risks

You need to know and understand:

- K20 how to identify ~~and record any~~ residual risks and implement contingencies to manage the potential implications
- K21 how to apply the principles of prevention ~~by implementing through a prevention policy~~ to eliminate and control risks at source, to manage risks and hazards, to attain a cumulative collective protection approach and to monitor the use of health and safety control equipment
- K22 how to ~~reduce~~ review risks ~~by reviewing risk assessments~~ and communicate ~~providing~~ information to the workforce, sub-contractors, suppliers, consultants, visitors, non-English speaking personnel and the public ~~on a regular basis~~ ~~appropriate people~~

Performance Criteria 8

Monitor for compliance

You need to know and understand:

- K23 how to monitor health, safety, and welfare systems regularly ~~by carrying out inspections of the workplace and collecting, analysing and recording information~~ to ensure ~~for~~ compliance with current ~~legislation~~ ~~construction specific health, safety and welfare regulations, general health, safety and welfare legislation~~ ~~and~~ organisational policies and procedures ~~current legislation~~

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Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

~~1—records showing how workforce culture has been encouraged~~

~~2—records of improvements made to the work environment~~

~~Performance Criteria 2~~

~~3—records of responsibilities allocated~~

~~4—records of induction briefings given~~

~~Performance Criteria 3~~

~~5—records showing that notices and hazard warnings are maintained~~

~~Performance Criteria 4~~

~~6—records for the maintenance of health, safety and welfare protection equipment and resources~~

~~7—records showing that health, safety and welfare equipment and resources meet the project, organisational and statutory requirements~~

~~Performance Criteria 5~~

~~8—records of hazard identification and risk assessment or control methods adopted~~

~~9—records of the system used to deal with breaches in health, safety and welfare requirements~~

~~10—records of the system used to report accidents, emergencies and near misses~~

~~Performance Criteria 6~~

~~11—records of hazard identification methods~~

~~12—details of the method used to determine the significance of an identified hazard~~

~~Performance Criteria 7~~

~~13—records of dealing with hazards by application of the following~~

~~13.1—elimination~~

~~13.2—control at source~~

~~13.3—management~~

~~13.4—cumulative protection~~

~~13.5—personal protective equipment~~

~~14—records of the system used to provide information about hazard control to people~~

~~Performance Criteria 8~~

~~15—records of regular checks carried out on health, safety and welfare systems~~

~~16—records of any special site conditions and situations which do not comply with regulations~~

~~17—records of action taken to prevent reoccurrence of breaches to the requirements of health, safety and welfare~~

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Scope/range related to knowledge and understanding

Current legislation

- 1—construction specific health, safety and welfare regulations
- 2—general health, safety and welfare legislation

Equipment and resources

- 3—protective clothing
- 4—protective equipment
- 5—first aid facilities and arrangements
- 6—welfare facilities
- 7—storage and security of materials and equipment
- 8—accident and incident reporting
- 9—fire fighting equipment
- 10—provision of health, safety and welfare training

Hazards

- 11—potential to cause harm to people
- 12—potential to cause damage to property, resources or equipment

Inductions

- 13—health and safety responsibilities
- 14—site construction and installation operations
- 15—health, safety and welfare equipment and resources
- 16—risk control procedures
- 17—first aid arrangements
- 18—emergency plans
- 19—evacuation plans
- 20—traffic management

Notices

- 21—prescribed notices
- 22—certificates
- 23—certificate of insurance
- 24—site safety signs
- 25—information

People

- 26—workforce
- 27—sub-contractors
- 28—suppliers
- 29—consultants
- 30—visitors
- 31—non-English speaking personnel
- 32—the public

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Establish, implement and maintain **organisational** systems for managing health, safety, **and** welfare **and wellbeing and environmental protection**

Principles of prevention

~~33—eliminate~~

~~34—control at source~~

~~35—manage~~

~~36—cumulative protection~~

~~37—personal protective equipment~~

Systems

~~38—hazard identification~~

~~39—risk assessment~~

~~40—prevention and protection~~

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Establish, control and monitor environmental factors and sustainability



Overview

~~This standard is about~~

- ~~1—identifying considerations for environmental management and methods that will support sustainability~~
- ~~2—delegating responsibilities and encouraging a culture of environmental awareness and support for sustainability~~
- ~~3—monitoring environmental factors and sustainability requirements as the project progresses~~

This standard is about identifying considerations for environmental management and methods that will support sustainability, delegating responsibilities and encouraging a culture of environmental awareness and support for sustainability. Monitoring environmental factors and sustainability requirements as the project progresses

~~This standard is for people working in the occupational area of construction site supervision and can be used by operatives, supervisors and managers ????~~

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Establish, control and monitor environmental factors and sustainability

Performance criteria

- You must be able to:*
- P1 identify the environmental management considerations and establish methods of work that will support sustainability by examining project data
 - P2 encourage a culture of environmental awareness and support for sustainability in the workforce
 - P3 delegate duties for environmental management and monitoring sustainable work methods
 - P4 assess the significance of environmental factors as they affect the project and take appropriate action
 - P5 monitor project work against sustainability requirements and take appropriate action to ensure progress
 - P6 record good practice in environmental management and sustainable methods of work and make recommendations to people responsible

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Establish, control and monitor environmental factors and sustainability

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Considerations sustainability

- K1 how to examine **project data** to identify needs for environmental management
- K2 how to examine **project data** to identify and establish methods of work that will support **sustainability**
- K3 why you need to identify environmental management needs and **sustainable work methods**

Performance Criteria 2

Encourage and support

You need to know and understand:

- K4 how to encourage a culture of environmental awareness and support for **sustainability** in the workforce
- K5 why you need to encourage a culture of environmental awareness and support for **sustainability** in the workforce

Performance Criteria 3

Delegation

You need to know and understand:

- K6 how to delegate duties for environmental management
- K7 how to delegate duties for monitoring **sustainable work methods**

Performance Criteria 4

Environmental factors

You need to know and understand:

- K8 how to assess the significance of **environmental factors** as they affect the project and take appropriate action

Performance Criteria 5

Monitor sustainability

You need to know and understand:

- K9 how to monitor project work against **sustainability** requirements and take appropriate action to ensure progress

Performance Criteria 6

Record good practice

You need to know and understand:

- K10 how to record good practice in environmental management and **sustainable work methods**
- K11 how to make recommendations of good practice to **people**

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Establish, control and monitor environmental factors and sustainability

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 records of identified considerations for environmental management
- 2 records of identified methods that will support sustainability

Performance Criteria 2

- 3 records of the policies adopted for environmental management and sustainability
- 4 records showing how workforce culture has been encouraged

Performance Criteria 3

- 5 records of duties delegated for environmental management
- 6 records of duties delegated for monitoring sustainable work methods

Performance Criteria 4

- 7 records of consideration for at least four of the following environmental factors
 - 7.1 appearance
 - 7.2 ecological
 - 7.3 natural conservation
 - 7.4 historical conservation
 - 7.5 noise
 - 7.6 emissions to air, land and water
 - 7.7 sustainable, economic and social
 - 7.8 traffic management
 - 7.9 waste management and recycling

Performance Criteria 5

- 8 records of project tasks monitored against at least four of the following sustainability requirements
 - 8.1 reuse and recycled waste
 - 8.2 recycled or sustainable materials
 - 8.3 contact with neighbours
 - 8.4 health and safety
 - 8.5 protection of the natural environment, biodiversity and heritage
 - 8.6 new legislation, technologies and skills
 - 8.7 pollution control
 - 8.8 material acquisition, use and storage

Performance Criteria 6

- 9 records of recommendations made to at least three of the following people responsible
 - 9.1 the client, customer or their representative
 - 9.2 contractors
 - 9.3 consultants
 - 9.4 sub-contractors
 - 9.5 suppliers
 - 9.6 workforce
 - 9.7 internal management

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Establish, control and monitor environmental factors and sustainability

Scope/range related to knowledge and understanding

Environmental factors

- 1 appearance
- 2 ecological
- 3 nature conservation
- 4 historical conservation
- 5 noise
- 6 emissions, air, land and water
- 7 sustainable, economic and social
- 8 traffic management
- 9 waste management and recycling

People responsible

- 10 the client, customer or their representative
- 11 contractors
- 12 consultants
- 13 sub-contractors
- 14 suppliers
- 15 workforce
- 16 internal management

Project data

- 17 conditions of contract
- 18 bills of quantities or methods of measurement
- 19 specifications
- 20 drawings
- 21 health, safety and environmental plans
- 22 programmes
- 23 organisational requirements
- 24 instructions and variations

Sustainable work methods

- 25 reuse and recycled waste
- 26 recycled or sustainable materials
- 27 contact with site neighbours
- 28 health and safety
- 29 protection of the natural environment, biodiversity and heritage
- 30 new legislation, technologies and skills
- 31 pollution control
- 32 material acquisition, use and storage

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Establish, control and monitor environmental factors and sustainability

Sustainability

- 33 build to last
- 34 integration with surroundings
- 35 traffic management
- 36 meeting users needs
- 37 meeting community needs
- 38 insulation
- 39 efficient building services systems
- 40 efficient use of resources
- 41 efficient use of materials
- 42 waste recycling
- 43 use of recycled materials
- 44 acquiring materials from local sources
- 45 encouraging biodiversity
- 46 use of sustainable energy, thermal, solar, wind and wave
- 47 water demand
- 48 protection of archaeological and historically valuable resources

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Establish, control and monitor environmental factors and sustainability

Developed by ConstructionSkills

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Status Original

Originating organisation ConstructionSkills

Original URN VR727

Relevant occupations Production Managers and Directors in Construction

Suite Construction Site Management; Treework

Key words Environmental; Sustainability; Sustainable; People; Conservation; Emissions; Ecological; Biodiversity; Recycle

Overview

~~This standard is about~~

- ~~1 — assessing and evaluating information~~
- ~~2 — identifying safe and healthy work methods~~
- ~~3 — identifying how materials and resources will be used~~
- ~~4 — preparing, producing and agreeing method statements and/or risk assessments~~

This standard is about ~~assessing and~~ evaluating ~~and confirming~~ information, identifying safe, healthy ~~and environmentally responsible~~ work methods. Identifying how materials and resources will be used and preparing, producing and agreeing method statements and/or risk assessments

~~This standard is for people working in the occupational area of construction site supervision and can be used by operatives, supervisors and managers ????~~

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Evaluate and ~~select~~ confirm work methods

Performance criteria

You must be able to:

- P1 ~~assess and~~ evaluate and record at least five of following project data in order to identify work methods
- 1.1 conditions of contract
 - 1.2 bills of quantities or methods of measurement
 - 1.3 specifications/~~schedules of work~~
 - 1.4 drawings
 - 1.5 health, safety and environmental plans
 - 1.6 programmes ~~and schedules~~
 - 1.7 organisational requirements
 - 1.8 instructions and variations
 - 1.9 information on materials
 - 1.10 survey reports
 - 1.11 design data
 - 1.12 statutory consents
 - 1.13 sub-contractor arrangements and attendance
 - 1.14 method statements and/or risk assessments
 - 1.15 safe systems of work
- P2 obtain ~~and record~~ additional information from ~~at least two of the following other~~ sources in cases where the available project data is insufficient
- 2.1 ~~stakeholders the client, customer or their representative~~
 - ~~2.2 contractors~~
 - ~~2.3 sub-contractors~~
 - ~~2.4 suppliers~~
 - 2.5 regulatory authorities
 - 2.6 technical and trade ~~guidance literature~~
 - ~~2.7 those affected by the project~~
- P3 identify ~~and record the~~ work methods which will make the best use of resources and materials and which meet project and current ~~legislation~~ organisational requirements ~~from at least two of the following information sources~~
- 3.1 current ~~legislation~~ organisational requirements, codes of practice and official guidance
 - 3.2 investigative research
 - 3.3 ~~organisational procedures~~
 - 3.4 technical and trade ~~guidance literature~~
 - 3.5 building regulations/standards
 - 3.6 surveys and reports

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Evaluate and ~~select~~ confirm work methods

- P4 evaluate ~~and record~~ identified work methods against ~~at least six of the following~~ technical, environmental and project criteria and select the ~~most suitable~~ ~~best one~~
- 4.1 materials performance and availability
 - 4.2 health ~~and~~ safety ~~and~~ wellbeing
 - 4.3 fire ~~safety protection~~
 - 4.4 access
 - 4.5 plant, equipment or machinery performance and availability
 - 4.5 resources
 - 4.6 traffic management
 - 4.7 environmental issues
 - 4.8 cost benefit
 - 4.9 current ~~legislation~~ organisational requirements, codes of practice and official guidance
 - 4.10 ~~customer and user~~ stakeholders needs
 - 4.11 contract requirements in terms of time and quantity
 - 4.12 waste management
 - 4.13 sustainability
- P5 ensure method statements ~~and risk assessments~~ are ~~current~~, accurate, ~~agreed clear and concise~~ and acceptable to all ~~stakeholders~~ ~~the people involved~~
- P6 recommend, ~~record~~ and ~~promote~~ present the selected work method ~~to be accepted by at least two of the following stakeholders~~
- 7.1 the client, customer or their representative
 - 7.2 contractors
 - 7.3 consultants
 - 7.4 designers
 - 7.4 sub-contractors
 - 7.5 suppliers
 - 7.6 workforce
 - 7.7 internal management

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Evaluate and ~~select~~ confirm work methods

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

~~Assess and~~ Evaluate data

- K1 how to ~~assess and~~ evaluate ~~available~~ the following project data
 - K1.1 conditions of contract
 - K1.2 bills of quantities or methods of measurement
 - K1.3 specifications/~~schedules of work~~
 - K1.4 drawings
 - K1.5 health, safety and environmental plans
 - K1.6 organisational requirements
 - K1.7 instructions and variations
 - K1.8 materials
 - K1.9 programmes and schedules
 - K1.10 survey reports
 - K1.11 design data
 - K1.12 statutory consents
 - K1.13 sub-contractor arrangements and attendance
 - K1.14 method statement and ~~or~~ risk assessments
 - K1.15 safe systems of work
- K2 how to identify construction work methods from the ~~assessment and~~ evaluation of project data
- K3 why you need to ~~assess and~~ evaluate available project data

Performance Criteria 2

Obtain additional information

You need to know and understand:

- K4 how to obtain additional information in cases where the available project data is insufficient from ~~the following other sources~~
 - K4.1 ~~stakeholders the client, customer or their representative contractors sub-contractors suppliers~~
 - K4.2 regulatory authorities
 - K4.3 technical and trade ~~guidance literature~~ ~~people affected by the project~~

Performance Criteria 3

Identify work methods

You need to know and understand:

- K5 how to identify work methods ~~from evaluating possible information sources~~ organisational requirements, investigative research, technical and trade ~~literature~~ guidance, codes of practice and official guidance which will make the best use of resources and materials ~~in relation to~~
 - K5.1 sequencing and integration
 - K5.2 organisation of resources
 - K5.3 techniques
 - K5.4 use of temporary works
 - K5.5 ~~modern methods of construction~~ ~~prefabrication~~
 - K5.6 preparatory systems

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Evaluate and ~~select~~ confirm work methods

K5.7 adoption of new materials

K5.8 application of new skills

K6 how to identify work methods which meet the project and the requirements of current ~~organisational requirements~~ **legislation**

Performance Criteria 4

Evaluate and select work methods

You need to know and understand:

K7 how to evaluate ~~the~~ identified work methods against ~~the following~~ relevant technical, environmental and project criteria to select the best method ~~in relation to~~

K7.1 materials performance and availability

K7.2 health ~~and~~ safety ~~and~~ wellbeing

K7.3 fire ~~safety~~ ~~protection~~

K7.4 ~~resources~~

K7.5 access

K7.6 plant, equipment or machinery performance and availability

K7.7 traffic management

K7.8 environmental issues

K7.9 cost benefits

K7.10 current ~~legislation~~ **organisational requirements**, codes of practice and official guidance

7.11 ~~customer and user~~ stakeholder needs

7.12 contract requirements in terms of time and quantity

7.13 waste management

K7.14 sustainability

Performance Criteria 5

Confirm method statements

You need to know and understand:

K8 how to ensure the method statement and ~~for~~ risk assessments derived from the selected work methods are **current**, accurate, ~~clear and concise~~ **agreed and acceptable to all stakeholders**

~~K9 how to ensure the method statement and/or risk assessments are acceptable to all the~~ **people responsible**

K9 why you need to ensure the selected work methods, method statement and ~~for~~ risk assessments are acceptable to all ~~the~~ **people responsible** stakeholders

Performance Criteria 6

Recommend work methods

You need to know and understand:

K10 how to recommend ~~and present~~ work methods to ~~the~~ stakeholders ~~people responsible~~

~~K12 how to promote the selected work methods to the~~ **people responsible**

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Evaluate and **select confirm** work methods

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

- ~~1—records showing assessment and evaluation of at least five of the following types of project data~~
 - ~~1.1—conditions of contract~~
 - ~~1.2—bills of quantities or methods of measurement~~
 - ~~1.3—specifications~~
 - ~~1.4—drawings~~
 - ~~1.5—health, safety and environmental plans~~
 - ~~1.6—programmes and schedules~~
 - ~~1.7—organisational requirements~~
 - ~~1.8—instructions and variations~~
 - ~~1.9—information on materials~~
 - ~~1.10—survey reports~~
 - ~~1.11—design data~~
 - ~~1.12—statutory consents~~
 - ~~1.13—sub-contractor arrangements and attendance~~
 - ~~1.14—method statements and/or risk assessments~~
 - ~~1.15—safe systems of work~~

~~Performance Criteria 2~~

- ~~2—records of consultation with at least two of the following other sources~~
 - ~~2.1—the client, customer or their representative~~
 - ~~2.2—contractors~~
 - ~~2.3—sub-contractors~~
 - ~~2.4—suppliers~~
 - ~~2.5—regulatory authorities~~
 - ~~2.6—technical and trade literature~~
 - ~~2.7—those affected by the project~~

~~Performance Criteria 4~~

- ~~3—records of identified work methods from at least two of the following information sources~~
 - ~~3.1—current legislation, codes of practice and official guidance~~
 - ~~3.2—investigative research~~
 - ~~3.3—organisational procedures~~
 - ~~3.4—technical and trade literature~~

COSVR728

Evaluate and ~~select~~ confirm work methods

~~Performance Criteria 4~~

~~4—records of evaluation showing consideration of at least six of the following technical, environmental or project criteria~~

~~4.1—materials performance and availability~~

~~4.2—health and safety~~

~~4.3—fire protection~~

~~4.4—access~~

~~4.5—plant, equipment or machinery performance and availability~~

~~4.6—traffic management~~

~~4.7—environmental issues~~

~~4.8—cost benefit~~

~~4.9—current legislation, codes of practice and official guidance~~

~~4.10—customer and user needs~~

~~4.11—contract requirements in terms of time and quantity~~

~~4.12—waste management~~

~~4.13—sustainability~~

~~5—records of the work method(s) selected~~

~~Performance Criteria 5~~

~~6—records of method statements and/or risk assessments checked and agreed~~

~~Performance Criteria 6~~

~~7—records of presentation of the selected work method to, and acceptance by, at least two of the following people responsible~~

~~7.1—the client, customer or their representative~~

~~7.2—contractors~~

~~7.3—consultants~~

~~7.4—sub-contractors~~

~~7.5—suppliers~~

~~7.6—workforce~~

~~7.7—internal management~~

COSVR728

Evaluate and **select confirm** work methods

Scope/range related to knowledge and understanding

Information sources

- 1—current legislation, codes of practice and official guidance
- 2—investigative research
- 3—organisational procedures
- 4—technical and trade literature

Other sources

- 5—the client, customer or their representative
- 6—contractors
- 7—sub-contractors
- 8—suppliers
- 9—regulatory authorities
- 10—technical and trade literature
- 11—people affected by the project

People responsible

- 12—client, customer or their representative
- 13—contractors
- 14—consultants
- 15—sub-contractors
- 16—suppliers
- 17—workforce
- 18—internal management

Project data

- 19—conditions of contract
- 20—bills of quantities or methods of measurement
- 21—specifications
- 22—drawings
- 23—health, safety and environmental plans
- 24—organisational requirements
- 25—instructions and variations
- 26—materials
- 27—programmes and schedules
- 28—survey reports
- 29—design data
- 30—statutory consents
- 31—sub-contractor arrangements and attendance
- 32—method statement and/or risk assessments
- 33—safe systems of work

COSVR728

Evaluate and **select confirm** work methods

~~Technical, environmental and project criteria~~

~~34— materials performance and availability~~

~~35— health and safety~~

~~36— fire protection~~

~~37— access~~

~~38— plant, equipment or machinery performance and availability~~

~~39— traffic management~~

~~40— environmental issues~~

~~41— cost benefits~~

~~42— current legislation, codes of practice and official guidance~~

~~43— customer and user needs~~

~~44— contract requirements in terms of time and quantity~~

~~45— waste management~~

~~46— sustainability~~

~~Work methods~~

~~47— sequencing and integration~~

~~48— organisation of resources~~

~~49— techniques~~

~~50— use of temporary works~~

~~51— prefabrication~~

~~52— preparatory systems~~

~~53— adoption of new materials~~

~~54— application of new skills~~

COSVR728

Evaluate and [select confirm](#) work methods

Developed by ConstructionSkills

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Status Original

Originating organisation ConstructionSkills

Original URN VR728

Relevant occupations Production Managers and Directors in Construction

Suite Construction Site Management; Controlling Lifting Operations (Construction)

Key words Evaluate; Select; Methods; Work; Statements; Resources; Materials; Sequencing; Techniques

COSVR729

Plan the preparation of the site for the project



Overview

~~This standard is about~~

~~1 — pre-start and ongoing planning~~

~~2 — implementation of arrangements for the project at the place of work~~

~~3 — ensuring safe, healthy and secure site operations~~

This standard is about pre-start and ongoing planning, implementation of arrangements for the project at the place of work and ensuring safe, healthy, **environmentally responsible** and secure site operations

This standard is for people working in the occupational area of construction site supervision and can be used by ~~operatives~~, supervisors and managers ????

COSVR729

Plan the preparation of the site for the project

Performance criteria

- You must be able to:*
- P1 assemble and review information used in the preparation of the project plan, clarify information which is not clear and update it for production planning purposes
 - P2 identify factors for consideration, record them and pass them on to people who may be affected
 - P3 identify access and egress points for the site and works which are safe, convenient and minimise disruption
 - P4 organise the resources required for the preparation of site operations
 - P5 give accurate details about the proposed work to the utility and emergency services
 - P6 make arrangements for adequate site safety, welfare, environmental protection and security
 - P7 plan the site layout for operational purposes and pass information about the plans to the people on the site
 - P8 ensure notices to provide information that complies with current legislation, to people are placed and maintained

COSVR729

Plan the preparation of the site for the project

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Assemble and review information

- K1 how to assemble **information** used in the preparation of the project plan
- K2 how to clarify **information** that is not clear
- K3 how to keep **information** up to date
- K4 why you need to assemble and clarify **information** and keep it up to date

Performance Criteria 2

Identify factors

You need to know and understand:

- K5 how to identify and record relevant **factors** for consideration when planning
- K6 how to pass on records of **factors** considered to people who will be affected
- K7 why you need to pass considered and recorded **factors** to people who will be affected

Performance Criteria 3

Identify access/egress points

You need to know and understand:

- K8 how to identify **access and egress points** for the site and works which are the most convenient for works traffic and which minimise disruption
- K9 how to prepare a traffic management plan

Performance Criteria 4

Organise resources

You need to know and understand:

- K10 how to organise **resources** for site preparation
- K11 how to assign **resources** for site preparation
- K12 how to utilise the **resources** used in site preparation into project work or tasks

COSVR729

Plan the preparation of the site for the project

You need to know and understand:

Performance Criteria 5

Passing information

- K13 how to give details about **proposed work** to utility and emergency services
- K14 how to give details on site access, layout, evacuation and hazards to utility and emergency services

You need to know and understand:

Performance Criteria 6

Site safety and security

- K15 how to ensure adequate site safety for **proposed work**
- K16 how to make consideration of relevant **factors** when arranging site safety, welfare, environmental protection and security
- K17 how to ensure adequate site security
- K18 how to ensure arrangements for health, safety and welfare are reviewed as work progresses

COSVR729

Plan the preparation of the site for the project

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 records of maintaining, verifying and updating the project plan with at least four of the following types of information
 - 1.1 survey reports
 - 1.2 design information
 - 1.3 contractual information
 - 1.4 statutory consents
 - 1.5 contracts pre-planning information
 - 1.6 health, safety and environmental plans
 - 1.7 risk assessments and method statements
 - 1.8 programmes and schedules
 - 1.9 about competent people
 - 1.10 sub-contractor arrangements and attendance

Performance Criteria 2

- 2 records of distributing information for at least four of the following considered factors
 - 2.1 occupiers
 - 2.2 near neighbours
 - 2.3 public access
 - 2.4 site conditions
 - 2.5 environment considerations
 - 2.6 vehicular access
 - 2.7 security and trespass
 - 2.8 public utilities
 - 2.9 heritage status
 - 2.10 sustainability

Performance Criteria 3

- 3 plan for traffic management showing chosen and agreed site and works access and egress points

Performance Criteria 4

- 4 records showing at least four of the following resources assigned for the preparation of the site
 - 4.1 people
 - 4.2 plant, equipment or machinery
 - 4.3 materials and components
 - 4.4 sub-contractors
 - 4.5 information
 - 4.6 work area and facilities
 - 4.7 waste management
 - 4.8 utility providers

COSVR729

Plan the preparation of the site for the project

Performance Criteria 5

- 5 records of information regarding site access, layout, evacuation and hazards passed to utility and emergency services

Performance Criteria 6

- 6 records of site safety and welfare arrangements identified before work starts and reviewed as work progresses
- 7 records of environmental protection procedures
- 8 records of the site security arrangements

Performance Criteria 7

- 9 records of site layout or plan
- 10 plans showing resources and materials delivery, storage and waste collection locations
- 11 arrangements for recycling
- 12 records of information passed to the people working on site

Performance Criteria 8

- 13 records showing types and locations of notices
- 14 maintenance schedule for notices

COSVR729

Plan the preparation of the site for the project

Scope/range related to knowledge and understanding

Access and egress points

- 1 current legislation
- 2 local traffic
- 3 access and egress control
- 4 security
- 5 parking
- 6 visitors
- 7 site induction
- 8 occupiers
- 9 near neighbours
- 10 traffic management

Factors

- 11 occupiers
- 12 near neighbours
- 13 public access
- 14 site conditions
- 15 environment considerations
- 16 vehicular access
- 17 security and trespass
- 18 public utilities
- 19 heritage status
- 20 sustainability

Information

- 21 survey reports
- 22 design
- 23 contractual
- 24 statutory consents
- 25 contracts pre-planning information
- 26 health, safety and environmental plans
- 27 risk assessments and method statements
- 28 programmes
- 29 about competent people
- 30 sub-contractor arrangements and attendance

Proposed work

- 31 new build
- 32 infrastructure
- 33 demolition
- 34 extension
- 35 alteration
- 36 refurbishment
- 37 temporary works
- 38 installation
- 39 conservation

COSVR729

Plan the preparation of the site for the project

Resources

- 40 people
- 41 plant, equipment or machinery
- 42 materials and components
- 43 sub-contractors
- 44 information
- 45 work area and facilities
- 46 waste management
- 47 utility providers

Site layout

- 48 storage
- 49 temporary accommodation
- 50 work areas
- 51 plant
- 52 temporary services
- 53 access and egress
- 54 security
- 55 continuing use by occupiers
- 56 waste management
- 57 pollution control
- 58 provision for prefabricated components and systems
- 59 existing fabric

COSVR729

Plan the preparation of the site for the project

Developed by ConstructionSkills

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Validity Current

Status Original

Originating organisation ConstructionSkills

Original URN VR729

Relevant occupations Production Managers and Directors in Construction

Suite Construction Site Management; Controlling Lifting Operations (Construction)

Key words Pre-planning; Preparation; Pre-start; Induction; Access; Infrastructure; Installation; Utility

COSVR730

Monitor project activities



Overview

~~This standard is about~~

~~1— providing information~~

~~2— providing personnel with details of their job responsibilities~~

~~3— planning, organising and controlling site and project resources to meet planned and unplanned situations~~

This standard is about providing information, providing personnel with details of their job responsibilities, planning, organising and controlling site and project resources to meet planned and unplanned situations

This standard is for people working in the occupational area of construction site supervision and can be used by operatives, supervisors and managers ????

COSVR730

Monitor project activities

Performance criteria

You must be able to:

- P1 give adequate notice to all the people who will be affected about when work will start, how long it will take and when it will finish and confirm all dates in writing
- P2 communicate and agree a programme and method with people who will be doing the work that integrates operations
- P3 identify, record and obtain information requirements before work starts
- P4 organise attendance for sub-contractors in accordance with project and contractual agreements
- P5 plan and obtain sufficient resources of the appropriate type which will meet the project requirements and timescales
- P6 organise and control the site and resources so that conditions are safe, the site is tidy and creates a favourable image of the organisation, its products, its services and the project
- P7 develop contingency plans to meet special requirements to minimise disruption to those likely to be affected by the works programme

COSVR730

Monitor project activities

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Notification

- K1 how to give adequate notice to all the **people** who will be affected about
 - K1.1 when the work will start
 - K1.2 how long it will take
 - K1.3 when it will finish
- K2 how to confirm all dates in writing
- K3 why you need to confirm arrangements in writing

Performance Criteria 2

Communicate and agree programme

You need to know and understand:

- K4 how to agree **programmes** and methods with the **people** who will be doing the work
- K5 why you need to agree **programmes** and methods with the **people** who will be doing the work
- K6 how to communicate **programmes** and methods to the **people** who will be doing the work

Performance Criteria 3

Information

You need to know and understand:

- K7 How to identify, record and obtain **information** requirements before work starts

Performance Criteria 4

Organise attendance

You need to know and understand:

- K8 how to organise **attendance** by contract or agreement for sub-contractors and attending workforce, in accordance with **project requirements** and contractual agreements
- K9 why you need to organise **attendance** by contract or agreement for sub-contractors in accordance with **project requirements** and contractual agreements

COSVR730

Monitor project activities

You need to know and understand:

Performance Criteria 5

Plan and obtain resources

- K10 how to identify and plan the use of **resources**
- K11 why you need to plan the use of **resources**
- K12 how to ensure sufficient **resources** are obtained

You need to know and understand:

Performance Criteria 6

Organise and control the site

- K13 how to organise and control the site and **resources** so that the following conditions are met
 - K13.1 the site is safe
 - K13.2 the site is tidy
 - K13.3 a favourable image of the organisation is created
 - K13.4 a favourable image of the products in use and being produced is created
 - K13.5 a favourable image of the services being provided is created
 - K13.6 a favourable image of the project is created
- K14 why you need to organise and control the site and **resources**

You need to know and understand:

Performance Criteria 7

Contingency plans

- K15 how to develop plans to meet **special requirements** and contingencies
- K16 why you need to develop plans to meet **special requirements** and contingencies

COSVR730

Monitor project activities

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 work schedules
- 2 records of written notification(s) given to people affected

Performance Criteria 2

- 3 programmes and method statements showing agreement with people doing the work
- 4 records showing integration of operations

Performance Criteria 3

- 5 records of information obtained prior to the start of work

Performance Criteria 4

- 6 records of attendance
- 7 records of meetings with sub-contractors to discuss project or contract and attendance

Performance Criteria 5

- 8 schedule of resource acquisition and use that includes at least three of the following
 - 8.1 people
 - 8.2 plant, equipment or machinery
 - 8.3 materials and components
 - 8.4 sub-contractors
 - 8.5 information

Performance Criteria 6

- 9 plan of site showing storage and waste removal areas
- 10 records of site maintenance activities

Performance Criteria 7

- 11 records or plans showing how disruption has been minimised for special requirements and contingencies
- 12 records of delegated tasks to other team members

COSVR730

Monitor project activities

Scope/range related to knowledge and understanding

Attendance

- 1 facilities
- 2 welfare facilities
- 3 work specifications
- 4 security and fencing
- 5 utilities
- 6 traffic management
- 7 access and egress
- 8 off loading and loading
- 9 dimensional control
- 10 storage
- 11 health and safety

Information

- 12 survey reports
- 13 design
- 14 contractual
- 15 statutory consents
- 16 contractor's pre-planning information
- 17 health safety and environmental plan
- 18 method statements
- 19 programmes
- 20 about competence of people

People

- 21 client, customer or their representative
- 22 contractors
- 23 sub-contractors
- 24 third parties
- 25 public services
- 26 emergency services
- 27 suppliers
- 28 people working on site
- 29 statutory authorities
- 30 near neighbours
- 31 residents

Programmes

- 32 bar charts
- 33 network analysis
- 34 critical path
- 35 action lists
- 36 method statements

COSVR730

Monitor project activities

Project requirement

- 37 time
- 38 quality
- 39 cost
- 40 health and safety
- 41 regulations
- 42 sustainability
- 43 defects liability period

Resources

- 44 people
- 45 plant, equipment or machinery
- 46 materials and components
- 47 sub-contractors
- 48 information

Special requirements

- 49 sequencing
- 50 elimination of waste
- 51 regulations
- 52 heritage status
- 53 occupiers
- 54 environmental considerations
- 55 vehicular access
- 56 health and safety
- 57 hazards
- 58 trespass
- 59 near neighbours
- 60 public access
- 61 site conditions
- 62 statutory regulations and limitations
- 63 Codes of Practice

COSVR730

Monitor project activities

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Validity Current

Status Original

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Relevant occupations Production Managers and Directors in Construction

Suite Construction Site Management

Key words Monitor; Activities; Unplanned; Attendance; Programmes; Sequencing; Resources; Sub-contractors

COSVR731

Ensure that work activities and resources meet project work requirements



Overview

~~This standard is about~~

~~1—interpreting information~~

~~2—analysing information to identify resource requirements~~

~~3—ensuring the work activities are planned to meet project work requirements~~

~~4—developing, preparing, monitoring and modifying programmes and schedules~~

This standard is about interpreting information, analysing information to identify resource requirements, ensuring the work activities are planned to meet project work requirements and developing, preparing, monitoring and modifying programmes and schedules

This standard is for people working in the occupational area of construction site supervision and can be used by ~~operatives~~, supervisors and managers ????

COSVR731

Ensure that work activities and resources meet project work requirements

Performance criteria

- You must be able to:*
- P1 identify major activities, determine the resources needed from the information available and prepare draft work programmes and schedules
 - P2 evaluate alternative methods, resources and systems in order to select the best solution to meet project requirements
 - P3 obtain clarification and advice where the resources needed are not available
 - P4 analyse the activities against project requirements and the requirements of external factors
 - P5 determine how long each activity will take, identify activities which influence each other and sequence them logically and realistically so that they make the best use of the resources available
 - P6 ensure the production of detailed programmes and schedules of planned activities which are consistent with the complexity of the project
 - P7 develop a system to monitor the works programmes and schedules, implement it and use the results to improve production and planning
 - P8 identify alterations to the works programmes and schedules to ensure they will meet changed circumstances

COSVR731

Ensure that work activities and resources meet project work requirements

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Draft work programmes and schedules

- K1 how to identify major activities
- K2 how to determine the **resources** needed from the **information** available
- K3 how to prepare draft **programmes and schedules**
- K4 why you need to prepare draft **programmes and schedules**

Performance Criteria 2

Evaluate alternative methods

- K5 how to evaluate alternative methods, **resources** and systems
- K6 how to select the best solution to meet **project requirements**

You need to know and understand:

Performance Criteria 3

Obtain clarification and advice

- K7 how to obtain **clarification and advice** where the **resources** needed are not available

You need to know and understand:

Performance Criteria 4

Analyse activities

- K8 how to **analyse** activities against **project requirements**
- K9 how to identify and consider possible **external factors**
- K10 how to **analyse** activities against **external factors**

You need to know and understand:

Performance Criteria 5

Identify and sequence activities

- K11 how to calculate the duration of activities for **programmes and schedules**
- K12 how to identify activities that influence each other
- K13 how to make best use of **resources** by sequencing activities logically and realistically

You need to know and understand:

COSVR731

Ensure that work activities and resources meet project work requirements

You need to know and understand:

Performance Criteria 6

Production of programmes and schedules

K14 how to ensure the production of detailed **programmes and schedules**

K15 how to ensure detailed **programmes and schedules** of planned activities are consistent with the complexity of the project

You need to know and understand:

Performance Criteria 7

Develop a monitoring system

K16 how to develop a system to monitor works **programmes and schedules**

K17 how to implement the system to monitor works **programmes and schedules** and use the results to improve production and planning

You need to know and understand:

Performance Criteria 8

Identify alterations

K18 how to identify alterations to the works **programmes and schedules**

K19 how to ensure alterations to works **programmes and schedules** will meet changed circumstances

COSVR731

Ensure that work activities and resources meet project work requirements

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 lists of major activities identified
- 2 lists of resources determined from available information
- 3 records of draft work programmes and schedules

Performance Criteria 2

- 4 records showing the assessment of alternative methods, resources and systems
- 5 records of evaluations that identify the best solution

Performance Criteria 3

- 6 records of consultation with at least two of the following
 - 6.1 the client, customer or their representative
 - 6.2 consultants
 - 6.3 project team partners
 - 6.4 workforce
 - 6.5 technical and trade literature

Performance Criteria 4

- 7 records of considerations given to project requirements
- 8 records of considerations given to at least four of the following external factors
 - 8.1 supply lead times
 - 8.2 contingencies
 - 8.3 special working conditions
 - 8.4 weather conditions
 - 8.5 statutory limitations
 - 8.6 site conditions
 - 8.7 environmental considerations
 - 8.8 customers

Performance Criteria 5

- 9 records used to determine the duration of activities
- 10 records of activities that influence each other
- 11 schedule(s) showing activities sequence

COSVR731

Ensure that work activities and resources meet project work requirements

Performance Criteria 6

- 12 detailed programmes and schedules consisting of at least two of the following
 - 12.1 bar charts
 - 12.2 network analysis
 - 12.3 critical activities
 - 12.4 action lists
 - 12.5 resource schedules

Performance Criteria 7

- 13 records of system(s) developed and implemented to monitor works programmes and schedules
- 14 records of analysed results making recommendations to improve production and planning

Performance Criteria 8

- 15 records of circumstances imposing changes to works programmes and schedules showing calculated cost and time benefits
- 16 records showing decision-maker's endorsement of changes to the works programmes and schedules

COSVR731

Ensure that work activities and resources meet project work requirements

Scope/range related to knowledge and understanding

Analyse

- 1 method study
- 2 work study
- 3 production analysis

Clarification and advice

- 4 the client, customer or their representative
- 5 consultants
- 6 project team
- 7 workforce
- 8 technical and trade literature

External factors

- 9 other related programmes
- 10 supply lead times
- 11 contingencies
- 12 special working conditions
- 13 weather conditions
- 14 statutory limitations
- 15 site conditions
- 16 environmental considerations
- 17 customers

Information

- 18 survey reports
- 19 design
- 20 contractual
- 21 statutory consents
- 22 contractor's pre-planning information
- 23 conditions of contract
- 24 health, safety and environmental plans
- 25 risk assessments and method statements
- 26 programmes and schedules
- 27 sub-contractor arrangements and attendance

Programmes and schedules

- 28 bar charts
- 29 network analysis
- 30 critical activities
- 31 action lists
- 32 resources schedules

COSVR731

Ensure that work activities and resources meet project work requirements

Project requirements

- 33 contract conditions
- 34 contract programme stipulations
- 35 statutory consent
- 36 building control notification
- 37 third-party obligations
- 38 health and safety requirements

Resources

- 39 people
- 40 plant, equipment or machinery
- 41 materials and components
- 42 sub-contractors
- 43 information
- 44 work area and facilities
- 45 waste management
- 46 utility providers

COSVR731

Ensure that work activities and resources meet project work requirements

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Validity Current

Status Original

Originating organisation ConstructionSkills

Original URN VR731

Relevant occupations Production Managers and Directors in Construction

Suite Construction Site Management

Key words Programmes; Schedules; Project; Work requirements

COSVR732

Identify, allocate and plan the deployment and use of plant, equipment or machinery



Overview

~~This standard is about~~

- ~~1 — specifying the plant, equipment or machinery for operation requirements~~
- ~~2 — planning for and ensuring the safe use of plant, equipment or machinery~~
- ~~3 — providing opportunities for improvements in the use of plant, equipment or machinery to be suggested~~

This standard is about specifying the plant, equipment or machinery for operation requirements, planning for and ensuring the safe use of plant, equipment or machinery and providing opportunities for improvements in the use of plant, equipment or machinery to be suggested

This standard is for people working in the occupational area of construction site supervision and can be used by operatives, supervisors and managers ????

COSVR732

Identify, allocate and plan the deployment and use of plant, equipment or machinery

Performance criteria

You must be able to:

- P1 ensure that the specification of the selected plant, equipment or machinery meets the needs of the project before deployment
- P2 ensure that the plant, equipment or machinery to be deployed complies with current legislation and will be set up, operated and maintained by competent people
- P3 implement a system to update the deployment and allocation of plant, equipment or machinery, and operators, as the project progresses or changes occur
- P4 identify hazards and assess risks arising from the use of plant, equipment or machinery and implement measures that protect people and the environment
- P5 ensure that plant, equipment or machinery operations are planned, appropriately supervised and conducted in accordance with current legislation
- P6 ensure the appropriate storage, servicing and maintenance of plant, equipment or machinery to meet operational and statutory requirements
- P7 identify learning needs for supervisors, operators and users of plant, equipment or machinery that will or could support the project or future projects
- P8 encourage those involved or affected by plant, equipment or machinery operations to suggest improvements in safe operations
- P9 ensure that plant, equipment or machinery which is no longer needed is returned or removed

COSVR732

Identify, allocate and plan the deployment and use of plant, equipment or machinery

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Specification

- K1 how to ensure the specification of the **plant, equipment or machinery** meets the needs of the project before deployment
- K2 why you need to ensure the specification meets the needs of the project

Performance Criteria 2

Compliance with current legislation

You need to know and understand:

- K3 how to ensure **plant, equipment or machinery** complies with current legislation
- K4 how to check the competence of those that will set up, operate or maintain **plant, equipment or machinery**
- K5 why you need to ensure compliance and check competence

Performance Criteria 3

System implementation

You need to know and understand:

- K6 how to implement a system that will update the deployment and allocation of **plant, equipment or machinery** as the project progresses
- K7 how to implement a system to update the deployment and allocation of **plant, equipment or machinery** as changes occur
- K8 why you need a system to update the deployment and allocation of **plant, equipment or machinery**
- K9 how to recommend alternative **plant, equipment or machinery** to decision-makers

Performance Criteria 4

Identify hazards and assess risks

You need to know and understand:

- K10 how to identify hazards and assess risks arising from the use of **plant, equipment or machinery**
- K11 how to implement **measures** that protect **people** and the environment

COSVR732

Identify, allocate and plan the deployment and use of plant, equipment or machinery

You need to know and understand:

Performance Criteria 5

Planning, supervision and use

- K12 how to ensure **plant, equipment or machinery** operations are supervised and conducted in accordance with current legislation
- K13 how to write and approve method statements for the use of **plant, equipment or machinery**
- K14 how to maintain records for the competence of supervisors, operators and users
- K15 how to pass information about the use of **plant, equipment or machinery to people**

You need to know and understand:

Performance Criteria 6

Storage, service and maintenance

- K16 how to ensure **plant, equipment or machinery** is stored, serviced and maintained in accordance with **operational and statutory requirements**
- K17 why you need to ensure **plant, equipment or machinery** is stored, serviced and maintained in accordance with **operational and statutory requirements**

You need to know and understand:

Performance Criteria 7

Learning needs

- K18 how to identify learning needs for supervisors, operators and users of **plant, equipment or machinery**
- K19 how to compare identified learning needs with the needs of the project and future projects
- K20 how to obtain information on ranges of **learning activities**
- K21 how to arrange development for supervisors, operators and users of **plant, equipment or machinery**

COSVR732

Identify, allocate and plan the deployment and use of plant, equipment or machinery

You need to know and understand:

Performance Criteria 8

Suggestions for improvements

- K22 how to encourage **those involved or affected** by **plant, equipment or machinery** operations to suggest improvements in safe operations
- K23 why you need to encourage **those involved or affected** by **plant, equipment or machinery** operations to suggest improvements in safe operations

You need to know and understand:

Performance Criteria 9

Return or remove

- K24 how to return or remove **plant, equipment or machinery** which is no longer needed
- K25 why you need to return or remove **plant, equipment or machinery** which is no longer needed

COSVR732

Identify, allocate and plan the deployment and use of plant, equipment or machinery

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 records of the specifications for plant, machinery or equipment considered prior to selection

Performance Criteria 2

- 2 records of pre-use checks, inspections, thorough examinations and tests conducted on plant, equipment or machinery
- 3 records of checks conducted on the competence of the people that will set up, operate and maintain plant, equipment or machinery

Performance Criteria 3

- 4 records of a system that tracks the deployment, allocation and use of plant, equipment or machinery
- 5 records of the recommendations on the use of alternative types of plant, equipment or machinery made to decision-makers

Performance Criteria 4

- 6 protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following
 - 6.1 methods of work
 - 6.2 risk assessment
 - 6.3 safe use and storage of tools
 - 6.4 safe use and storage of materials
 - 6.5 traffic management

Performance Criteria 5

- 7 records of method statement(s) written or approved for plant, equipment or machinery operations
- 8 records of the roles and responsibilities allocated to plant, equipment or machinery supervisors, operators and users
- 9 records of the information passed to people

COSVR732

Identify, allocate and plan the deployment and use of plant, equipment or machinery

Performance Criteria 6

- 10 records of arrangements for storage, servicing and maintenance of plant, equipment or machinery
- 11 records of checks made for serviceability and maintenance of plant, equipment or machinery as appropriate to at least three of the following operational or statutory requirements
 - 11.1 health, safety and welfare of the workforce and others
 - 11.2 operational efficiency
 - 11.3 security of resources
 - 11.4 obligations to third parties
 - 11.5 regulatory authorities
 - 11.6 contractual commitments

Performance Criteria 7

- 12 records of learning needs identified, and information obtained, for at least two of the following learning activities
 - 12.1 formal
 - 12.2 informal
 - 12.3 coached
 - 12.4 mentored
 - 12.5 vocationally qualifying

Performance Criteria 8

- 13 records of opportunities, given to at least four of the following, to suggest improvements in safe operations
 - 13.1 supervisors
 - 13.2 operators
 - 13.3 users
 - 13.4 other members of the workforce
 - 13.5 members of the public
 - 13.6 occupiers
 - 13.7 neighbours
 - 13.8 visitors
 - 13.9 organisational representatives
 - 13.10 hire firm(s), companies or agents

Performance Criteria 9

- 14 records of plant, equipment or machinery returned or removed, or specified to be removed

COSVR732

Identify, allocate and plan the deployment and use of plant, equipment or machinery

Scope/range related to knowledge and understanding

Learning activities

- 1 formal
- 2 informal
- 3 coached
- 4 mentored
- 5 vocationally qualifying

Operational and statutory requirements

- 6 health, safety and welfare of the workforce and others
- 7 operational efficiency
- 8 security of resources
- 9 obligations to third parties
- 10 regulatory authorities
- 11 contractual commitments

People

- 12 workforce
- 13 other personnel on site
- 14 members of the public
- 15 occupiers
- 16 site visitors
- 17 people affected by on-site operations

Plant, equipment or machinery

- 18 static
- 19 mobile
- 20 accessories
- 21 consumables
- 22 health and safety equipment
- 23 specialised hand tools
- 24 standard plant, equipment or machinery
- 25 non-standard plant, equipment or machinery

Measures

- 26 methods of work
- 27 risk assessment
- 28 safe use of tools
- 29 safe use of materials
- 30 traffic management
- 31 emergency plans

COSVR732

Identify, allocate and plan the deployment and use of plant, equipment or machinery

Those involved or affected

- 32 supervisors
- 33 operators
- 34 users
- 35 other members of the workforce
- 36 members of the public
- 37 occupiers
- 38 neighbours
- 39 visitors
- 40 organisational representatives
- 41 hire firm(s), companies or agents

COSVR732

Identify, allocate and plan the deployment and use of plant, equipment or machinery

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Status Original

Originating organisation ConstructionSkills

Original URN VR732

Relevant occupations Production Managers and Directors in Construction

Suite Construction Site Management; Controlling Lifting Operations (Construction); Senior Crafts

Key words Plant; Equipment; Machinery; Operations; Allocate

COSVR733

Organise, control and monitor supplies of materials



Overview

~~This standard is about~~

~~1 — managing the supply of materials for the project~~

~~2 — evaluating the performance of the supply chain~~

~~3 — making improvements in the acquisition, storage and use of materials for the project~~

This standard is about managing the supply of materials for the project, evaluating the performance of the supply chain and making improvements in the acquisition, storage and use of materials for the project

This standard is for people working in the occupational area of construction site supervision and can be used by operatives, supervisors and managers ????

COSVR733

Organise, control and monitor supplies of materials

Performance criteria

- You must be able to:*
- P1 analyse operational plans and quantities to assess what supplies of materials will be required and calculate and develop a delivery schedule
 - P2 identify opportunities to standardise supplies of materials
 - P3 check with the delivery schedule and users to confirm what supplies of materials are needed and ensure appropriate orders are prepared
 - P4 conduct negotiations and meetings with suppliers and users so that goodwill and trust is maintained and agreed supply requirements are ensured
 - P5 implement systems, to monitor the delivery schedule and the performance of suppliers, which will identify supply improvements
 - P6 identify problems with supply, record them and take action to resolve them
 - P7 identify changes likely to result in over or under supply and modify the delivery schedule to minimise disruption to the programme

COSVR733

Organise, control and monitor supplies of materials

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Delivery schedule

- K1 how to analyse operational plans and quantities to assess what **materials** will be required
- K2 how to calculate delivery and lead times for supplies of **materials**
- K3 why it is necessary to analyse operational plans and quantities to assess what
- K4 **materials** will be required and calculate delivery and lead times
- K5 how to develop a delivery schedule
- K6 why delivery schedules and traffic management are required

Performance Criteria 2

Standardise supplies

- K7 how to identify opportunities for standardisation of supplies of **materials**
- K8 how standardisation of **materials** can assist a project
- K9 why opportunities for standardisation should be considered

You need to know and understand:

Performance Criteria 3

Prepare orders

- K10 how to check with the delivery schedule and **users** what **materials** are needed
- K11 how to ensure appropriate orders are prepared
- K12 why you need to make checks and ensure appropriate orders are prepared

You need to know and understand:

Performance Criteria 4

Conduct negotiations and meetings

- K13 how to conduct negotiations and meetings with suppliers and **users** to ensure **supply requirements** are agreed
- K14 how to maintain **goodwill and trust**
- K15 how to conduct formal and informal meetings with suppliers and **users**

You need to know and understand:

COSVR733

Organise, control and monitor supplies of materials

You need to know and understand:

Performance Criteria 5

Implement systems

- K16 how to implement a system, that covers all necessary **factors** to monitor the delivery schedule
- K17 how to implement a system to monitor the performance of suppliers against the agreed **supply requirements**
- K18 how to record any identified improvements
- K19 why you need to monitor the delivery schedule and the performance of suppliers

You need to know and understand:

Performance Criteria 6

Identify problems

- K20 how to identify problems with supply and **supply requirements**, record them and take action to resolve them
- K21 why you need to identify problems with supply and **supply requirements**, record them and take action to resolve them

You need to know and understand:

Performance Criteria 7

Identify changes

- K22 how to identify changes likely to result in over or under supply
- K23 how to modify the delivery schedule to minimise disruption to the programme by ensuring supplies of **materials** are available

COSVR733

Organise, control and monitor supplies of materials

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 records of analysis conducted on operational plans and quantities
- 2 calculations for delivery and lead times
- 3 records of delivery schedule and traffic management

Performance Criteria 2

- 4 records of standardisation to improve at least one of the following
 - 4.1 economy of usage
 - 4.2 cost
 - 4.3 environmental impact
 - 4.4 sustainability

Performance Criteria 3

- 5 records of checks with the delivery schedule and users
- 6 records of ensuring appropriate orders are prepared

Performance Criteria 4

- 7 records of formal and informal contacts with suppliers and users
- 8 records of agreed supply requirements

Performance Criteria 5

- 9 records of the system adopted to monitor the delivery schedule
- 10 records of the system adopted to monitor the performance of suppliers
- 11 records of at least three of the following factors used in materials control
 - 11.1 quality
 - 11.2 quantity
 - 11.3 payment to suppliers
 - 11.4 approval by client, customer or their representative
 - 11.5 programming
- 12 records of any identified improvements

Performance Criteria 6

- 13 records of problems with supply and the action taken

Performance Criteria 7

- 14 records of identified changes to
 - 14.1 project requirements
 - 14.2 supply performance
- 15 records of modifications made to the delivery schedule

COSVR733

Organise, control and monitor supplies of materials

Scope/range related to knowledge and understanding

Factors

- 1 quality
- 2 quantity
- 3 payment to suppliers
- 4 approval by client, customer or their representative
- 5 programming
- 6 cost

Goodwill and trust

- 7 keeping promises and undertakings
- 8 honest relationships
- 9 constructive relationships

Materials

- 10 raw materials
- 11 manufactured materials
- 12 components
- 13 prefabricated systems

Supply requirements

- 14 elimination or reduction of waste
- 15 recycling
- 16 price
- 17 quantity
- 18 quality
- 19 availability
- 20 lead time
- 21 life expectancy or deterioration
- 22 maintenance
- 23 storage and handling facilities
- 24 environmental issues
- 25 sustainability issues
- 26 health and safety issues
- 27 transportation
- 28 damage
- 29 loss or theft
- 30 after sales service
- 31 payment terms
- 32 cash flow

Users

- 33 principal contractors
- 34 sub-contractors
- 35 direct labour
- 36 the client, customer or their representative

COSVR733

Organise, control and monitor supplies of materials

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Originating organisation ConstructionSkills

Original URN VR733

Relevant occupations Production Managers and Directors in Construction

Suite Construction Site Management

Key words Supplies; Materials; Acquisitions; Schedules

COSVR734

Establish and monitor communication systems and organisational procedures



Overview

~~This standard is about~~

- ~~1—establishing communication systems and procedures that support the organisation of the project~~
- ~~2—establishing communication systems and managing meetings~~
- ~~3—monitoring communication systems and procedures~~

This standard is about establishing communication systems and procedures that support the organisation of the project, establishing communication systems and managing meetings and monitoring communication systems and procedures

This standard is for people working in the occupational area of construction site supervision and can be used by operatives, supervisors and managers ????

COSVR734

Establish and monitor communication systems and organisational procedures

Performance criteria

You must be able to:

- P1 identify organisational and communication needs for the project
- P2 establish systems and procedures which are compatible with those used by the client, customer or their representative and the supply chain
- P3 produce project information and circulate it to people and organisations that have an interest
- P4 establish methods of communicating information between people and organisations that have an interest
- P5 monitor the communication and organisational methods for effectiveness, identify and investigate breakdowns and take action to restore effective communication and organisation
- P6 use information received to make improvements to the organisation of the project and communication systems
- P7 prepare for and manage meetings to meet objectives
- P8 complete actions following the meeting to meet objectives

COSVR734

Establish and monitor communication systems and organisational procedures

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Organisational and communication systems

- K1 how to identify **organisational and communication systems** for a project

Performance Criteria 2

Develop and introduce systems

- K2 how to establish and introduce **systems** which are compatible with those used by the client, customer or their representative and supply chain
- K3 how to establish **communication** and organisational **systems** that will enable clear effective management, administrative and operational controls
- K4 why you need **communication** and organisational **systems** that will be compatible and provide control

You need to know and understand:

Performance Criteria 3

Produce project information

- K5 how to produce accurate and unambiguous information about people's **roles and responsibilities**, the project and the organisational structure
- K6 how to circulate information about people's **roles and responsibilities**, and the project and organisational structure to **people and organisations** that have an interest
- K7 why information on people's **roles and responsibilities** is important to **people and organisations** that have an interest

You need to know and understand:

Performance Criteria 4

Methods of communication

- K8 how to establish **methods of communicating**, reporting, recording and retrieving information between **people and organisations** who have an interest which are appropriate to the needs of the project
- K9 why **methods of communicating**, reporting, recording and retrieving information between interested **people and organisations** should be established

You need to know and understand:

COSVR734

Establish and monitor communication systems and organisational procedures

You need to know and understand:

Performance Criteria 5

Monitor communication and organisational methods

- K10 how to monitor the **methods of communicating**, reporting, recording and retrieving information
- K11 how to identify breakdowns in **communication** and organisational **systems**
- K12 how to investigate breakdowns in **communication** and organisational **systems**
- K13 why breakdowns in **communication** and organisational **systems** need to be investigated
- K14 the actions that can be taken to restore effective **communication** and organisational **systems**

You need to know and understand:

Performance Criteria 6

Make improvements

- K15 how to identify possible improvements to **methods of communicating** and organisational **systems**
- K16 why you should try to improve established **systems**

You need to know and understand:

Performance Criteria 7

Manage meetings

- K17 how to manage **meetings** to ensure objectives are met

You need to know and understand:

Performance Criteria 8

Actions following meetings

- K18 how to complete actions following **meetings** to ensure objectives are met
- K19 how to evaluate the effectiveness of **meetings**

COSVR734

Establish and monitor communication systems and organisational procedures

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 records of identified needs showing consideration of at least four of the following organisational and communication systems
 - 1.1 roles and responsibilities
 - 1.2 site or head office interface
 - 1.3 project administration
 - 1.4 health, safety, welfare and environmental needs
 - 1.5 project team interfaces
 - 1.6 integration of data
 - 1.7 sharing of project data
 - 1.8 team working
 - 1.9 the client, customer or their representative

Performance Criteria 2

- 2 records of the systems established showing compatibility with the client, customer or their representative and the supply chains systems
- 3 records that show clear and effective management, administrative and operational control

Performance Criteria 3

- 4 records of at least one of the following circulated to people that have an interest
 - 4.1 information on people's roles
 - 4.2 details on people's responsibilities
 - 4.3 details of the organisational structure

Performance Criteria 4

- 5 records of establishing at least three of the following methods of communication for reporting, recording and retrieving information
 - 5.1 oral
 - 5.2 written
 - 5.3 graphic
 - 5.4 electronic

Performance Criteria 5

- 6 records of the system used to monitor the methods of communication and organisation for effectiveness
- 7 records of communication and organisation breakdowns
- 8 records of the action taken to restore effective communication and organisation

COSVR734

Establish and monitor communication systems and organisational procedures

Performance Criteria 6

- 9 records of possible improvements identified for the organisation of the project
- 10 records of possible improvements identified for the project communication system

Performance Criteria 7

- 11 records of meetings with colleagues and stakeholders that include the following principles
 - 11.1 prepare an agenda, arrange venue and contact attendees in good time
 - 11.2 agreement of the objectives to be achieved during the meeting
 - 11.3 acknowledgement of constructive contributions from the attendees during the meeting
 - 11.4 encouraging a balanced and informed discussion on the agenda items
 - 11.5 run the meeting on time
 - 11.6 agreement that objectives have been achieved
 - 11.7 agreement of actions and responsibilities following the meeting

Performance Criteria 8

- 12 records of post-meeting activities including
 - 12.1 minutes of the meeting drafted and circulated
 - 12.2 distribution of necessary information to relevant people
 - 12.3 monitoring of the completion of the agreed post-meeting actions

COSVR734

Establish and monitor communication systems and organisational procedures

Scope/range related to knowledge and understanding

Communication

- 1 people
- 2 systems
- 3 media

Meetings

- 4 formal group
- 5 informal group
- 6 formal one-to-one
- 7 informal one-to-one
- 8 face-to-face
- 9 remote

Methods of communicating

- 10 oral
- 11 written
- 12 graphic
- 13 electronic

Organisational and communication systems

- 14 roles and responsibilities
- 15 site or head office interface
- 16 contract or project administration
- 17 health, safety, welfare and environmental needs
- 18 project team interfaces
- 19 integration of data
- 20 team working
- 21 client, customer or their representative

People and organisations

- 22 non-English language speakers
- 23 clients, customer or their representative
- 24 consultants
- 25 contractors
- 26 sub-contractors
- 27 third parties
- 28 public utility organisations
- 29 emergency services
- 30 people working on site
- 31 statutory authorities

COSVR734

Establish and monitor communication systems and organisational procedures

Roles and responsibilities

- 32 individual job descriptions
- 33 organisation charts
- 34 contractual arrangements
- 35 team schedules

Systems

- 36 manual
- 37 electronic

COSVR734

Establish and monitor communication systems and organisational procedures

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Validity Current

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Originating organisation ConstructionSkills

Original URN VR734

Relevant occupations Production Managers and Directors in Construction

Suite Construction Site Management

Key words Communications; Organisational; Procedures; Meetings; Systems

COSVR735

Control project progress against agreed quality standards



Overview

This standard is about

- 1 implementing specified operational quality assurance
- 2 implementing control processes and procedures
- 3 making improvements as a result of monitoring and collecting feedback from others

This standard is about implementing specified operational quality assurance, implementing control processes and procedures and making improvements as a result of monitoring and collecting feedback from others

This standard is for people working in the occupational area of construction site supervision and can be used by operatives, supervisors and managers ????

COSVR735

Control project progress against agreed quality standards

Performance criteria

You must be able to:

- P1 identify and interpret quality standards from available information, and pass them to people responsible for their implementation before they start work
- P2 specify clearly and unambiguously the responsibilities which individuals have for maintaining quality standards
- P3 set up systems to inspect and control the quality of the work
- P4 regularly check that work conforms to the design requirements and the specified quality standards
- P5 identify work which fails to meet the requirements and specified quality standards and implement corrective action
- P6 inform decision-makers about significant variations of quality standards and recommend solutions they need to make and actions they need to take
- P7 identify conflicts between quality standards and refer them to decision-makers for resolution
- P8 identify improvements from feedback received and recommend them to decision-makers
- P9 agree amendments to the project quality standards and record them accurately

COSVR735

Control project progress against agreed quality standards

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Identify and interpret quality standards

- K1 how to identify and interpret **quality standards**
- K2 how to pass **quality standards** on to **people responsible** for implementing them before starting work on a contract

Performance Criteria 2

Specify responsibilities

- K3 how to specify the responsibilities which individuals have for maintaining **quality standards**
- K4 why you need to specify the responsibilities which individuals have for maintaining **quality standards**
- K5 how to produce a site quality plan or procedure in accordance with the **quality standards**

You need to know and understand:

Performance Criteria 3

Set up quality control systems

- K6 how to set up **systems** for inspecting and controlling the quality of **work** and record the outcomes
- K7 why you need to set up **systems** for inspecting and controlling the quality of **work** and record the outcomes

You need to know and understand:

Performance Criteria 4

Check standards of work

- K8 how to check that **work** conforms to design requirements and the specified **quality standards**

You need to know and understand:

Performance Criteria 5

Identify sub-standard work

- K9 how to identify and record **work** that fails to meet the requirements and specified **quality standards**
- K10 how to implement corrective action where **work** fails to meet the requirements and specified **quality standards**

You need to know and understand:

COSVR735

Control project progress against agreed quality standards

You need to know and understand:

Performance Criteria 6

Inform of variations

- K11 how to inform decision-makers about significant variations in **quality standards** that may affect programme, safety implications and the finish to the product
- K12 how to recommend solutions which decision-makers need to make about significant variations in **quality standards** and advice on the actions they need to take
- K13 how to recommend improvements to decision-makers
- K14 why you need to recommend solutions and improvements

You need to know and understand:

Performance Criteria 7

Conflicts

- K15 how to identify conflicts between **quality standards**
- K16 how to refer conflicting **quality standards** to decision-makers for resolution

You need to know and understand:

Performance Criteria 8

Identify improvements from feedback

- K17 how to identify improvements in **quality standards** from feedback
- K18 how to recommend improvements to decision-makers

You need to know and understand:

Performance Criteria 9

Agree amendments

- K19 how to agree amendments to the project **quality standards** with decision-makers
- K20 how to record amendments to project **quality standards** accurately

COSVR735

Control project progress against agreed quality standards

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 records of providing quality requirements to people prior to work starting

Performance Criteria 2

- 2 produce a site quality plan or procedure showing individual responsibilities in accordance with quality standards

Performance Criteria 3

- 3 records of the system adopted to inspect ongoing and completed work

Performance Criteria 4

- 4 records showing inspections of ongoing and completed work.
- 5 records showing acceptance and rejection criteria

Performance Criteria 5

- 6 records of identified sub-standard work
- 7 records of the corrective action taken

Performance Criteria 6

- 8 records of information about significant variations of quality standards and suggested actions passed to decision-makers for the following
 - 8.1 quality standards
 - 8.2 effects of quality on the programme
 - 8.3 effects of quality on safety
 - 8.4 effects of quality on finished product

Performance Criteria 7

- 9 records of conflicts between quality standards passed to the decision-makers for resolution

Performance Criteria 8

- 10 records of feedback analysis and recommendations made to decision-makers

Performance Criteria 9

- 11 records of agreed changes to the project quality standards

COSVR735

Control project progress against agreed quality standards

Scope/range related to knowledge and understanding

People responsible

- 1 the client
- 2 contractors
- 3 consultants
- 4 sub-contractors
- 5 suppliers
- 6 workforce

Quality standards

- 7 current legislation
- 8 project specifications
- 9 British Standards
- 10 International standards
- 11 Codes of Practice
- 12 organisation standards
- 13 trade advisory guidance and best practice
- 14 benchmarking

Systems

- 15 visual inspection
- 16 comparison with design requirements
- 17 comparison with standard documentation
- 18 checking manufacturer's documentation
- 19 checking delivery notes
- 20 sampling and mock ups
- 21 testing
- 22 site inspection reports
- 23 contractor reports
- 24 site meetings

Work

- 25 materials and components, and their use
- 26 methods of construction

COSVR735

Control project progress against agreed quality standards

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Relevant occupations Production Managers and Directors in Construction

Suite Construction Site Management; Senior Crafts

Key words Progress; Quality; Standards; Feedback; Improvements

COSVR736

Establish dimensional control criteria



Overview

~~This standard is about~~

- ~~1—ensuring the project dimensional control information is in accordance with specified accuracy criteria~~
- ~~2—ensuring project dimensional controls are regularly and appropriately checked for operational and post-completion requirements~~

This standard is about ensuring the project dimensional control information is in accordance with specified accuracy criteria, ensuring project dimensional controls are regularly and appropriately checked for operational and post-completion requirements

This standard is for people working in the occupational area of construction site supervision and can be used by operatives, supervisors and managers ????

COSVR736

Establish dimensional control criteria

Performance criteria

- You must be able to:*
- P1 obtain relevant survey information, check that it is up to date and accurate, and resolve any problems
 - P2 correlate and interpret information on project work which is relevant to dimensional control
 - P3 ensure that variations are identified between the specified and the actual site dimensions, record them accurately and circulate them to decision-makers
 - P4 ensure that reference points are suitably placed, accurate, clearly identified and protected from movement or removal
 - P5 ensure a dimensional control monitoring system, which will make sure the specified accuracy criteria will be met, is established
 - P6 ensure that measuring and recording equipment is maintained to meet the specified accuracy criteria
 - P7 record any dimensional control information which may be of later use, and store it securely

COSVR736

Establish dimensional control criteria

Knowledge and understanding

You need to know and understand:

Performance Criteria 1 Obtain survey information

- K1 how to obtain relevant survey information
- K2 how to check that survey information is up to date and accurate
- K3 how to resolve **problems** with survey information
- K4 why you need to resolve **problems** with survey information

You need to know and understand:

Performance Criteria 2 Correlate and interpret information

- K5 how to correlate information on project work which is relevant to **dimensional control information**
- K6 how to interpret information on project work which is relevant to **dimensional control information**
- K7 why you need to correlate and interpret information on project work which is relevant to **dimensional control information**

You need to know and understand:

Performance Criteria 3 Identify variations

- K8 how to identify **variations** between the specified and the actual site dimensions
- K9 how to record **variations** between the specified and the actual site dimensions

You need to know and understand:

Performance Criteria 4 Set reference points

- K10 how to set accurate and clearly identifiable reference points from set **reference points** that are protected from movement and removal

You need to know and understand:

Performance Criteria 5 Develop a monitoring system

- K11 how to develop a **monitoring system**
- K12 why you need to develop a **monitoring system**

You need to know and understand:

Performance Criteria 6 Maintain measuring and recording equipment

- K13 how to maintain **measuring and recording equipment**
- K14 why specific **measuring and recording equipment** should be selected

You need to know and understand:

Performance Criteria 7 Record information

- K15 how to record and store **dimensional control information** which may be of later use

COSVR736

Establish dimensional control criteria

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 collect, collate and analyse survey information and resolve at least two of the following problems
 - 1.2 unclear information
 - 1.3 missing information
 - 1.4 inconsistencies between documents
 - 1.5 errors

Performance Criteria 2

- 2 records showing that the appropriate dimensional control information, including calculations, for the project has been correlated and interpreted

Performance Criteria 3

- 3 records showing that variations have been circulated to the decision-makers

Performance Criteria 4

- 4 records of reference points set, showing that they are suitably placed, accurate, clearly identified and protected

Performance Criteria 5

- 5 records of the monitoring system used

Performance Criteria 6

- 6 records showing checks on the use and maintenance of measuring and recording equipment

Performance Criteria 7

- 7 records showing the secure storage of the following information
 - 7.1 dimensions
 - 7.2 locations
 - 7.3 levels
 - 7.4 deviations

COSVR736

Establish dimensional control criteria

Scope/range related to knowledge and understanding

Dimensional control information

- 1 lines
- 2 levels
- 3 angles
- 4 distances
- 5 curves
- 6 positions
- 7 setting out points

Measuring and recording equipment

- 8 mechanical
- 9 optical
- 10 electronic

Monitoring system

- 11 graphical
- 12 measured
- 13 instrumental

Problems

- 14 unclear information
- 15 missing information
- 16 inconsistencies between documents
- 17 errors

Reference points

- 18 ground stations
- 19 base lines
- 20 benchmarks
- 21 elevated target positions
- 22 global positioning systems (GPS)

Variations

- 23 boundaries
- 24 levels
- 25 locations

COSVR736

Establish dimensional control criteria

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Suite Construction Site Management

Key words Dimensional; Control; Measurements; Accuracy; Locations; Lines; Levels; Angles; Distances; Curves; Positions

COSVR737

Control project progress against agreed programmes



Overview

~~This standard is about~~

~~1—controlling progress processes and procedures~~

~~2—making improvements as a result of monitoring~~

~~3—making improvements as a result of feedback from others~~

This standard is about controlling progress processes and procedures, making improvements as a result of monitoring and making improvements as a result of feedback from others

This standard is for people working in the occupational area of construction site supervision and can be used by operatives, supervisors and managers ????

COSVR737

Control project progress against agreed programmes

Performance criteria

- You must be able to:*
- P1 develop and implement systems to monitor and record the progress of the project against the agreed programme(s)
 - P2 collect progress information regularly and summarise it for relevant people
 - P3 identify inadequate or inappropriate resources, inform relevant people, and specify and obtain alternative resources
 - P4 identify and quantify any deviations from planned progress which have occurred, or which may occur, that could disrupt the programme
 - P5 investigate the circumstances of any deviations thoroughly and agree and implement appropriate corrective action
 - P6 recommend options to relevant people that aim to maintain or improve cost and progress
 - P7 inform relevant people about changes to the operational programme, resource needs and suggest the decisions and actions that need to be taken to maintain progress
 - P8 identify improvements to progress from feedback received and recommend them to relevant people

COSVR737

Control project progress against agreed programmes

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Develop and implement systems

- K1 how to develop **systems to monitor and record** the progress of the project against agreed **programme(s)**
- K2 why you need to develop **systems to monitor and record** the progress of the project against the agreed **programme(s)**

Performance Criteria 2

Collect information

- K3 how to collect progress information regularly
- K4 how to accurately summarise progress information for **relevant people**

You need to know and understand:

Performance Criteria 3

Identify inadequate or inappropriate resources

- K5 how to identify inadequate and inappropriate resources
- K6 how to inform **relevant people** about inadequate and inappropriate resources
- K7 how to inform **relevant people**, and specify, and obtain alternative **resources**

You need to know and understand:

Performance Criteria 4

Identify and quantify deviations

- K8 how to identify **deviations** from planned progress which has occurred and which may occur
- K9 how to identify **deviations** from the planned progress which may disrupt the **programme**
- K10 how to **quantify deviations** from planned progress
- K11 why you need to identify and **quantify deviations** from planned progress

You need to know and understand:

COSVR737

Control project progress against agreed programmes

You need to know and understand:

Performance Criteria 5

Investigate deviations

- K12 how to investigate the circumstances of **deviations** from planned progress
- K13 how to agree **corrective action** for **deviations** from planned progress with **relevant people**
- K14 how to implement agreed **corrective action** for **deviations** from planned progress
- K15 why you need to agree **corrective action(s)**

You need to know and understand:

Performance Criteria 6

Recommend options

- K16 how to recommend options to **relevant people** that will minimise increases in cost and time
- K17 how to recommend options that will help the project progress
- K18 why you need to make recommendations that will minimise increases in cost and time and help the project progress

You need to know and understand:

Performance Criteria 7

Inform relevant people

- K19 how to regularly inform **relevant people** about changes to operational **programme(s)** and demands on **resources**
- K20 how to suggest the decisions and actions that need to be taken to maintain progress

You need to know and understand:

Performance Criteria 8

Identify improvements from feedback

- K21 how to identify improvements to progress from feedback received
- K22 how to recommend improvements in progress to **relevant people**
- K23 why you need to recommend improvements in progress to **relevant people**

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 written, graphical and electronic records of actual work against programmed work
- 2 records showing the use of at least four of the following systems to monitor and record the progress of the project against the agreed programme(s)
 - 2.1 visual inspection(s)
 - 2.2 resource records
 - 2.3 site inspection reports
 - 2.4 contractor's report
 - 2.5 certified payments
 - 2.6 site meetings
 - 2.7 organisational procedures
 - 2.8 management reports
 - 2.9 benchmarks
 - 2.10 comparison with project requirements

Performance Criteria 2

- 3 records of progress information collected and summarised for relevant people

Performance Criteria 3

- 4 records showing the identification of inadequate or inappropriate resources
- 5 details of information regarding inadequate and inappropriate resources passed to relevant people
- 6 records of alternative resources obtained

Performance Criteria 4

- 7 records showing identified deviations from planned progress that have occurred or which may occur
- 8 details that quantify current, or predicted, deviations from planned progress that could disrupt the agreed programme

Performance Criteria 5

- 9 records of investigations completed to identify the circumstances of any deviations
- 10 details of the agreed and implemented corrective action

Performance Criteria 6

- 11 details of the recommended options passed to relevant people

Performance Criteria 7

- 12 records of progress and change information provided to relevant people
- 13 details of suggested decisions and actions that need to be taken to maintain progress

Performance Criteria 8

- 14 records of improvements identified from feedback
- 15 a record of recommendations made to relevant people

COSVR737

Control project progress against agreed programmes

Scope/range related to knowledge and understanding

Corrective action

- 1 restore progress in accordance with agreed programme
- 2 agree new completion dates
- 3 initiate contract claim
- 4 secure additional resources
- 5 altering planned work

Deviations

- 6 resources shortages
- 7 design problems
- 8 design constraints
- 9 industrial disputes
- 10 lack of essential construction information
- 11 construction errors
- 12 inclement weather
- 13 physical site constraints
- 14 legal

Programme(s)

- 15 bar charts
- 16 network analysis
- 17 critical path
- 18 line balance
- 19 action lists
- 20 method statements
- 21 project expenditure forecasts

Quantify

- 22 method study
- 23 work study
- 24 production analysis

Relevant people

- 25 the client, customer or their representative
- 26 contractors
- 27 consultants
- 28 suppliers

Resources

- 29 people
- 30 plant equipment or machinery
- 31 materials and components
- 32 finance
- 33 time
- 34 specialist services
- 35 public utility services
- 36 information

COSVR737

Control project progress against agreed programmes

Systems to monitor and record

- 37 visual inspection
- 38 resources records
- 39 site inspection reports
- 40 contractor's reports
- 41 certified payments
- 42 written, graphical and electronic records of actual work against programmed work
- 43 site meetings
- 44 organisational procedures
- 45 management reports
- 46 benchmarks
- 47 comparison with project requirements

COSVR737

Control project progress against agreed programmes

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Relevant occupations Production Managers and Directors in Construction

Suite Construction Site Management

Key words Programmes; Progress; Project

COSVR738

Control project quantities and costs



Overview

~~This standard is about~~

~~1—implementing quantity and cost control systems~~

~~2—identifying variances in quantities and costs~~

~~3—recommending cost savings in the execution of projects~~

This standard is about implementing quantity and cost control systems, identifying variances in quantities and costs and recommending cost savings in the execution of projects

This standard is for people working in the occupational area of construction site supervision and can be used by operatives, supervisors and managers ????

COSVR738

Control project quantities and costs

Performance criteria

- You must be able to:*
- P1 implement appropriate quantities and cost control systems which are able to provide early warning of problems
 - P2 ensure that quantity and cost data is regularly collected, record it and pass it on to the appropriate people responsible in time for them to be able to use it
 - P3 ensure that work values, quantities and cost data are prepared
 - P4 ensure that accurate quantities and cost data are prepared and presented in a format which will help the people responsible to make decisions
 - P5 ensure that variations and trends in quantities and cost data are identified, quantified and costed
 - P6 ensure that any variations are investigated and agree and implement appropriate corrective action with people responsible
 - P7 identify opportunities for cost savings and recommend them to people responsible

COSVR738

Control project quantities and costs

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Implement systems

- K1 how to implement appropriate **project quantities and cost control systems** which will provide early warnings of problems

Performance Criteria 2

Collect quantity and cost data

- K2 how to ensure that **quantities and cost data** is collected and recorded for the project and **resources** used
- K3 how to ensure data passed on to the **people responsible** in time for them to use it

You need to know and understand:

Performance Criteria 3

Prepare data

- K4 how to ensure the correct work values, **quantities and cost data** are prepared

You need to know and understand:

Performance Criteria 4

Present data

- K5 how to ensure that accurate **quantities and cost data** is presented in a format which will help **people responsible** to make decisions

You need to know and understand:

Performance Criteria 5

Identify variations and trends

- K6 how to ensure variations and trends in **quantities and cost data** are identified, quantified and costed
- K7 why you need to quantify the cost trends in **quantities and cost data**

You need to know and understand:

COSVR738

Control project quantities and costs

You need to know and understand:

Performance Criteria 6

Investigate variations and implement corrective action

- K8 how to ensure variations in cost data are investigated
- K9 why you need to investigate variations in cost data
- K10 how to agree and implement appropriate **corrective action** with **people responsible** which will restore costs and expenditure to budget
- K11 why you need to agree and implement appropriate **corrective action** with **people responsible** in order to restore costs and expenditure to budget

You need to know and understand:

Performance Criteria 7

Identify cost savings

- K12 how to identify **opportunities for cost savings**
- K13 how to develop and recommend to **people responsible** systems and processes that will assist in the identification of **opportunities for cost savings**
- K14 why you need to develop and recommend to **people responsible** systems and processes to identify **opportunities for cost savings**
- K15 how to recommend **opportunities for cost savings** to **people responsible**

COSVR738

Control project quantities and costs

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 records of implementing at least one of the following quantities and cost control systems
 - 1.1 contractual procedures and meetings
 - 1.2 operational procedures and meetings
 - 1.3 electronic records

Performance Criteria 2

- 2 data regularly passed on to people responsible for quantities and cost of at least four of the following resources
 - 2.1 people
 - 2.2 plant, equipment or machinery
 - 2.3 materials and components
 - 2.4 sub-contractors
 - 2.5 information
 - 2.6 work area and facilities
 - 2.7 waste management
 - 2.8 utility providers
 - 2.9 records of valuations of work completed

Performance Criteria 3

- 3 records of cost calculations
- 4 records of quantities

Performance Criteria 4

- 5 records of quantity and cost information presented to the people responsible
- 6 records of decisions on quantities and costs agreed with people responsible

Performance Criteria 5

- 7 records of variations and trends identified
- 8 records of any costs created by the identified variations or trends

COSVR738

Control project quantities and costs

Performance Criteria 6

- 9 records of investigations of variations and the implementation of at least one of the following corrective actions taken
 - 9.1 restore progress in accordance with agreed programme
 - 9.2 agree new completion dates
 - 9.3 initiate contract claim
 - 9.4 secure additional resources
 - 9.5 alter planned work

Performance Criteria 7

- 10 records of at least two of the following opportunities for cost savings
 - 10.1 waste reduction
 - 10.2 resource management and logistics
 - 10.3 applications of new technologies and materials
 - 10.4 energy and utility management
 - 10.5 recyclable and recoverable materials
 - 10.6 alternative sources and types of materials
 - 10.7 variations in quality
 - 10.8 standardisation
 - 10.9 revenue generation

COSVR738

Control project quantities and costs

Scope/range related to knowledge and understanding

Corrective action

- 1 restore progress in accordance with agreed programme
- 2 agree new completion dates
- 3 initiate contract claim
- 4 secure additional resources
- 5 altering planned work

Opportunities for cost savings

- 6 waste reduction
- 7 resource management and logistics
- 8 applications of new technologies and materials
- 9 energy and utility management
- 10 recyclable and recoverable materials
- 11 alternative sources and types of materials
- 12 variations in quality
- 13 standardisation
- 14 revenue generation

People responsible

- 15 the client, customer or their representative
- 16 contractors
- 17 consultants
- 18 sub-contractors
- 19 suppliers
- 20 workforce
- 21 internal management

Project quantities and cost control systems

- 22 contractual procedures and meetings
- 23 operational procedures and meetings
- 24 electronic recording

Quantities and cost data

- 25 materials
- 26 plant
- 27 people
- 28 sub-contractors
- 29 day works
- 30 periodic variations
- 31 retention sums
- 32 forecasts of expenditures
- 33 performance information
- 34 project programme and progress

COSVR738

Control project quantities and costs

Resources

- 35 people
- 36 plant equipment or machinery
- 37 materials and components
- 38 sub-contractors
- 39 information
- 40 work area and facilities
- 41 waste management
- 42 utility providers
- 43 records of valuations of work completed

COSVR738

Control project quantities and costs

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Relevant occupations Production Managers and Directors in Construction

Suite Construction Site Management; Senior Crafts

Key words Quantities Costs; Savings; Progress

COSVR739

Evaluate feedback information and recommend improvements



Overview

~~This standard is about~~

~~1—obtaining feedback information from operational activities~~

~~2—investigating and evaluating feedback information~~

~~3—recommending improvements~~

This standard is about obtaining feedback information from operational activities, investigating and evaluating feedback information and recommending improvements

This standard is for people working in the occupational area of construction site supervision and can be used by operatives, supervisors and managers ????

COSVR739

Evaluate feedback information and recommend improvements

Performance criteria

- You must be able to:*
- P1 promote the value of making improvements from feedback and encourage the collection of feedback
 - P2 ensure feedback information from relevant methods or sources is obtained, investigated and assessed
 - P3 recommend improvements from feedback received and justify the recommendations to relevant people
 - P4 summarise changes and improvements from feedback which have been agreed and promote them for adoption and use

COSVR739

Evaluate feedback information and recommend improvements

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Promote and encourage

- K1 how to promote the value of making improvements from feedback received from **information sources**
- K2 how to encourage the collection of feedback from **information sources**
- K3 why you need to encourage the collection of feedback from **information sources**

Performance Criteria 2

Obtain, investigate and assess feedback

You need to know and understand:

- K4 how to ensure feedback from **information sources** is obtained using various **methods and other sources**
- K5 how to investigate and assess feedback from **information sources** using various **methods and other sources**
- K6 why you need to investigate and assess feedback from **information sources**

Performance Criteria 3

Recommend improvements

You need to know and understand:

- K7 how to recommend **improvements from feedback** received
- K8 how to justify recommendations for **improvements from feedback** to decision-makers
- K9 why you need to make and justify recommendations for **improvements from feedback** to decision-makers

Performance Criteria 4

Summarise and promote improvements

You need to know and understand:

- K10 how to summarise changes and **improvements from feedback** received
- K11 how to promote the adoption of changes and **improvements from feedback**

COSVR739

Evaluate feedback information and recommend improvements

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 records of encouragement given to promote the collection of feedback from at least six of the following information sources
 - 1.1 approved suppliers
 - 1.2 approved sub-contractors
 - 1.3 contract documentation
 - 1.4 project documentation
 - 1.5 organisational documentation
 - 1.6 standard details
 - 1.7 specifications
 - 1.8 product information
 - 1.9 government and statutory publications
 - 1.10 research and advisory data
 - 1.11 periodicals and abstracts

Performance Criteria 2

- 2 records of feedback collected and evaluated from at least three of the following methods or sources
 - 2.1 project records and documentation
 - 2.2 site inspections
 - 2.3 scientific research and data
 - 2.4 studies of performance in use
 - 2.5 meetings
 - 2.6 questionnaires
 - 2.7 reports

Performance Criteria 3

- 3 records of improvements identified by the evaluation of feedback that have been recommended to relevant people

Performance Criteria 4

- 4 records of action taken to promote the adoption and use of improvements identified from feedback

COSVR739

Evaluate feedback information and recommend improvements

Scope/range related to knowledge and understanding

Information sources

- 1 approved suppliers
- 2 approved sub-contractors
- 3 contract documentation
- 4 project documentation
- 5 organisational documentation
- 6 standard details
- 7 specifications
- 8 product information
- 9 government and statutory publications
- 10 research and advisory data
- 11 periodicals and abstracts

Improvements from feedback

- 12 management procedures
- 13 client, design and production team performance
- 14 working arrangements
- 15 formal and informal communications
- 16 quality control
- 17 design and technical appraisal
- 18 performance in use
- 19 benchmarking
- 20 post-project review

Methods and other sources

- 21 project records and documentation
- 22 site inspections
- 23 scientific research and data
- 24 studies of performance in use
- 25 meetings
- 26 questionnaires
- 27 reports

COSVR739

Evaluate feedback information and recommend improvements

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Relevant occupations Production Managers and Directors in Construction

Suite Construction Site Management

Key words Improvements; Feedback; Recommending

COSVR740

Manage your personal development



Overview

~~This standard is about~~

~~1—improving the development of yourself through personal planning, action and review~~

~~2—measuring and recording achievement against identified standards~~

This standard is about improving the development of yourself through personal planning, action and review and measuring and recording achievement against identified standards

This standard is for people working in the occupational area of construction site supervision and can be used by operatives, supervisors and managers ????

COSVR740

Manage your personal development

Performance criteria

You must be able to:

- P1 define your personal aims and objectives for undertaking development
- P2 contact sources of support and guidance to identify recognised standards for you to manage your personal development
- P3 analyse the current level of your knowledge and performance and develop a profile of your development needs
- P4 prepare a development plan for achieving identified development needs
- P5 undertake development activities aimed at achieving identified development needs, reviewing and recording progress and the effectiveness of the activities
- P6 measure achievement of identified development needs and record evidence of knowledge and competence gained against recognised standards
- P7 review the cycle of personal development aims and objectives to revise and update aims and objectives to suit changing circumstances

COSVR740

Manage your personal development

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Aims and objectives

- K1 how to define your **aims and objectives** for undertaking development
- K2 why you need to define **aims and objectives**

Performance Criteria 2

Support and guidance

You need to know and understand:

- K3 how to contact **sources of support and guidance** to identify **recognised standards**
- K4 why you need to identify **recognised standards** for you to undertake personal development

Performance Criteria 3

Analyse performance

You need to know and understand:

- K5 how to analyse your current level of knowledge and performance against selected and **recognised standards**
- K6 how to develop a profile of your **personal development** needs
- K7 why you need to develop a profile of your **personal development** needs

Performance Criteria 4

Development plan

You need to know and understand:

- K8 how to prepare a **personal development** plan
- K9 why you need to prepare a **personal development** plan

Performance Criteria 5

Development activities

You need to know and understand:

- K10 how to undertake development activities to achieve **personal development** needs
- K11 how to review and record progress and evaluate the effectiveness of the activities

COSVR740

Manage your personal development

You need to know and understand:

Performance Criteria 6

Measure achievement

- K12 how to measure achievement of identified **personal development** needs
- K13 how to record evidence of your knowledge and competence against identified **recognised standards**

You need to know and understand:

Performance Criteria 7

Review, revise and update

- K14 how to review the cycle of **personal development** and **aims and objectives**
- K15 how to revise and update **aims and objectives** to suit changing circumstances
- K16 why you need to review, revise and update your **personal development plan**

COSVR740

Manage your personal development

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 records of personal aims and objectives

Performance Criteria 2

- 2 records of contact with at least three of the following sources of support and guidance and the standards identified
 - 2.1 national bodies
 - 2.2 industry bodies
 - 2.3 professional institutions
 - 2.4 further education organisations
 - 2.5 training providers
 - 2.6 in-house resources
 - 2.7 line manager
 - 2.8 colleagues
 - 2.9 trade periodicals and journals
 - 2.10 electronic sources

Performance Criteria 3

- 3 records of the current level of your performance compared against selected and recognised standards
- 4 profile of present competence and personal development needs

Performance Criteria 4

- 5 records of a personal development plan

Performance Criteria 5

- 6 records of development activities undertaken
- 7 records of the process used to review and record progress and effectiveness

Performance Criteria 6

- 8 records of achievement
- 9 records of comparing achievement with selected standards of competence

Performance Criteria 7

- 10 records of reviews conducted on personal aims and objectives
- 11 records of updates made to personal development plan

COSVR740

Manage your personal development

Scope/range related to knowledge and understanding

Aims and objectives

- 1 preparation for new job
- 2 intellectual challenge
- 3 need for updating
- 4 professional competence
- 5 compliance with employer
- 6 professional body membership requirements
- 7 promotion
- 8 job change
- 9 awareness of shortcomings

Personal development

- 10 maintenance of existing competence
- 11 improvements to existing skills
- 12 improvements to existing knowledge
- 13 improvements to existing competence
- 14 development of new competence
- 15 commitment to professional excellence

Sources of support and guidance

- 16 national bodies
- 17 industrial bodies
- 18 professional institutions
- 19 further education organisations
- 20 training providers
- 21 in house

Recognised standards

- 22 job descriptions
- 23 professional institution requirements
- 24 national occupational standards
- 25 industry recognised standards

COSVR740

Manage your personal development

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Relevant occupations Production Managers and Directors in Construction

Suite Construction Site Management

Key words Personal; Development; Self; Aims; Objectives; Standards

COSVR741

Plan and schedule the maintenance or remedial activities of property, systems or services



Overview

~~This standard is about~~

- ~~1 — producing work programmes and specifications for maintenance or remedial activities~~
- ~~2 — sequencing resources for the maintenance or remedial activities~~
- ~~3 — ensuring maintenance or remedial activities are completed within the agreed budget, to the agreed quality and within the agreed time~~

This standard is about producing work programmes and specifications for maintenance or remedial activities, sequencing resources for the maintenance or remedial activities and ensuring maintenance or remedial activities are completed within the agreed budget, to the agreed quality and within the agreed time

~~This standard is for people working in the occupational area of construction site supervision and can be used by operatives, supervisors and managers ????~~

COSVR741

Plan and schedule the maintenance or remedial activities of property, systems or services

Performance criteria

- You must be able to:*
- P1 implement regular inspections to confirm the project requirements for the maintenance or remedial activities for property, systems or services
 - P2 identify and review influencing factors and guidance material about the property, system or service
 - P3 prioritise maintenance or remedial activities to take account of influencing factors whilst maintaining consistency
 - P4 ensure maintenance or remedial activity records of actions carried out and data collected are current
 - P5 identify, assess and maintain the necessary resources for maintenance or remedial activities
 - P6 prepare plans and schedules of maintenance or remedial activities and negotiate and agree them with decision-makers

COSVR741

Plan and schedule the maintenance or remedial activities of property, systems or services

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Project requirements

- K1 how to confirm project requirements for the **maintenance or remedial work of property, systems or services**
- K2 who to consult to confirm project requirement

Performance Criteria 2

Identify and review

You need to know and understand:

- K3 how to identify and review **influencing factors**
- K4 how to identify and review **guidance materials**
- K5 why you need to identify and review **influencing factors** against **guidance materials**

Performance Criteria 3

Prioritise activities

You need to know and understand:

- K6 how to assess and account for **influencing factors**
- K7 how to prioritise **maintenance or remedial activities**
- K8 why you need to assess and account for **influencing factors** and prioritise **maintenance or remedial activities**
- K9 how to account for **changing circumstances**
- K10 how to amend priorities when reviewing **influencing factors**

Performance Criteria 4

Recording systems

You need to know and understand:

- K11 why records of **activities and data**, carried out and collected, for **maintenance or remedial activities/work** need to be current
- K12 how to ensure that records of **activities and data** are current

COSVR741

Plan and schedule the maintenance or remedial activities of property, systems or services

You need to know and understand:

Performance Criteria 5

Resources

- K13 how to identify the necessary **resources** for **maintenance or remedial activities**
- K14 how to assess the quantity and quality of **resources** for **maintenance or remedial activities**
- K15 how to maintain the necessary **resources** for the **maintenance or remedial work** of **property, systems or services**

You need to know and understand:

Performance Criteria 6

Plans and schedules

- K16 how to prepare plans and schedules for **maintenance or remedial activities**
- K17 how to negotiate and agree plans and schedules with decision-makers
- K18 why you need plans and schedules for **maintenance or remedial activities**

COSVR741

Plan and schedule the maintenance or remedial activities of property, systems or services

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 records of regular inspections to confirm and monitor project requirements for at least three of the following maintenance or remedial activities on at least two of the following properties, systems or services
 - 1.1 maintenance/remedial activities: scheduled; unscheduled; preventative; corrective; emergency
 - 1.2 property, systems or services: highways; traffic controls; structures; external structure; internal structure; historical or preservation interests; internal fabric; external fabric services; utilities and services; landscaping

Performance Criteria 2

- 2 records of consideration for at least four of the following influencing factors
 - 2.1 organisational requirements
 - 2.2 project requirements
 - 2.3 current legislation
 - 2.4 resource allocation
 - 2.5 working requirements
 - 2.6 environmental considerations
 - 2.7 near neighbours
 - 2.8 weather conditions
 - 2.9 ground or site conditions
 - 2.10 sustainability
 - 2.11 client, customer or their representative
- 3 records of consultation of at least three of the following guidance materials
 - 3.1 plans, drawings or diagrams
 - 3.2 owner's manuals
 - 3.3 log books
 - 3.4 maintenance schedules and manuals
 - 3.5 practice guides and specifications
 - 3.6 current legislation and official guidance
 - 3.7 historical data
 - 3.8 existing records

COSVR741

Plan and schedule the maintenance or remedial activities of property, systems or services

Performance Criteria 3

- 4 records of prioritising activities with consideration for identified influencing factors
- 5 records of amended priorities, taking account of at least four of the following changing circumstances
 - 5.1 susceptibility to damage
 - 5.2 safety requirements
 - 5.3 need to inhibit, and respond to deterioration
 - 5.4 weather conditions
 - 5.5 ground or site conditions
 - 5.6 environmental conditions
 - 5.7 use or change of use
 - 5.8 changing circumstances
 - 5.9 current legislation
 - 5.10 resources
 - 5.11 security threats
 - 5.12 client, customer or their representative

Performance Criteria 4

- 6 maintenance or remedial activity for four of the following activities and data
 - 6.1 inspections
 - 6.2 faults or problems
 - 6.3 corrective actions
 - 6.4 costs
 - 6.5 resources
 - 6.6 complaints
 - 6.7 delays

Performance Criteria 5

- 7 records of the acquisition and maintenance for at least two of the following resources
 - 7.1 people
 - 7.2 plant, equipment or machinery
 - 7.3 materials and components
 - 7.4 sub-contractors
 - 7.5 information
 - 7.6 work area and facilities
 - 7.7 waste management
 - 7.8 utility providers

COSVR741

Plan and schedule the maintenance or remedial activities of property, systems or services

Performance Criteria 6

- 8 records of plans and schedules for at least three of the following maintenance or remedial activities
 - 8.1 planned maintenance or remedial activities
 - 8.2 tendered works
 - 8.3 responsive works
 - 8.4 preventative maintenance or remedial work
 - 8.5 cost estimated works
 - 8.6 seasonal maintenance
 - 8.7 traffic maintenance (signs, lights and guards)
 - 8.8 emergency works
 - 8.9 contingency plans

COSVR741

Plan and schedule the maintenance or remedial activities of property, systems or services

Scope/range related to knowledge and understanding

Activities and data

- 1 inspections
- 2 faults or problems
- 3 corrective actions
- 4 costs
- 5 resources
- 6 complaints
- 7 delays

Changing circumstances

- 8 susceptibility to damage
- 9 safety requirements
- 10 need to inhibit, and respond to deterioration
- 11 weather conditions
- 12 ground or site conditions
- 13 environmental conditions
- 14 use or change of use
- 15 current legislation
- 16 resources
- 17 security threats
- 18 client, customer or their representative

Guidance materials

- 19 plans, drawings or diagrams
- 20 owner's manuals
- 21 log books
- 22 maintenance schedules and manuals
- 23 practice guides and specifications
- 24 current legislation and official guidance
- 25 historical data
- 26 existing records

Influencing factors

- 27 organisational requirements
- 28 project requirements
- 29 current legislation
- 30 resource allocation
- 31 working requirements
- 32 environmental considerations
- 33 near neighbours
- 34 weather conditions
- 35 ground or site conditions
- 36 sustainability
- 37 client, customer or their representative

COSVR741

Plan and schedule the maintenance or remedial activities of property, systems or services

Maintenance or remedial work

- 38 scheduled
- 39 unscheduled
- 40 preventative
- 41 corrective
- 42 emergency

Maintenance or remedial activities

- 43 planned maintenance or remedial work
- 44 tendered works
- 45 responsive works
- 46 preventative maintenance or remedial work
- 47 cost estimated work
- 48 seasonal maintenance
- 49 traffic maintenance (signing, lighting and guarding)
- 50 emergency works
- 51 contingency plans

Property, systems or services

- 52 highways
- 53 traffic controls
- 54 structures
- 55 external structure
- 56 internal structure
- 57 historical or preservation interests
- 58 internal fabric
- 59 external fabric
- 60 utilities and services
- 61 landscaping

Resources

- 62 people
- 63 plant, equipment or machinery
- 64 materials and components
- 65 sub-contractors
- 66 information
- 67 work area and facilities
- 68 waste management
- 69 utility providers

COSVR741

Plan and schedule the maintenance or remedial activities of property, systems or services

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Relevant occupations Production Managers and Directors in Construction

Suite Construction Site Management

Key words Maintenance; Remedial; Property; Services; Unscheduled; Preventative; Emergency

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Manage project handover



Overview

~~This standard is about~~

- ~~1—confirming the project requirements meet the stakeholders' expectations~~
- ~~2—developing, agreeing and following a project handover programme~~
- ~~3—identifying, agreeing and arranging for the completion of outstanding work~~
- ~~4—handing over responsibilities and documentation for the project~~

This standard is about confirming the project requirements meet the stakeholders' expectations, developing, agreeing and following a project handover programme. identifying, agreeing and arranging for the completion of outstanding work and handing over responsibilities and documentation for the project

~~This standard is for people working in the occupational area of construction site supervision and can be used by operatives, supervisors and managers ????~~

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Manage project handover

Performance criteria

You must be able to:

- P1 confirm project requirements and consult with stakeholders and develop and agree a handover programme
- P2 check that project requirements have been met, or record outstanding work in order to agree and arrange a satisfactory completion
- P3 carry out handover inspections and appropriate tests ensuring they are witnessed by stakeholders and certificated in accordance with current legislation
- P4 record stakeholder concerns during inspection and agree any required actions
- P5 ensure that stakeholders' respective responsibilities are accepted and adopted
- P6 assemble and hand over appropriate documentation in accordance with the project

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Manage project handover

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Handover programme

- K1 how to confirm **project requirements** to develop a handover programme
- K2 how to consult with **stakeholders** to develop and agree a handover programme
- K3 why you need a handover programme

Performance Criteria 2

Project requirements/outstanding work

- K4 how to check **project requirements** have been met
- K5 how to record outstanding work in order to agree and arrange a satisfactory completion

You need to know and understand:

Performance Criteria 3

Handover inspections/tests

- K6 how to carry out handover inspections and appropriate tests
- K7 how to ensure appropriate tests are witnessed by **stakeholders**
- K8 how to ensure appropriate certification is acquired
- K9 why you need handover inspections and certificates

You need to know and understand:

Performance Criteria 4

Stakeholder concerns

- K10 how to record **stakeholders'** concerns during inspections
- K11 how to agree appropriate actions during inspections with **stakeholders**
- K12 why **stakeholders'** concerns need to be addressed

You need to know and understand:

Performance Criteria 5

Stakeholder responsibilities

- K13 how to ensure **stakeholders** accept and adopt **responsibilities** on handover
- K14 why you need to ensure **stakeholders** accept their **responsibilities**

You need to know and understand:

Performance Criteria 6

Documentation

- K15 how to assemble appropriate **documentation** in accordance with the project
- K16 how to hand over appropriate **documentation** in accordance with the project
- K17 why you need to assemble and hand over appropriate **documentation** for the project

You need to know and understand:

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Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 records of agreed handover programme

Performance Criteria 2

- 2 records of agreed completion programme
- 3 records of any outstanding work, including any remedial activities or defects

Performance Criteria 3

- 4 records of handover inspections and witnessed tests
- 5 records of commissioning activities undertaken
- 6 records of certificates issued

Performance Criteria 4

- 7 records of stakeholders' concerns
- 8 records of agreed actions

Performance Criteria 5

- 9 records of at least three of the following accepted responsibilities
 - 9.1 insurance
 - 9.2 security
 - 9.3 operations
 - 9.4 health and safety
 - 9.5 utility supply
 - 9.6 environment
 - 9.7 sustainability

Performance Criteria 6

- 10 records of handover documentation for at least one of the following
 - 10.1 systems
 - 10.2 services
 - 10.3 equipment

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Scope/range related to knowledge and understanding

Documentation

- 1 manuals and guidance materials
- 2 plans
- 3 health and safety file
- 4 operating equipment
- 5 security information and equipment
- 6 certificates
- 7 services
- 8 systems

Project requirements

- 9 time
- 10 quality
- 11 cost
- 12 health and safety
- 13 current legislation
- 14 sustainability
- 15 defects liability period
- 16 warranties

Responsibilities

- 17 insurance
- 18 security
- 19 operations
- 20 health and safety
- 21 utility supply
- 22 environmental
- 23 sustainability

Stakeholders

- 24 client, customer or their representative
- 25 users
- 26 consultants
- 27 contractors
- 28 regulatory authorities

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Manage project handover

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Key words Project; Handover

COSVR743

Plan tunnelling activities



Overview

~~This standard is about~~

~~1—implementing tunnelling requirements~~

~~2—prioritising tunnelling activities~~

~~3—identifying and scheduling tunnelling requirements with decision-makers~~

This standard is about implementing tunnelling requirements, prioritising tunnelling activities and identifying and scheduling tunnelling requirements with decision-makers

This standard is for people working in the occupational area of construction site supervision and can be used by ~~operatives~~, supervisors and managers

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Plan tunnelling activities

Performance criteria

You must be able to:

- P1 confirm and record at least two of the following tunnelling activities ~~the work requirements~~ against at least five of the following information sources ~~the information supplied~~
- 1.1 activity: mobile plant and machinery operations; back up services installation, maintenance or removal; spoil removal; access equipment erection, maintenance or removal; pipejacking operations; micro tunnelling operations; excavation and installation of supports; shaft and tunnel construction; tunnel transport; spraying concrete lining; operating separation plant; temporary works; lifting loads
 - 1.2 information sources: survey reports; site investigations; drawings, schedules and specifications; contractual; statutory consents; risk assessments and method statements; programmes; records about the competence of people; sub-contractor arrangements; health, safety and environmental plan; material suppliers; tunnelling plans
- P2 identify and review at least three of the following influencing factors and guidance materials ~~about~~ relating to the work environment and record the outcomes
- 2.1 organisational requirements
 - 2.2 contractual requirements
 - 2.3 statutory requirements
 - 2.4 resource allocation
 - 2.5 working requirements
 - 2.6 environmental considerations
 - 2.7 weather conditions
 - 2.8 ground conditions
- P3 identify and review at least two of the following guidance materials and record the outcomes
- 3.1 owner's manuals
 - 3.2 log books
 - 3.3 maintenance schedules and manuals
 - 3.4 practice guides and specifications
 - 3.5 current legislation and official guidance
 - 3.6 organisational procedures
 - 3.7 historical data
- P4 prioritise activities by assessing and accounting for all the influencing factors

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Plan tunnelling activities

- P5 amend priorities to take account of **at least four of the following** changing circumstances whilst maintaining consistency with the influencing factors
 - 5.1 susceptibility to damage
 - 5.2 safety requirements
 - 5.3 need to inhibit and respond to deterioration
 - 5.4 compromised operational effectiveness
 - 5.5 weather conditions
 - 5.6 unidentified obstructions
 - 5.7 meeting current legislation
 - 5.8 resources
 - 5.9 security threats
 - 5.10 ground conditions
- P6 prepare plans, programmes or schedules for **at least three of the following activities and then negotiate, and agree and record** them with decision-makers
 - 6.1 mobile plant and machinery operations
 - 6.2 back up services installation, operations, maintenance or removal
 - 6.3 spoil removal
 - 6.4 access equipment erection, maintenance or removal
 - 6.5 pipejacking operations
 - 6.6 micro tunnelling operations
 - 6.7 excavation and/or installation of supports
 - 6.8 shaft and tunnel construction
 - 6.9 tunnel transport
 - 6.10 spraying concrete lining
 - 6.11 operating separation plant
 - 6.12 temporary works
 - 6.13 lifting loads

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Plan tunnelling activities

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Confirm work requirements

- K1 how to confirm work requirements for **the following** tunnelling activities: **mobile plant and machinery operations, back up services installation, operations, maintenance or removal, spoil removal, access equipment erection, maintenance or removal, pipejacking operations, micro tunnelling operations, excavation and installation of supports, shaft and tunnel construction, tunnel transport, spraying concrete lining, operating separation plant, temporary works and lifting loads** against the following information sources: **survey reports, site investigations, drawings, schedules and specifications, contractual, statutory consents, risk assessments and method statements, programmes, records about the competence of people, sub-contractor arrangements, health, safety and environmental plan, material suppliers and tunnelling plans**
- K2 who to consult to confirm work requirements

Performance Criteria 2

Identify and review influencing factors and guidance material

- K3 how to identify and review **the following** influencing factors: **organisational requirements, contractual requirements, statutory requirements, resource allocation, working requirements, environmental considerations, weather conditions and ground conditions**
- K4 how to identify and review **the following** guidance materials: **owner's manuals, log books, maintenance schedules and manuals, practice guides and specifications, current legislation and official guidance, organisational procedures and historical data**
- K5 why you need to review influencing factors against guidance materials

You need to know and understand:

Performance Criteria 3

Prioritise activities

- K6 how to assess and account for **the following** influencing factors: **organisational requirements, contractual requirements, statutory requirements, resource allocation, working requirements, environmental considerations, weather conditions and ground conditions**
- K7 how to prioritise **the following** tunnelling activities: **mobile plant and machinery operations, back up services installation, operations, maintenance or removal, spoil removal, access equipment erection, maintenance or removal, pipejacking operations, micro tunnelling operations, excavation and installation of supports, shaft and tunnel construction, tunnel transport, spraying concrete lining, operating separation plant, temporary works and lifting loads**
- K8 why you need to prioritise tunnelling activities

You need to know and understand:

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Plan tunnelling activities

You need to know and understand:

Performance Criteria 4

Amend priorities

- K9 how to take account of **the following** changing circumstances: **susceptibility to damage, safety requirements, need to inhibit, and respond to deterioration, compromised operational effectiveness, weather conditions, unidentified obstructions, meeting current legislation, resources, security threats and ground conditions**
- K10 how to amend priorities when reviewing **the following** influencing factors: **organisational requirements, contractual requirements, statutory requirements, resource allocation, working requirements, environmental considerations, weather conditions and ground conditions**

Performance Criteria 5

Prepare plans and schedules

You need to know and understand:

- K11 how to prepare plans and schedules for **the following** tunnelling activities: **mobile plant and machinery operations, back up services installation, operations, maintenance or removal, spoil removal, access equipment erection, maintenance or removal, pipejacking operations, micro tunnelling operations, excavation and installation of supports, shaft and tunnel construction, tunnel transport, spraying concrete lining, operating separation plant, temporary works and lifting loads**
- K12 how to negotiate and agree plans and schedules with decision-makers

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

- ~~1—records of confirming at least two of the following tunnelling activities against at least five of the following information sources~~
 - ~~1.1 activity: mobile plant and machinery operations; back-up services installation, maintenance or removal; spoil removal; access equipment erection, maintenance or removal; pipejacking operations; micro tunnelling operations; excavation and installation of supports; shaft and tunnel construction; tunnel transport; spraying concrete lining; operating separation plant; temporary works; lifting loads~~
 - ~~1.2 information sources: survey reports; site investigations; drawings, schedules and specifications; contractual; statutory consents; risk assessments and method statements; programmes; records about the competence of people; sub-contractor arrangements; health, safety and environmental plan; material suppliers; tunnelling plans~~

~~Performance Criteria 2~~

- ~~2—records of consideration for at least three of the following influencing factors~~
 - ~~2.1—organisational requirements~~
 - ~~2.2—contractual requirements~~
 - ~~2.3—statutory requirements~~
 - ~~2.4—resource allocation~~
 - ~~2.5—working requirements~~
 - ~~2.6—environmental considerations~~
 - ~~2.7—weather conditions~~
 - ~~2.8—ground conditions~~
- ~~3—records of consultation of at least two of the following guidance materials~~
 - ~~3.1—owner's manuals~~
 - ~~3.2—log books~~
 - ~~3.3—maintenance schedules and manuals~~
 - ~~3.4—practice guides and specifications~~
 - ~~3.5—current legislation and official guidance~~
 - ~~3.6—organisational procedures~~
 - ~~3.7—historical data~~

~~Performance Criteria 3~~

- ~~4—records of prioritising activities with consideration for influencing factors~~

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Plan tunnelling activities

Performance Criteria 4

~~5—records of amended priorities taking account of at least four of the following changing circumstances~~

~~5.1—susceptibility to damage~~

~~5.2—safety requirements~~

~~5.3—need to inhibit and respond to deterioration~~

~~5.4—compromised operational effectiveness~~

~~5.5—weather conditions~~

~~5.6—unidentified obstructions~~

~~5.7—meeting current legislation~~

~~5.8—resources~~

~~5.9—security threats~~

~~5.10—ground conditions~~

Performance Criteria 6

~~6—records of programmes, plans or schedules for at least three of the following activities~~

~~6.1—mobile plant and machinery operations~~

~~6.2—back up services installation, operations, maintenance or removal~~

~~6.3—spoil removal~~

~~6.4—access equipment erection, maintenance or removal~~

~~6.5—pipejacking operations~~

~~6.6—micro tunnelling operations~~

~~6.7—excavation and/or installation of supports~~

~~6.8—shaft and tunnel construction~~

~~6.9—tunnel transport~~

~~6.10—spraying concrete lining~~

~~6.11—operating separation plant~~

~~6.12—temporary works~~

~~6.13—lifting loads~~

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Plan tunnelling activities

Scope/range related to knowledge and understanding

Activities

- 1—mobile plant and machinery operations
- 2—back up services installation, operations, maintenance or removal
- 3—spoil removal
- 4—access equipment erection, maintenance or removal
- 5—pipejacking operations
- 6—micro tunnelling operations
- 7—excavation and installation of supports
- 8—shaft and tunnel construction
- 9—tunnel transport
- 10—spraying concrete lining
- 11—operating separation plant
- 12—temporary works
- 13—lifting loads

Changing circumstances

- 14—susceptibility to damage
- 15—safety requirements
- 16—need to inhibit, and respond to deterioration
- 17—compromised operational effectiveness
- 18—weather conditions
- 19—unidentified obstructions
- 20—meeting current legislation
- 21—resources
- 22—security threats
- 23—ground conditions

Guidance materials

- 24—owner's manuals
- 25—log books
- 26—maintenance schedules and manuals
- 27—practice guides and specifications
- 28—current legislation and official guidance
- 29—organisational procedures
- 30—historical data

Influencing factors

- 31—organisational requirements
- 32—contractual requirements
- 33—statutory requirements
- 34—resource allocation
- 35—working requirements
- 36—environmental considerations
- 37—weather conditions
- 38—ground conditions

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Plan tunnelling activities

Information sources

- 39—survey reports
- 40—site investigations
- 41—drawings, schedules and specifications
- 42—contractual
- 43—statutory consents
- 44—risk assessments and method statements
- 45—programmes
- 46—records about the competence of people
- 47—sub-contractor arrangements
- 48—health, safety and environmental plan
- 49—material suppliers
- 50—tunnelling plans

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Plan tunnelling activities

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