

# Change Detail National Occupational Standards for Construction Site Supervision (Construction)

Project 2018

(VR700 – VR724)

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

## Development Legend

1<sup>st</sup> and 2<sup>nd</sup> Meeting – Red

3<sup>rd</sup> Meeting – Green

4<sup>th</sup> Meeting – Blue

5<sup>th</sup> Meeting – Red underlined

6<sup>th</sup> Meeting – Green underlined

7<sup>th</sup> Meeting – Blue underlined

*Suggestions from other occupational representatives in red italics*

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## COSVR700

Implement and maintain organisational systems for health, safety, welfare, wellbeing and environmental protection



### Overview

~~This standard is about~~

- ~~1 — implementing, monitoring and reviewing the conditions for a safe and healthy workplace~~
- ~~2 — ensuring personnel are aware of their health and safety responsibilities~~
- ~~3 — ensuring personnel have access to necessary equipment and resources for welfare, safe and healthy working~~

This standard is about implementing, monitoring and reviewing the conditions for a safe, healthy and environmentally responsible workplace, ensuring personnel are aware of their health, safety and environmental responsibilities and ensuring personnel have access to necessary equipment and resources for welfare, safe, healthy and environmentally responsible working in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements [CASCADE ✓02/10/18]

This standard is for people working in the occupational area of construction site supervision which is defined as the supervision of multiple construction trades and disciplines and can be used by operatives, supervisors and managers

# COSVR700

## Implement and Maintain systems for health, safety, welfare, wellbeing and environmental protection

### Performance criteria

*You must be able to:*

- P1 ~~implement, maintain and record the organisational initiatives in relation to~~ ~~promote a culture of~~ health, safety, welfare and environmental awareness
- P2 ~~promote a culture of health, safety, welfare and environmental awareness through leadership, communication and personal example~~
- P3 ~~identify and recommend~~ ~~implement opportunities for improvements in~~ ~~g~~ to health, safety, ~~and~~ welfare and the environment ~~for people~~ on site
- P4 ~~demonstrate inductions have been provided to ensure the workforce and visitors to the site by producing records are inducted and~~
- P4 ~~implement and record the~~ checks carried out to verify the competence of those under your control
- P5 ~~implement and record the~~ ~~maintain~~ ~~enance of accurate and appropriate~~ statutory notices and hazard warnings to ensure they are accurate and current
- P6 ~~implement and record~~ ~~ensure~~ the organisational ~~serviceability~~ checks carried out to protective clothing, protective equipment and statutory nuisances and for at least four of the following ~~health, safety, welfare and environmental protection equipment and resources~~ to confirm compliance ~~in order to comply with current legislation and organisational requirements~~
  - ~~6.1—protective clothing~~
  - ~~6.2—protective equipment~~
  - 6.3 first aid facilities and arrangements
  - 6.4 welfare facilities
  - 6.5 storage and security of ~~equipment and materials~~ ~~and equipment~~
  - 6.6 accident and incident reporting system
  - 6.7 fire-fighting equipment
  - 6.8 storage and security of fuel and chemicals
  - 6.9 the environment
  - 6.11 sustainability
  - 6.8 ~~provision of health, safety and welfare training~~
- P7 ~~implement~~ ~~and record systems, which meet current~~ organisational ~~and statutory~~ requirements, for the identification of hazards and reduction of risks
- P8 ~~implement systems which meet current organisational requirements~~ for reporting accidents and emergencies and preventing recurrence
- P9 ~~check~~ ~~monitor the~~ health, safety, welfare and environmental protection systems, ~~regularly in accordance~~ to ensure compliance with current organisational ~~and statutory~~ requirements
  - ~~9.1—construction-specific health, safety, welfare and environmental~~

## COSVR700

Implement and Maintain systems for health, safety, welfare, wellbeing and environmental protection

~~legislation~~

~~9.2—recognised industry codes of practice~~

~~9.3—organisational procedures~~

P10 identify, record and report any special site conditions which do not comply with organisational ~~and statutory~~ requirements

# COSVR700

## Implement and Maintain systems for health, safety, welfare, wellbeing and environmental protection

### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Encourage awareness

K1 how to implement the various methods to maintain and record the organisational initiatives in relation to ~~promote a culture of~~ health, safety, welfare, wellbeing and environmental awareness

K2 how to implement various methods to promote ~~encourage~~ a culture of health, safety, welfare, wellbeing and environmental awareness on site

#### Performance Criteria 2

##### Improvement opportunities

K3 how to identify opportunities and implement improvements to health, safety and welfare, wellbeing and the environment for the workforce, other personnel on site, members of the public, occupiers, site visitors and people affected by site operations ~~people on site~~

~~K3 how to recommend improvements to health, safety and welfare systems~~

#### Performance Criteria 3

##### Workforce and visitors

K4 how to carry out and record ~~regulatory and~~ current organisational site inductions, to the workforce, other personnel on site and site visitors including but not limited to:

K4.1 health and safety responsibilities

K4.2 welfare facilities

K4.3 sustainability responsibilities

K4.4 health, safety, welfare and environmental protection

K4.5 equipment and resources

K4.6 risk control procedures

K4.7 first aid arrangements

K4.8 fire safety

K4.9 health, safety and environmental plans and emergency drills, stakeholders

~~ensure the to the workforce, other personnel on site and site visitors have site inductions~~

K5 how to ~~check~~ verify the competence of ~~people~~ the workforce under your control in accordance with current organisational requirements including but not limited to, by industry certification cards, competence schemes, qualifications, certificates and training

K6 why you need to ensure the workforce and visitors have inductions

K7 why and you need to ensure the workforce ~~people~~ under your control are competent

*You need to know and understand:*

*You need to know and understand:*

# COSVR700

## Implement and Maintain systems for health, safety, welfare, wellbeing and environmental protection

*You need to know and understand:*

### Performance Criteria 4 Maintain statutory notices

K8 how to ~~implement~~ organisational systems to record and maintain statutory notices including but not limited to: prescribed notices, certificates of insurance, signage for health, safety and environment protection ~~and warning signs so they are accurate and current~~

*You need to know and understand:*

### Performance Criteria 5 Protection equipment and resources

K9 how to ~~conduct~~ implement and record the organisational ~~maintenance~~ checks carried out to:

OR

- K9.1 protective clothing
- K9.2 protective equipment
- K9.3 first aid facilities and arrangements
- K9.4 welfare facilities
- K9.5 storage and security of equipment and materials ~~and equipment~~
- K9.6 site security
- K9.7 accident and incident reporting systems ~~and~~
- K9.8 fire safety fighting equipment
- K9.9 the environment
- K9.10 sustainability ~~health, safety, welfare and environmental protection equipment and resources which meet the project and organisational and statutory requirements~~

*You need to know and understand:*

### Performance Criteria 7 and 8 Implement systems

K10 how to implement ~~and record a system which meets~~ organisational ~~and statutory~~ requirements for the identification of ~~identifying~~ hazards and reducing risks

K11 how to implement ~~and record a system which meets~~ organisational ~~and statutory~~ requirements for reporting accidents and emergencies and ~~operates to~~ preventing recurrence

K12 why you need to implement ~~a~~ systems to identify hazards, reduce risks and report accidents

*You need to know and understand:*

### Performance Criteria 7 Protection systems

K12 how to ~~check~~ monitor health, safety, welfare, wellbeing and environmental protection systems to ensure compliance with current organisational requirements

~~K13 how to ensure health, safety, welfare and environmental protection~~

# COSVR700

**Implement and Maintain** systems for health, safety, welfare, wellbeing and environmental protection

~~complies with organisational and statutory requirements~~

## Performance Criteria 8

### **Special?? Site conditions**

*You need to know and understand:*

K14 how to identify, ~~record and report special~~ site conditions that do not comply with ~~organisational requirements including but not limited to: construction-specific health, safety, welfare, wellbeing and environmental legislation and codes of practice~~

~~K15 how to report special?? site conditions that do not comply with construction-specific health, safety welfare and environmental legislation, recognised industry codes of practice an organisational procedures organisational and statutory requirements~~



# COSVR700

Implement and maintain organisational systems for health, safety, welfare, wellbeing and environmental protection



## Additional Information

### Scope/range-related to performance criteria

#### ~~Performance Criteria 1~~

~~1—records of the initiatives taken to encourage a culture of health, safety, welfare and consideration for the environment~~

#### ~~Performance Criteria 2~~

~~2—records of recommendations made that could improve health, safety or welfare on site~~

#### ~~Performance Criteria 3~~

~~3—records of checks that the workforce and visitors are inducted~~

~~4—records of checks on competence undertaken for those working under your control~~

#### ~~Performance Criteria 4~~

~~5—records of maintenance conducted on statutory notices and hazard warnings~~

#### ~~Performance Criteria 5~~

~~6—records of maintenance checks on at least five of the following health, safety, welfare and environmental protection equipment or resources~~

~~6.1—protective clothing~~

~~6.2—protective equipment~~

~~6.3—first aid facilities and arrangements~~

~~6.4—welfare facilities~~

~~6.5—storage and security of materials and equipment~~

~~6.6—accident and incident reporting system~~

~~6.7—fire fighting equipment~~

~~6.8—provision of health, safety and welfare training~~

#### ~~Performance Criteria 6~~

~~7—records of the system implemented to identify hazards and reduce risks~~

~~8—records of the system implemented to report accidents and emergencies and prevent recurrence~~

#### ~~Performance Criteria 7~~

~~9—record of checks conducted to ensure compliance with the following organisational and statutory requirements~~

~~9.1—construction specific health, safety, welfare and environmental legislation~~

~~9.2—recognised industry codes of practice~~

~~9.3—organisational procedures~~

#### ~~Performance Criteria 8~~

~~10—records of reported special site conditions which do not comply with current legislation~~

# COSVR700

## Implement and Maintain systems for health, safety, welfare, wellbeing and environmental protection

### Scope/range related to knowledge and understanding

#### ~~Health, safety, welfare and environmental protection equipment and resources~~

- ~~1—protective clothing~~
- ~~2—protective equipment~~
- ~~3—first aid facilities and arrangements~~
- ~~4—welfare facilities~~
- ~~5—storage and security of materials and equipment~~
- ~~6—accident and incident reporting systems~~
- ~~7—fire fighting equipment~~
- ~~8—provision of health, safety and welfare training~~

#### ~~Inductions~~

- ~~9—health and safety responsibilities~~
- ~~10—welfare facilities~~
- ~~11—environmental responsibilities~~
- ~~12—health, safety, welfare and environmental protection equipment and resources~~
- ~~13—risk control procedures~~
- ~~14—first aid arrangements~~
- ~~15—health, safety and environmental plans~~
- ~~16—emergency drills~~

#### ~~Organisational and statutory requirements~~

- ~~17—construction specific health, safety, welfare and environmental legislation~~
- ~~18—recognised industry codes of practice~~
- ~~19—organisational procedures~~

#### ~~People~~

- ~~20—workforce~~
- ~~21—other personnel on site~~
- ~~22—members of the public~~
- ~~23—occupiers~~
- ~~24—site visitors~~
- ~~25—people affected by site operations~~

#### ~~Statutory notices~~

- ~~26—prescribed notices~~
- ~~27—certificates of insurance~~
- ~~28—site signs for health, safety and environment protection~~
- ~~29—warning signs~~

### Overview

~~This standard is about~~

- ~~1—determining suitable methods of carrying out operations which are technically sound, safe, economic, feasible and consistent with site requirements~~
- ~~2—agreeing suitable methods for carrying out operations~~

~~This standard is about determining suitable methods of carrying out operations which are technically sound, safe, healthy, environmentally responsible, economic, feasible and consistent with site requirements and agreeing suitable methods for carrying out operations in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements~~

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

# COSVR701

## Assess and ~~recommend~~ agree work methods

### Performance criteria

*You must be able to:*

- P1 identify ~~and assess and use the available~~ at least four of the following project data and record how the findings will inform the work methods
- 1.1 conditions of contract
  - 1.2 bills of quantities or methods of measurement
  - 1.3 specifications/~~schedule of works~~
  - 1.4 drawings
  - 1.5 health, safety and environmental plans
  - 1.6 programmes
  - 1.7 organisational requirements
  - 1.8 instructions and variations
- P2 ~~to enable decisions on the work methods to be made~~ examine and assess at least three of the following types of project data to enable decisions to be made
- 2.1 sequencing and integration of work operations
  - 2.2 organisation of resources
  - 2.3 established construction techniques
  - 2.4 temporary works
  - 2.5 ~~prefabrication~~ modern methods of construction and standardisation
  - 2.6 working conditions
- P3 consult with at least two of the following sources to obtain ~~more~~ additional information ~~from other sources~~ where the available project data is insufficient and record findings
- 3.1 client, customer or their representative
  - 3.2 contractors
  - 3.3 sub-contractors
  - 3.4 suppliers
  - 3.5 regulatory authorities
  - 3.6 technical literature
  - 3.7 trade literature
- P4 evaluate the ~~chosen~~ work methods against ~~time, cost and resources~~ for at least seven of the following ~~relevant~~ technical and project criteria and record results
- 4.1 materials performance and availability
  - 4.2 structural forms
  - 4.3 ~~occupancy~~ client, customer or their representative
  - 4.4 health, safety and ~~welfare~~ wellbeing
  - 4.5 fire protection
  - 4.6 access
  - 4.7 plant, equipment and people availability
  - 4.8 transport logistics
  - 4.9 environmental factors
  - 4.10 waste management
  - 4.11 seasonal weather conditions
  - 4.12 sustainability
  - 4.13 innovative materials, technologies and processes
  - 4.14 site conditions

# COSVR701

## Assess and ~~recommend~~ agree work methods

- P5 ~~advise~~ agree ~~the and~~ recommended ~~the~~ work methods ~~to and~~ inform stakeholders ~~advise decision-makers~~
- ~~P6 — analyse examine the selected work method and record the checks made on the for its activity content in comparison to against time, cost or resources and quantify it~~
- P6 ~~prepare the ensure a method statement is prepared and~~ ensure the method statement has been ~~it is~~ approved prior to commencement of work

# COSVR701

## Assess and ~~recommend~~ agree work methods

### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Project data

- K1 how to identify, ~~source and record relevant~~ the following project data:
- K1.1 ~~cost controls,~~
  - K1.2 ~~conformity to statutory organisational requirements,~~
  - K1.3 ~~contract requirements,~~
  - K1.4 ~~third party obligations,~~
  - K1.5 ~~other related programmes,~~
  - K1.6 ~~supply lead times project data~~
- K2 how to assess the project data to ~~inform the following suitable~~ work methods and ~~record the findings:~~
- K2.1 ~~sequencing and integration of work operations,~~
  - K2.2 ~~organisation of resources (people, plant, materials and finance),~~
  - K2.3 ~~established construction techniques,~~
  - K2.4 ~~temporary works,~~
  - K2.5 ~~prefabrication modern methods of construction and standardisation,~~
  - K2.6 ~~conditions of work~~

#### Performance Criteria 2

##### Obtain information

- K3 how to obtain ~~and record more additional~~ information where available project data is insufficient from ~~other sources~~
- K3.1 ~~stakeholders the client, customer or their representative,~~
  - K3.2 ~~contractors,~~
  - K3.3 ~~sub-contractors,~~
  - K3.4 ~~suppliers,~~
  - K3.5 ~~regulatory authorities,~~
  - K3.6 ~~technical and trade guidance literature and trade literature~~

#### Performance Criteria 3

##### Evaluate work method

- K4 how to evaluate work methods against ~~the following~~ technical criteria and ~~record results:~~
- K4.1 ~~time, cost and resources~~
  - K4.2 ~~materials performance and availability,~~
  - K4.3 ~~structural forms,~~
  - K4.4 ~~occupancy client, customer or their representative,~~
  - K4.5 ~~health, safety and wellbeing welfare,~~
  - K4.6 ~~fire protection,~~
  - K4.7 ~~access,~~
  - K4.8 ~~plant, equipment and people availability,~~
  - K4.9 ~~transport logistics,~~
  - K4.9 ~~environmental factors,~~
  - K4.10 ~~waste management,~~
  - K4.11 ~~seasonal weather conditions,~~
  - K4.12 ~~sustainability,~~
  - K4.13 ~~innovative materials, technologies and processes,~~
  - K4.14 ~~site conditions~~

*You need to know and understand:*

*You need to know and understand:*

# COSVR701

## Assess and **recommend** agree work methods

K5 how to evaluate work methods against **the following** project criteria and record findings:

K5.1 **cost control,**

K5.2 **conformity to statutory organisational requirements,**

K5.3 **specification/schedule of works**

K5.4 **contract requirements,**

K5.5 **third party obligations,**

K5.6 **other related programmes**

K5.7 **supply lead times**

### **Performance Criteria 4**

#### **Recommend Agree the work method**

*You need to know and understand:*

K6 how to select appropriate work methods **by considering the following and recording the findings outcomes**

K6.1 **sequencing and integration of work operations,**

K6.2 **organisation of resources (people, plant, materials and finance),**

K6.3 **established construction techniques,**

K6.4 **temporary works,**

K6.5 **prefabrication modern methods of work and standardisation,**

K6.6 **conditions of work**

K7 how to **recommend agree the selected** work methods **with stakeholders to decision-makers**

### ~~Performance Criteria 5~~

#### ~~Analyse Examine the work method~~

*You need to know and understand:*

~~K8—how to analyse examine the selected work methods for activity content~~

~~K9—how to analyse the selected work methods and quantify it them accurately~~

### **Performance Criteria 6**

#### **Method statements**

*You need to know and understand:*

~~K8~~ how to ensure an appropriate method statement has been prepared and approved prior to work

~~K11—how to approve method statements~~

# COSVR701

## Assess and **recommend** agree work methods

### Additional Information

#### **Scope/range related to performance criteria**

#### **Performance Criteria 1**

- ~~1—records showing assessment of at least four of the following 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~~
  - ~~1.7—organisational requirements~~
  - ~~1.8—instructions and variations~~~~
- ~~2—records showing consideration of at least three of the following work methods:
  - ~~2.1—sequencing and integration of work operations~~
  - ~~2.2—organisation of resources (people, plant, materials and finance)~~
  - ~~2.3—established construction techniques~~
  - ~~2.4—temporary works~~
  - ~~2.5—prefabrication and standardisation~~
  - ~~2.6—working conditions~~~~

#### **Performance Criteria 2**

- ~~3—records showing consultation of at least two of the following sources
  - ~~3.1—client, customer or their representative~~
  - ~~3.2—contractors~~
  - ~~3.3—sub-contractors~~
  - ~~3.4—suppliers~~
  - ~~3.5—regulatory authorities~~
  - ~~3.6—technical literature~~
  - ~~3.7—trade literature~~~~

#### **Performance Criteria 3**

- ~~4—records showing evaluation of the chosen work methods against at least seven of the following technical criteria and record the outcomes
  - ~~4.1—materials performance and availability~~
  - ~~4.2—structural forms~~
  - ~~4.3—occupancy~~
  - ~~4.4—health, safety and welfare~~
  - ~~4.5—fire protection~~
  - ~~4.6—access~~
  - ~~4.7—plant, equipment and people availability~~
  - ~~4.8—transport logistics~~
  - ~~4.9—environmental factors~~
  - ~~4.10—waste management~~
  - ~~4.11—seasonal weather conditions~~
  - ~~4.12—sustainability~~
  - ~~4.13—innovative materials, technologies and processes~~
  - ~~4.14—site conditions~~~~

#### **Performance Criteria 4**

- ~~5—records of advice given and recommendation made to decision-makers~~



# COSVR701

Assess and ~~recommend~~ agree work methods

## ~~Performance Criteria 5~~

~~6—records of the analysis carried out on the selected work method; showing checks made on activity content against quantities such as time, cost or resources~~

## ~~Performance Criteria 6~~

~~7—records showing confirmation of a method statement approved prior to commencement of work~~

# COSVR701

## Assess and recommend agree work methods

### Scope/range related to knowledge and understanding

#### Other sources

- 1—client, customer or their representative
- 2—contractors
- 3—sub-contractors
- 4—suppliers
- 5—regulatory authorities
- 6—technical literature
- 7—trade literature

#### Project criteria

- 8—cost control
- 9—conformity to statutory requirements
- 10—contract requirements
- 11—third party obligations
- 12—other related programmes
- 13—supply lead times

#### Project data

- 14—conditions of contract
- 15—bills of quantities or methods of measurement
- 16—specifications
- 17—drawings
- 18—health, safety and environmental plans
- 19—programmes
- 20—organisational requirements
- 21—instructions and variations

#### Technical criteria

- 22—materials performance and availability
- 23—structural forms
- 24—occupancy
- 25—health, safety and welfare
- 26—fire protection
- 27—access
- 28—plant, equipment and people availability
- 29—transport logistics
- 30—environmental factors
- 31—waste management
- 32—seasonal weather conditions
- 33—sustainability
- 34—innovative materials, technologies and processes
- 35—site conditions

#### Work methods

- 36—sequencing and integration of work operations
- 37—organisation of resources (people, plant, materials and finance)
- 38—established construction techniques
- 39—temporary works
- 40—prefabrication and standardisation
- 41—conditions of work

## COSVR702

Plan work activities and resources to meet **work**  
**project** requirements



### Overview

~~This standard is about~~

~~1—planning the appropriate sequence, timing and resources~~

~~2—ensuring programmed operations meet project requirements~~

This standard is about planning the appropriate sequence, timing and resources and ensuring programmed operations meet project requirements in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements

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

# COSVR702

## Plan work activities and resources to meet **work project** requirements

### Performance criteria

*You must be able to:*

- P1 organise **work** activities ~~to which~~ make the most efficient use of **at least four of the following** ~~the~~ resources **and record outcomes available**
- 1.1 people
  - 1.2 plant
  - 1.3 equipment or machinery
  - 1.4 materials and components
  - 1.5 sub-contractors
  - 1.6 information
  - 1.7 work area and facilities
  - 1.8 waste management
  - 1.9 utility providers
- P2 ~~evaluate~~ **recommend** alternative methods, resources and systems ~~to select the best solution~~ to meet programmes and schedules ~~and record findings~~
- P3 obtain ~~clarification or~~ advice from **the following various** ~~sources~~ where **the required** resources **needed** are not available ~~and record the outcomes~~
- 3.1 ~~client, customer or their representative~~ stakeholders
  - 3.2 consultants
  - 3.3 ~~project team~~
  - 3.4 ~~practice research~~
  - 3.5 ~~technical publications~~
  - 3.6 **trade** and technical guidance literature
  - 3.7 ~~other team members~~
- P4 ~~use a production study or a production analysis or a works study to analyse~~ **examine** the **work** activities against project data and the requirements of **at least three of the following** external factors **and record the findings**
- 4.1 other related programmes
  - 4.2 supply lead times
  - 4.3 contingencies
  - 4.4 special working conditions
  - 4.5 weather conditions
  - 4.6 statutory limitations
  - 4.7 site conditions
  - 4.8 availability of resources
- P5 update **at least two of the following existing** programmes and schedules of planned activities and ~~suggest them to~~ **changes to inform stakeholders decision-makers**
- 5.1 bar charts
  - 5.2 critical analysis
  - 5.3 action lists
  - 5.4 method statements
  - 5.5 risk assessments

## COSVR702

Plan work activities and resources to meet ~~work~~ project requirements

- P6 implement a system to monitor and record the works against programmes and schedules ~~then record and use the results to improve future production and planning~~

# COSVR702

## Plan work activities and resources to meet **work project** requirements

### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Organise activities

- K1 how **and why** to organise **and record work** activities to make best use of **the following** resources,
- K1.1 **people, plant, equipment or machinery,**
  - K1.2 **materials and components,**
  - K1.3 **sub-contractors,**
  - K1.4 **information,**
  - K1.5 **work area and facilities,**
  - K1.6 **waste management and utility providers**

~~K2 why you need to organise work activities to make best use of resources~~

#### Performance Criteria 2

##### Evaluate alternative methods

- K2 how to **evaluate recommend** alternative resources, methods and systems **to meet programmes and schedules**

~~K4 how to use evaluated information to select the best solution to meet programmes and schedules~~

#### Performance Criteria 3

##### Obtain ~~clarification or~~ advice

- K3 how to identify potential sources for ~~clarification or~~ advice
- K4 how to obtain ~~clarification or~~ advice **from stakeholders the client, customer or their representative, consultants, the project team, practice research,** and trade and **technical** guidance **and other team members where when required** resources **needed** are not available

#### Performance Criteria 4

##### **Analyse Examine** activities

~~K7 how to identify resources and related information~~

- K5 how to identify **the following** external factors
- K5.1 **other related programmes,**
  - K5.2 **supply lead times,**
  - K5.3 **contingencies,**
  - K5.4 **special working conditions,**
  - K5.5 **weather conditions,**
  - K5.6 **statutory limitations,**
  - K5.7 **site conditions**
  - K5.8 **the availability of resources**
- K6 how to **analyse examine work** activities against **the following** project data **and the requirements** of external factors
- K6.1 **contract conditions,**
  - K6.2 **bills of quantities or methods of measurements,**
  - K6.3 **specifications/schedules of work,**
  - K6.4 **drawings,**
  - K6.5 **survey reports**
  - K6.6 **health, safety and environmental plans,**
  - K6.7 **programmes,**
  - K6.8 **organisational requirements,**
  - K6.9 **instructions and variations**

*You need to know and understand:*

*You need to know and understand:*

*You need to know and understand:*

# COSVR702

## Plan work activities and resources to meet **work project** requirements

~~and against the requirements of external factors,~~

K7 how to **analyse** ~~examine~~ **work** activities against resources and related information

### Performance Criteria 5

#### Update programmes and schedules

*You need to know and understand:*

K8 how to update existing ~~the following~~ programmes and schedules, **bar charts, critical activities, action lists** and **method statements** and risk assessments

K9 how to **suggest** ~~recommend~~ updates to existing programmes and schedules to **stakeholders** ~~decision makers~~

### Performance Criteria 6

#### Monitor, review and record

*You need to know and understand:*

K10 ~~what~~ **the** systems **which** are available for monitoring and recording the works programmes and schedules **and how to implement them**

~~K14 how to implement a system for monitoring and recording the works against programmes and schedules~~

K11 why it is necessary to monitor and record the works against programmes and schedules

K12 how to review recorded results of works against programmes and schedules **to improve future production and planning**

# COSVR702

Plan work activities and resources to meet **work project** requirements

## Additional Information

### Scope/range related to performance criteria

#### Performance Criteria 1

~~1—records showing activities organised whilst making the most efficient use of at least four of the following resources~~

~~1.1—people~~

~~1.2—plant, equipment or machinery~~

~~1.3—materials and components~~

~~1.4—sub-contractors~~

~~1.5—information~~

~~1.6—work area and facilities~~

~~1.7—waste management~~

~~1.8—utility providers~~

#### Performance Criteria 2

~~2—records of evaluated alternative methods, resources and systems showing selection of the best solution available~~

#### Performance Criteria 3

~~3—records of clarification or advice from at least three of the following sources~~

~~3.1—client, customer or their representative~~

~~3.2—consultants~~

~~3.3—project team~~

~~3.4—practice research~~

~~3.5—technical publications~~

~~3.6—trade literature~~

~~3.7—other team members~~

#### Performance Criteria 4

~~4—records of analysis of the activities using a production study, a works study or production analysis against at least three of the following external factors~~

~~4.1—other related programmes~~

~~4.2—supply lead times~~

~~4.3—contingencies~~

~~4.4—special working conditions~~

~~4.5—weather conditions~~

~~4.6—statutory limitations~~

~~4.7—site conditions~~

~~4.8—availability of resources~~



## COSVR702

Plan work activities and resources to meet **work project** requirements

### ~~Performance Criteria 5~~

~~5—records of updating at least two of the following programmes of schedules~~

~~5.1—bar charts~~

~~5.2—critical analysis~~

~~5.3—action lists~~

~~5.4—method statements~~

### ~~Performance Criteria 6~~

~~6—records of a system implemented to monitor and record the works against the programme and schedule~~

~~7—review the results and identify and record areas of future improvements to production and planning~~

# COSVR702

Plan work activities and resources to meet **work project** requirements

## Scope/range related to knowledge and understanding

### **Clarification or advice**

- 1—client, customer or their representative
- 2—consultants
- 3—project team
- 4—practice research
- 5—technical publications
- 6—trade literature
- 7—other team members

### **External factors**

- 8—other related programmes
- 9—supply lead times
- 10—contingencies
- 11—special working conditions
- 12—weather conditions
- 13—statutory limitations
- 14—site conditions
- 15—availability of resources

### **Programmes and schedules**

- 16—bar charts
- 17—critical activities
- 18—action lists
- 19—method statements

### **Project data**

- 20—contract conditions
- 21—bills of quantities or methods of measurements
- 22—specifications
- 23—drawings
- 24—health, safety and environmental plans
- 25—programmes
- 26—organisational requirements
- 27—instructions and variations

### **Resources**

- 28—people
- 29—plant, equipment or machinery
- 30—materials and components
- 31—sub-contractors
- 32—information
- 33—work area and facilities
- 34—waste management
- 35—utility providers

# COSVR703

## Co-ordinate work control

### Overview

~~This standard is about~~

- ~~1 — providing information to all workplace personnel regarding their job responsibilities~~
- ~~2 — planning site resources~~
- ~~3 — organising and controlling site resources~~

~~This standard is about providing information to all workplace personnel regarding their job responsibilities, planning site resources and organising and controlling site resources in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements~~

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

# COSVR703

## Co-ordinate work control

### Performance criteria

- You must be able to:*
- P1 assemble and review relevant information ~~from at least three of the following sources and record the findings used in~~ to inform the preparation of the project plan:
    - 1.1 surveys and reports
    - 1.2 design
    - 1.3 contractual
    - 1.4 statutory consents
    - 1.5 contractor's pre-planning information
    - 1.6 health, safety and environmental plans
    - 1.7 risk assessments and method statements
    - 1.8 programmes
    - 1.9 about competent people???
    - 1.10 sub-contractor arrangements and attendance
  - P2 clarify any information which is not clear
  - P3 communicate ~~with the people who will be doing the work and record the agreed programme, methods and attendance that will integrate construction operations with the people who will be doing the work~~
  - P4 produce plans detailing the requirements and timescales used to secure at least three of the following ~~and obtain sufficient~~ resources ~~and attendance~~ of the appropriate type???, which will meet the project requirements and timescales
    - 4.1 people
    - 4.2 plant, machinery or equipment
    - 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
  - P5 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????~~
  - P6 organise work activities, ~~record~~ and implement measures that take into account ~~at least three of the following appropriate~~ factors:
    - 6.1 occupiers
    - 6.2 near neighbours
    - 6.3 public access
    - 6.4 site conditions
    - 6.5 environmental considerations
    - 6.6 vehicular access
    - 6.7 security and trespass
    - 6.8 public utilities
    - 6.9 heritage status

# COSVR703

## Co-ordinate work control

### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Assemble and review information

- K1 how to assemble relevant information from surveys and reports, designs, contractual documents, statutory consents, contractor's pre-planning information, health, safety and environmental plans, risk assessments and method statements, programmes, about competent people??, sub-contractor arrangements and attendance
- K2 how to clarify any information that is unclear

#### Performance Criteria 2

##### Communicate and agree

- K3 how to communicate and agree a programme, methods and attendance details with people who will be doing the work
- K4 how to integrate construction methods using programmes that include methods??? and attendance

*You need to know and understand:*

#### Performance Criteria 3

##### Plan and obtain resources

- K5 how to plan to obtain sufficient and appropriate types of resources and attendance relating to people, plant, equipment and machinery, materials and components, sub-contractors, information, work area and facilities, waste management and utility providers to ensure project requirements and timescales are met

*You need to know and understand:*

#### Performance Criteria 4

##### Organise and control the site and resources

- K6 how to organise and control the site
- K7 methods of organising and controlling resources relating to people, plant, equipment and machinery, materials and components, sub-contractors, information, work area and facilities, waste management and utility providers
- K8 how to ensure site conditions are safe
- K9 how to ensure the site is tidy and creates a favourable image of the organisation, its products and its services???

*You need to know and understand:*

#### Performance Criteria 5

##### Organise work activities

- K10 how to organise activities, taking into account appropriate the following factors, occupiers, near neighbours, public access, site conditions, environmental considerations, vehicular access, security and trespass, public utilities and heritage status
- K11 how to implement measures, taking into account appropriate factors

*You need to know and understand:*

# COSVR703

## Co-ordinate work control

### Additional Information

#### Scope/range related to performance criteria

##### **Performance Criteria 1**

- 1—records of at least three of the following sources of information reviewed for clarity
  - 1.1—surveys and reports
  - 1.2—design
  - 1.3—contractual
  - 1.4—statutory consents
  - 1.5—contractor's pre-planning information
  - 1.6—health, safety and environmental plans
  - 1.7—risk assessments and method statements
  - 1.8—programmes
  - 1.9—about competent people
  - 1.10—sub-contractor arrangements and attendance

##### **Performance Criteria 2**

- 2—records of communication with people who will be doing the work showing agreement of programme, methods and attendance that integrate construction operations

##### **Performance Criteria 3**

- 3—records of plans covering requirements and timescales used to secure at least three of the following resources
  - 3.1—people
  - 3.2—plant, equipment or machinery
  - 3.3—materials and components
  - 3.4—sub-contractors
  - 3.5—information
  - 3.6—work area and facilities
  - 3.7—waste management
  - 3.8—utility providers

##### **Performance Criteria 4**

- 4—records of work undertaken to organise and control the site including
  - 4.1—resources
  - 4.2—safe conditions
  - 4.3—tidiness
  - 4.4—image

# COSVR703

## Co-ordinate work control

### **Performance Criteria 5**

~~5—records of activities undertaken that consider at least three of the following factors~~

~~5.1—occupiers~~

~~5.2—near neighbours~~

~~5.3—public access~~

~~5.4—site conditions~~

~~5.5—environmental considerations~~

~~5.6—vehicular access~~

~~5.7—security and trespass~~

~~5.8—public utilities~~

~~5.9—heritage status~~

# COSVR703

## Co-ordinate work control

### **Scope/range related to knowledge and understanding**

#### **Factors**

- 1—occupiers
- 2—near neighbours
- 3—public access
- 4—site conditions
- 5—environmental considerations
- 6—vehicular access
- 7—security and trespass
- 8—public utilities
- 9—heritage status

#### **Information**

- 10—survey and reports
- 11—design
- 12—contractual
- 13—statutory consents
- 14—contractor's pre-planning information
- 15—health, safety and environmental plans
- 16—risk assessments and method statements
- 17—programmes
- 18—about competent people
- 19—sub-contractor arrangements and attendance

#### **Resources**

- 20—people
- 21—plant, equipment or machinery
- 22—materials and components
- 23—sub-contractors
- 24—information
- 25—work area and facilities
- 26—waste management
- 27—utility providers



# COSVR704

## Control work progress against agreed programmes

### Overview

~~This standard is about~~

- ~~1— monitoring and recording progress against the agreed programme~~
- ~~2— identifying, investigating and implementing corrective action for deviations from the agreed programme~~
- ~~3— informing people responsible about progress and recommending improvements~~

~~This standard is about monitoring and recording progress against the agreed programme, identifying, investigating and implementing corrective action for deviations from the agreed programme and informing people responsible about progress and recommending improvements in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements~~

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

# COSVR704

## Control work progress against agreed programmes

### Performance criteria

- You must be able to:*
- P1 implement **at least three of the following** systems to monitor and record the progress of the work against the agreed programme
    - 1.1 visual inspection
    - 1.2 resource records
    - 1.3 site inspections
    - 1.4 contractors' reports
    - 1.5 certified payments
    - 1.6 written, graphical and electronic records of actual work against the programmed work
    - 1.7 site meetings
    - 1.8 organisational procedures
    - 1.9 management reports
    - 1.10 benchmarks
    - 1.11 comparison with project requirements
  - P2 identify any deviations from planned progress which have occurred, or which may occur, **and any** which could disrupt the programme and schedule **and record the action required to counteract at least three of the following**
    - 2.1 resource shortages
    - 2.2 design problems and constraints
    - 2.3 industrial disputes
    - 2.4 lack of essential construction information
    - 2.5 construction errors
    - 2.6 weather conditions
    - 2.7 site constraints
    - 2.8 legal disputes or issues
    - 2.9 social disputes or issues
    - 2.10 health, safety and environmental issues
  - P3 investigate the circumstances of any deviations thoroughly, **record findings**, agree and implement **at least one of the following appropriate corrective actions**
    - 3.1 restore progress in accordance with agreed programme
    - 3.2 agree new completion dates
    - 3.3 initiate contract claim
    - 3.4 secure additional resources
    - 3.5 alter planned work

## COSVR704

### Control work progress against agreed programmes

- P4 ~~recommend~~ identify options which are most likely to minimise increases in cost and time and which help the work progress, ~~and~~ record the most appropriate recommendations and pass ~~these~~ on to at least two of the following ~~the people responsible~~
- 4.1 the client, customer or their representative
  - 4.2. contractors
  - 4.3 consultants
  - 4.4 sub-contractors
  - 4.5 suppliers
  - 4.6 workforce
  - 4.7 internal management
- P5 regularly inform the people responsible about progress, changes to the operational programme and resource, needs ~~and~~ suggest the decisions and actions that need to be taken ~~and~~ record the information provided
- P6 identify improvements from feedback received, ~~record~~ and recommend them to the people responsible

# COSVR704

## Control work progress against agreed programmes

### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Implement systems

- K1 how to implement **visual inspection, resource records, site inspection reports, contractors' reports, certified payments, written graphical and electronic records of actual work against programmed work, site meetings, organisational procedures, management reports, benchmarks and comparisons with project requirements as** systems to monitor and record progress against the agreed programme,
- K2 why you need to implement a system to monitor and record progress

#### Performance Criteria 2

##### Identify deviations

*You need to know and understand:*

- K3 how to **identify** recognise when **resource shortages, design problems and constraints, industrial disputed, lack of essential construction information, construction errors, weather conditions, site constraints, legal disputes or issues, social disputes or issues and health, safety and environmental issues can cause** deviations from planned progress
- K4 how to **identify pre-empt** deviations that may occur and could disrupt the programmes and schedules

#### Performance Criteria 3

##### Deviations

*You need to know and understand:*

- K5 how to investigate deviations from planned progress
- K6 how to agree **whether appropriate restoring progress in accordance with agreed programme, agreeing new completion date(S), initiating contract claims, securing additional resource(s) and altering the planned work should be used as** corrective action
- K7 how to implement appropriate corrective action for deviations from planned progress

#### Performance Criteria 4

##### Identify and recommend options

*You need to know and understand:*

- K8 how to identify options which are most likely to minimise increases in cost and time and help work to progress
- K9 how to recommend identified options to the **client, customer or their representative, contractors, consultants, sub-contractors, suppliers, workforce and the internal management people responsible**

# COSVR704

## Control work progress against agreed programmes

*You need to know and understand:*

### Performance Criteria 5

#### Inform the people responsible

- K10 how to **implement communication systems** to keep the **client, customer or their representative, contractors, consultants, sub-contractors, suppliers, workforce and the internal management people responsible** regularly informed about progress, changes to the operational programme and resource needs
- K11 how to suggest decisions and actions that need to be taken, to maintain planned progress, to the **people responsible**???

*You need to know and understand:*

### Performance Criteria 6

#### Identify improvements

- K12 how to collect, collate and analyse feedback on work progress against agreed programme
- K13 how to identify possible improvements from feedback received.
- K14 how to recommend identified improvements to the **people responsible**???

# COSVR704

## Control work progress against agreed programmes

### Additional Information

#### Scope/range related to performance criteria

##### ~~Performance Criteria 1~~

- ~~1—records of implementing at least three of the following systems to monitor and record progress~~
  - ~~1.1—visual inspection~~
  - ~~1.2—resource records~~
  - ~~1.3—site inspection reports~~
  - ~~1.4—contractors' reports~~
  - ~~1.5—certified payments~~
  - ~~1.6—written, graphical and electronic records of actual work against programmed work~~
  - ~~1.7—site meetings~~
  - ~~1.8—organisational procedures~~
  - ~~1.9—management reports~~
  - ~~1.10—benchmarks~~
  - ~~1.11—comparison with project requirements~~

##### ~~Performance Criteria 2~~

- ~~2—records for dealing with at least three of the following deviations~~
  - ~~2.1—resource shortages~~
  - ~~2.2—design problems and constraints~~
  - ~~2.3—industrial disputes~~
  - ~~2.4—lack of essential construction information~~
  - ~~2.5—construction errors~~
  - ~~2.6—weather conditions~~
  - ~~2.7—site constraints~~
  - ~~2.8—legal disputes or issues~~
  - ~~2.9—social disputes or issues~~
  - ~~2.10—health, safety and environmental issues~~

##### ~~Performance Criteria 3~~

- ~~3—records of investigation and the implementation of at least one of the following corrective actions~~
  - ~~3.1—restore progress in accordance with agreed programme~~
  - ~~3.2—agree new completion dates~~
  - ~~3.3—initiate contract claim~~
  - ~~3.4—secure additional resources~~
  - ~~3.5—alter planned work~~

##### ~~Performance Criteria 4~~

- ~~4—records of options that are most likely to minimise increases in cost and time, recommended to at least two of the following people responsible~~
  - ~~4.1—the client, customer or their representative~~
  - ~~4.2—contractors~~
  - ~~4.3—consultants~~
  - ~~4.4—sub-contractors~~
  - ~~4.5—suppliers~~
  - ~~4.6—workforce~~
  - ~~4.7—internal management~~

# COSVR704

## Control work progress against agreed programmes

### ~~Performance Criteria 5~~

~~5—records of information on progress, changes to programmes, schedules and resource needs that have been passed to the people responsible~~

~~6—records of suggested decisions and actions that need to be taken, to maintain planned progress that have been passed to the people responsible~~

### ~~Performance Criteria 6~~

~~7—records of possible improvements for controlling work progress identified from feedback received~~

~~8—records of recommendations from feedback received made to the people responsible~~

# COSVR704

## Control work 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 date(s)
- 3— initiate contract claim
- 4— secure additional resource(s)
- 5— alter planned work

#### **Deviations**

- 6— resource shortages
- 7— design problems and constraints
- 8— industrial disputes
- 9— lack of essential construction information
- 10— construction errors
- 11— weather conditions
- 12— site constraints
- 13— legal disputes or issues
- 14— social disputes or issues
- 15— health, safety and environmental issues

#### **People responsible**

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

#### **Programmes and schedules**

- 23— bar charts
- 24— critical activities
- 25— action lists
- 26— method statements

#### **System(s) to monitor and record**

- 27— visual inspection
- 28— resource records
- 29— site inspection reports
- 30— contractors' reports
- 31— certified payments
- 32— written, graphical and electronic records of actual work against programmed work
- 33— site meetings
- 34— organisational procedures
- 35— management reports
- 36— benchmarks
- 37— comparison with project requirement



## COSVR705

### Allocate and monitor the use of plant, equipment or machinery



#### Overview

~~This standard is about~~

~~1—ensuring plant, equipment or machinery is suitable and available~~

~~2—checking plant, equipment or machinery for suitability on arrival~~

~~3—ensuring safe use of plant, equipment or machinery~~

~~4—returning plant, equipment or machinery when it is no longer required on site~~

~~This standard is about ensuring plant, equipment or machinery is suitable and available, checking plant, equipment or machinery for suitability on arrival, ensuring safe use of plant, equipment or machinery and returning plant, equipment or machinery when it is no longer required on site in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements~~

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

# COSVR705

## Allocate and monitor the use of plant, equipment or machinery

### Performance criteria

*You must be able to:*

- P1 produce **clear** requests for **at least four of the following** plant, equipment or machinery ~~which meet~~ **to meet** the needs of the project
- 1.1 static
  - 1.2 mobile
  - 1.3 accessories
  - 1.4 consumable
  - 1.5 health and safety equipment
  - 1.6 specialised hand tools
  - 1.7 standard plant, equipment or machinery
  - 1.8 non-standard plant, equipment or machinery
- P2 **carry out and record the checks implemented to** ensure ~~and record~~ that plant, equipment or machinery meets operational and statutory requirements prior to use on site and allocate it to the operations for which it is suitable
- P3 identify hazards and assess risks arising from the use of plant, equipment or machinery and **record and** implement measures that protect people and the environment **using at least three of the following measures**
- 3.1 methods of work
  - 3.2 risk assessments
  - 3.3 safe use and storage of tools and materials
  - 3.4 traffic control
  - 3.5 emergency plans
- P4 ~~keep~~ **maintain** records **on how and when of** the ~~use of~~ plant, equipment or machinery **was utilised during the project**
- P5 recommend alternative types of plant, equipment or machinery to decision-makers where existing plant, equipment or machinery is less suitable for use on site **and record outcomes**
- P6 issue **and record the** instructions **provided to operators for the** using the ~~of~~ plant, equipment or machinery ~~to operators~~
- P7 check, **record** and confirm that operators are allowed to use plant, equipment or machinery for which they have the required level of training and certification and monitor that they are working safely
- P8 **arrange and record that ensure the** appropriate storage, servicing and maintenance of plant, equipment or machinery to meet **at least three of the following** operational and statutory requirements
- 8.1 health, safety and welfare of the workforce and others
  - 8.2 operational efficiency
  - 8.3 security of resources
  - 8.4 obligations to third parties
  - 8.5 regulatory authorities
  - 8.6 contractual commitments
- P9 inform decision-makers promptly when plant, equipment or machinery is no longer required **and maintain records**

# COSVR705

## Allocate and monitor the use of plant, equipment or machinery

### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Requests for plant, equipment or machinery

- K1 how to produce requests for the following plant, equipment or machinery: static, mobile, accessories, consumables, health and safety equipment, specialised hand tools, standard plant equipment and machinery and non-standard plant, equipment and machinery to meet the needs of the project

#### Performance Criteria 2

##### Operational and statutory requirements

*You need to know and understand:*

- K2 how to ensure the following plant, equipment or machinery: static, mobile, accessories, consumables, health and safety equipment, specialised hand tools, standard plant equipment and machinery and non-standard plant, equipment and machinery meets the following operational and statutory requirements: health, safety and welfare of the workforce and others, operational efficiency, security of resources, obligations to third parties, regulatory authorities and contractual requirements prior to use on site
- K3 how to allocate the following plant, equipment or machinery: static, mobile, accessories, consumables, health and safety equipment, specialised hand tools, standard plant equipment and machinery and non-standard plant, equipment and machinery to suitable operations
- K4 how to record checks on the suitability of the following plant, equipment or machinery static, mobile, accessories, consumables, health and safety equipment, specialised hand tools, standard plant equipment and machinery and non-standard plant, equipment and machinery

#### Performance Criteria 3

##### Identify hazards and assess risks

*You need to know and understand:*

- K5 how to identify hazards and assess risks arising from the use of the following plant, equipment or machinery: static, mobile, accessories, consumables, health and safety equipment, specialised hand tools, standard plant equipment and machinery and non-standard plant, equipment and machinery and record findings
- K6 how to implement the methods of work, risk assessments, safe use and storage of tools and materials, traffic control and emergency plans as measures that to protect the workforce, other personnel on site, members of the public, occupiers, site visitors, people affected by on-site operations people and the environment

# COSVR705

## Allocate and monitor the use of plant, equipment or machinery

### Performance Criteria 4

#### Keep records

*You need to know and understand:*

- K7 how to ~~keep~~ maintain delivery notes, allocation details, location details, movement details, usage details, maintenance checks, despatch notes and certifications as records of how and when the ~~use of~~ plant, equipment or machinery was utilised on site
- K8 why you need to keep records of the use of plant, equipment or machinery

### Performance Criteria 5

#### Recommend alternative plant, equipment or machinery

*You need to know and understand:*

- K9 how to identify when plant, equipment or machinery is not suitable for use
- K10 how to identify alternative plant, equipment or machinery
- K11 how to recommend alternative plant, equipment or machinery to ~~line management, plant specialists, buyers and plant, equipment and machinery suppliers~~ decision-makers

### Performance Criteria 6

#### Issue instructions

*You need to know and understand:*

- K12 how to issue ~~and record the~~ instructions provided to operators for the use of plant, equipment or machinery ~~to operators~~

### Performance Criteria 7

#### Check operators and monitor safe use

*You need to know and understand:*

- K13 how to check and confirm operator's abilities, ~~competence~~ and authorisation to use plant, equipment or machinery
- K14 how to monitor the safe operation of plant, equipment or machinery

### Performance Criteria 8

#### Ensure storage, service and maintenance

*You need to know and understand:*

- 15 how to ensure ~~plant, equipment or machinery~~ is stored, serviced and maintained in accordance with ~~the following~~ operational and statutory requirements: ~~health, safety and welfare of the workforce and others, operational efficiency, security of resources, obligations to third parties, regulatory authorities and contractual commitments~~

### Performance Criteria 9

#### Inform decision-makers

*You need to know and understand:*

- 16 how to inform ~~decision-makers~~ line management, plant specialists, buyers and plant machinery and equipment suppliers when plant, equipment or machinery is no longer required
- 17 why you need to inform ~~decision-makers~~ line management, plant specialists, buyers and plant machinery and equipment suppliers when plant, equipment or machinery is no longer required

# COSVR705

## Allocate and monitor the use of plant, equipment or machinery

### Additional Information

#### Scope/range related to performance criteria

##### ~~Performance Criteria 1~~

- ~~1—records of requests for at least four of the following types of plant, equipment or machinery~~
  - ~~1.1—static~~
  - ~~1.2—mobile~~
  - ~~1.3—accessories~~
  - ~~1.4—consumables~~
  - ~~1.5—health and safety equipment~~
  - ~~1.6—specialised hand tools~~
  - ~~1.7—standard plant, equipment or machinery~~
  - ~~1.8—non-standard plant, equipment or machinery~~

##### ~~Performance Criteria 2~~

- ~~2—records of checks completed on plant, equipment or machinery prior to use on site~~
- ~~3—records of the operations to which the plant, equipment or machinery is allocated~~

##### ~~Performance Criteria 3~~

- ~~4—protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following measures~~
  - ~~4.1—methods of work~~
  - ~~4.2—risk assessment~~
  - ~~4.3—safe use and storage of tools~~
  - ~~4.4—safe use and storage of materials~~
  - ~~4.5—traffic control~~
  - ~~4.6—emergency plans~~

##### ~~Performance Criteria 4~~

- ~~5—records of the time for plant, equipment or machinery usage~~

##### ~~Performance Criteria 5~~

- ~~6—records of recommendations on the use of alternative types of plant, equipment or machinery made to decision-makers~~

##### ~~Performance Criteria 6~~

- ~~7—records of instructions provided to plant, equipment or machinery operators~~

##### ~~Performance Criteria 7~~

- ~~8—records of checks made on operator's abilities and authorisation to operate plant, equipment or machinery~~
- ~~9—records of safety checks made on the operators while plant is working~~

## **COSVR705**

### Allocate and monitor the use of plant, equipment or machinery

#### **~~Performance Criteria 8~~**

~~10—records of storage arrangements for 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 and 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 9~~**

~~12—records of notices provided to decision-makers when all the tasks for plant, equipment or machinery are complete~~

# COSVR705

## Allocate and monitor the use of plant, equipment or machinery

### Scope/range related to knowledge and understanding

#### Decision-makers

- 1—line management
- 2—plant specialists
- 3—buyers
- 4—plant, equipment or machinery suppliers

#### Measures

- 5—methods of work
- 6—risk assessment
- 7—safe use and storage of tools
- 8—safe use and storage of materials
- 9—traffic control
- 10—emergency plans

#### Operational and statutory requirements

- 11—health, safety and welfare of the workforce and others
- 12—operational efficiency
- 13—security of resources
- 14—obligations to third parties
- 15—regulatory authorities
- 16—contractual commitments

#### People

- 17—workforce
- 18—other personnel on site
- 19—members of the public
- 20—occupiers
- 21—site visitors
- 22—people affected by on-site operations

#### Plant, equipment or machinery

- 23—static
- 24—mobile
- 25—accessories
- 26—consumables
- 27—health and safety equipment
- 28—specialised hand tools
- 29—standard plant, equipment or machinery
- 30—non-standard plant, equipment or machinery

#### Records

- 31—delivery notes
- 32—allocation details
- 33—location details
- 34—movement details
- 35—usage details
- 36—maintenance checks
- 37—dispatch notes
- 38—certification





## COSVR706

### Maintain supplies of materials to meet project requirements



#### Overview

~~This standard is about~~

- ~~1—ensuring materials are suitable and available for the work~~
- ~~2—checking material deliveries to ensure quantity and quality are correct~~
- ~~3—actions taken to rectify material deficiencies prior to and during operations~~

~~This standard is about ensuring materials are suitable and available for the work, checking material deliveries to ensure quantity and quality are correct and actions taken to rectify material deficiencies prior to and during operations in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements~~

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

## COSVR706

Maintain supplies of materials to meet project requirements



### Performance criteria

*You must be able to:*

- P1 supervise the storage and use of materials and components so that material handling and movement is efficient and wastage is minimised
- P2 calculate and keep accurate records of deliveries and stock position and pass the information to decision-makers
- P3 identify and record problems with supply, discuss the information with suppliers of materials and pass it on to decision-makers
- P4 check stock records regularly and calculate what replacement stock will be needed
- P5 identify opportunities for improving the use of stock and stock turnover and recommend improvements to decision-makers

# COSVR706

## Maintain supplies of materials to meet project requirements



### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Supervise storage and use of materials

- K1 how to supervise storage areas or facilities for supplies of **materials** so that they are effective for the project
- K2 how to minimise material and component handling, movement and wastage

#### Performance Criteria 2

##### Deliveries and stock position

- K3 how to keep accurate **records** of deliveries
- K4 how to keep accurate **records** of stock position
- K5 why you need to keep accurate **records** of deliveries and stock position

*You need to know and understand:*

#### Performance Criteria 3

##### Identify, record and discuss problems

- K6 how to identify **problems with supply**
- K7 how to discuss **problems with supply** with suppliers of **materials**
- K8 how to pass on information on **problems with supply** to decision-makers

*You need to know and understand:*

#### Performance Criteria 4

##### Stock records

- K9 how to calculate **stock turnover** for a project
- K10 how to check stock records to calculate replacement stock

*You need to know and understand:*

#### Performance Criteria 5

##### Identify improvement

- K11 how to identify opportunities to improve the use of stock
- K12 how to identify opportunities to improve **stock turnover**
- K13 how to make recommendations for improvements to decision-makers

*You need to know and understand:*

## COSVR706

Maintain supplies of materials to meet project requirements



### Additional Information

#### Scope/range related to performance criteria

##### Performance Criteria 1

- 1 records of storage and usage of at least one of the following materials and components
  - 1.2 raw materials
  - 1.3 manufactured materials
  - 1.4 components
  - 1.5 prefabricated systems
- 2 records of efficient handling and movement of materials and components that minimise wastage

##### Performance Criteria 2

- 3 records of stock control passed to decision makers using at least one of the following
  - 3.1 manual
  - 3.2 electronic

##### Performance Criteria 3

- 4 records for at least four of the following problems with supply
  - 4.1 price
  - 4.2 quantity
  - 4.3 quality
  - 4.4 availability
  - 4.5 schedule of delivery
  - 4.6 life expectancy
  - 4.7 storage and handling facilities
  - 4.8 environmental issues
  - 4.9 sustainability
  - 4.10 health, safety and welfare issues
  - 4.11 transportation
  - 4.12 deterioration or damage
  - 4.13 loss and theft
  - 4.14 payment terms
  - 4.15 cash flow
  - 4.16 contract variations

##### Performance Criteria 4

- 5 records of checks and calculations used to identify stock replacement

##### Performance Criteria 5

- 6 records of recommendations made to decision-makers that could improve the use of stock and stock turnover

## COSVR706

Maintain supplies of materials to meet project requirements



### Scope/range related to knowledge and understanding

#### Materials

- 1 raw materials
- 2 manufactured materials
- 3 components
- 4 prefabricated systems

#### Problems with supply

- 5 price
- 6 quantity
- 7 quality
- 8 availability
- 9 schedule of delivery
- 10 life expectancy
- 11 storage and handling facilities
- 12 environmental issues
- 13 sustainability
- 14 health, safety and welfare issues
- 15 transportation
- 16 deterioration and damage
- 17 loss and theft
- 18 payment terms
- 19 cash flow
- 20 contract variations

#### Records

- 21 manual
- 22 electronic

#### Stock turnover

- 23 usage rates
- 24 initial impressed
- 25 just-in-time systems
- 26 call or draw-down systems

## COSVR706

Maintain supplies of materials to meet project requirements



Developed by ConstructionSkills

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Status Original

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Originating organisation ConstructionSkills

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Original URN VR706

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Relevant occupations Construction and Building Trades Supervisors

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Suite Construction Site Supervision

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Key words Maintain; Supplies; Materials; Deliveries; Quantity; Quality; Rectify; Deficiencies; Project; Operations

### Overview

~~This standard is about~~

~~1— providing information to all workplace personnel~~

~~2— maintaining the communication systems and procedures used to pass information to workplace personnel~~

~~3— ensuring workplace personnel know their job responsibilities~~

This standard is about providing information to all workplace personnel, maintaining the communication systems and procedures used to pass information to workplace personnel and ensuring workplace personnel know their job responsibilities

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

### Performance criteria

*You must be able to:*

- P1 implement the organisational and communication systems for the project
- P2 maintain methods of communication, reporting, recording and retrieving information between people and organisations that may have an interest which are appropriate to the needs of the project
- P3 monitor the organisational and communication systems regularly for effectiveness
- P4 identify and investigate breakdowns in communication and take action to restore effective communication
- P5 set up systems to record and provide feedback on the ways in which communications can be improved



### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Implement systems

- K1 how to implement **organisational and communication systems** for the project

#### Performance Criteria 2

##### Maintain methods of communication

*You need to know and understand:*

- K2 how to maintain methods of **communication** between **people and organisations** that may have an interest
- K3 how to report **communication** information
- K4 how to record **communication** information
- K5 how to retrieve **communication** information
- K6 why you need to maintain methods of **communication** between **people and organisations** that may have an interest

#### Performance Criteria 3

##### Monitor communication systems

*You need to know and understand:*

- K7 how to monitor the **organisational and communication systems** for effectiveness

#### Performance Criteria 4

##### Identify and investigate communication breakdowns

*You need to know and understand:*

- K8 how to monitor and investigate breakdowns in **communication**
- K9 how to take action to restore effective **communication**

#### Performance Criteria 5

##### Set up systems for feedback

*You need to know and understand:*

- K10 how to collect feedback on **communication** systems
- K11 how to use the feedback to identify ways of improving **communication**

## **Additional Information**

### **Scope/range related to performance criteria**

#### **Performance Criteria 1**

- 1 records of the implementation of organisational and communication systems with or for at least four of the following
  - 1.1 site management
  - 1.2 site or head office interface
  - 1.3 contract administration
  - 1.4 health, safety, welfare and environment
  - 1.5 project team interfaces
  - 1.6 sharing of project data
  - 1.7 team working
  - 1.8 the client, customer or their representative

#### **Performance Criteria 2**

- 2 records of maintenance of the communication system that confirms reporting, recording and retrieval of information between at least three of the following people and organisations that may have an interest
  - 2.1 the client, customer or their representatives
  - 2.2 consultants
  - 2.3 contractors
  - 2.4 sub-contractors
  - 2.5 third parties
  - 2.6 public utilities
  - 2.7 emergency services
  - 2.8 people working on site
  - 2.9 statutory authorities

#### **Performance Criteria 3**

- 3 records of regular checks for effectiveness conducted on the adopted organisational and communication system

#### **Performance Criteria 4**

- 4 records of investigations conducted for breakdowns in at least two of the following methods of communication and actions taken to restore effectiveness
  - 4.1 oral
  - 4.2 written
  - 4.3 graphic
  - 4.4 electronic

#### **Performance Criteria 5**

- 5 records of feedback collected and improvements that could be made to communication systems

### Scope/range related to knowledge and understanding

#### Communication

- 1 oral
- 2 written
- 3 graphic
- 4 electronic

#### Organisational and communication systems

- 5 site management
- 6 site or head office interface
- 7 contract administration
- 8 health, safety, welfare and environment
- 9 project team interfaces
- 10 sharing of project data
- 11 team working
- 12 the client, customer or their representative

#### People and organisations

- 13 the client, customer or their representatives
- 14 consultants
- 15 contractors
- 16 sub-contractors
- 17 third parties
- 18 public utilities
- 19 emergency services
- 20 people working on site
- 21 statutory authorities

# COSVR707

Implement communication systems for the project



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Relevant occupations Construction and Building Trades Supervisors

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Suite Construction Site Supervision

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Key words Communication; Information; Procedures; Responsibilities

# COSVR708

## Maintain the dimensional accuracy of the work



### Overview

~~This standard is about~~

~~1— providing sufficient clear and accurate dimensional information~~

~~2— observing and checking dimensional controls~~

~~3— correcting dimensional deviations and making allowances for different circumstances~~

~~This standard is about providing sufficient clear and accurate dimensional information, observing and checking dimensional controls, correcting dimensional deviations and making allowances for different circumstances in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements~~

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

## **COSVR708**

### Maintain the dimensional accuracy of the work

#### **Performance criteria**

*You must be able to:*

- P1 ensure the workforce is provided with sufficient clear and accurate information to enable them to position, align and/or level the work
- P2 observe and check dimensional controls and record the results to meet quality standards
- P3 identify any deviations in position, alignment or level and take measures to correct them promptly
- P4 recommend revised work procedures and practices to minimise deviations and to allow for different circumstances and conditions

# COSVR708

## Maintain the dimensional accuracy of the work

### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Provide dimensional information

- K1 how to provide, clear and accurate information on **dimensional controls**
- K2 how to ensure the dimensional information is sufficient

#### Performance Criteria 2

##### Observe and check dimensional information

*You need to know and understand:*

- K3 how to observe and check **dimensional controls**
- K4 how to record observed results
- K5 how to compare observed results against given quality standards

#### Performance Criteria 3

##### Identify deviations

*You need to know and understand:*

- K6 how to identify **deviations** in **dimensional controls**
- K7 how to correct **deviations**

#### Performance Criteria 4

##### Recommend revised work procedures and practices

*You need to know and understand:*

- K8 how to revise work procedures for **dimensional controls**
- K9 how to recommend revised procedures for different **circumstances and conditions**
- K10 why you need to revise work procedures to minimise **deviations** in dimensional control

# COSVR708

Maintain the dimensional accuracy of the work

## Additional Information

### Scope/range related to performance criteria

#### Performance Criteria 1

- 1 records of dimensional information for at least four of the following
  - 1.1 lines
  - 1.2 levels
  - 1.3 angles
  - 1.4 distances
  - 1.5 curves
  - 1.6 position
  - 1.7 setting out points
  - 1.8 loads
  - 1.9 centres of gravity

#### Performance Criteria 2

- 2 records of checks conducted compared to the quality standards provided for the project

#### Performance Criteria 3

- 3 records of deviation arising from at least one of the following and the actions taken to correct them
  - 3.1 transfer of lines and levels
  - 3.2 use of incorrect lines and levels
  - 3.3 calculations
  - 3.4 given information

#### Performance Criteria 4

- 4 records of recommendation made considering at least one of the following circumstances and conditions
  - 4.1 environment
  - 4.2 unforeseen
  - 4.3 planned



# COSVR708

Maintain the dimensional accuracy of the work

## Scope/range related to knowledge and understanding

### Circumstances and conditions

- 1 environmental
- 2 unforeseen
- 3 planned

### Deviations (arising from)

- 4 transfer of lines and levels
- 5 use of incorrect lines and levels
- 6 calculations
- 7 given information

### Dimensional controls

- 8 lines
- 9 levels
- 10 angles
- 11 distances
- 12 curves
- 13 position
- 14 setting out points
- 15 loads
- 16 centres of gravity

## COSVR708

Maintain the dimensional accuracy of the work

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Relevant occupations Construction and Building Trades Supervisors

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Suite Construction Site Supervision; Controlling Lifting Operations (Construction)

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Key words Dimensional; Accurate; Observing; Checking; Allowances

# COSVR709

## Control work against agreed quality standards



### Overview

~~This standard is about~~

- ~~1—implementing given quality assurance control procedures~~
- ~~2—checking quality of work against agreed standards~~
- ~~3—taking appropriate action to correct deficiencies~~

~~This standard is about implementing given quality assurance control procedures, checking quality of work against agreed standards and taking appropriate action to correct deficiencies and adopting safe, healthy and environmentally responsible work practices in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements~~

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

### Performance criteria

*You must be able to:*

- P1 identify quality standards from available information and before work starts pass them to the people responsible for their implementation
- P2 clearly communicate the responsibilities which individuals have for maintaining quality standards
- P3 implement systems to inspect and control the quality of work and record the outcomes
- P4 check regularly that work conforms to the design requirements and the specified quality standards
- P5 identify work which fails the requirements and specified quality standards and ensure corrective action is taken
- P6 inform decision-makers regularly about significant variations in quality standards, programme and safety implications, and suggest improvements
- P7 identify improvements from feedback received and recommend them to people responsible

### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Identify quality standards

- K1 how to identify **quality standards**
- K2 how ensure the **people responsible** receive appropriate information on **quality standards**
- K3 how to ensure the **people responsible** implement appropriate **quality standards** before they start work

#### Performance Criteria 2

##### Communicate responsibilities

- K4 how to communicate individual responsibilities for maintaining **quality standards** clearly

*You need to know and understand:*

#### Performance Criteria 3

##### Implement systems

- K5 how to implement **systems** for controlling the quality of **work**
- K6 how to check the quality of **work** against the agreed **quality standards**
- K7 how to record findings from quality inspections
- K8 why you need to implement a system to control and record the quality of **work**

*You need to know and understand:*

#### Performance Criteria 4

##### Check conformity of work

- K9 how to check that the **work** conforms to the design requirements and specified **quality standards**

*You need to know and understand:*

#### Performance Criteria 5

##### Identify failed work and take corrective action

- K10 how to identify quality faults in **work**
- K11 how to ensure corrective action is taken when faults in **work** are identified

*You need to know and understand:*

**Performance Criteria 6**

**Inform decision-makers about significant variations**

*You need to know and understand:*

K12 how to regularly inform decision-makers about significant variation in **quality standards**

K13 how to inform decision-makers about significant variations in programme and safety implications

K14 how to suggest improvements to decision-makers

**Performance Criteria 7**

**Identify improvements from feedback**

*You need to know and understand:*

K15 how to identify improvements in quality from feedback received

K16 how to make recommendations for improvement in quality to the people responsible

## Additional Information

### Scope/range related to performance criteria

#### **Performance Criteria 1**

- 1 records of information related to at least three of the following quality standards
  - 1.1 statutory requirements
  - 1.2 project specifications
  - 1.3 British Standards
  - 1.4 International Standards
  - 1.5 Codes of Practice
  - 1.6 organisational standards
  - 1.7 trade advisory guidance and best practice
  - 1.8 benchmarks and key performance indicators

#### **Performance Criteria 2**

- 2 records of information communicated to individuals showing clear areas of responsibility for maintaining quality standards for the work or task

#### **Performance Criteria 3**

- 3 details of at least six of the following systems employed to measure quality and record the outcome
  - 3.1 visual inspection
  - 3.2 checks with design requirements
  - 3.3 checks with standard documentation
  - 3.4 checks with manufacturer's documentation
  - 3.5 checks with delivery notes
  - 3.6 sampling and mock-ups
  - 3.7 testing
  - 3.8 site inspection reports
  - 3.9 contractor's reports
  - 3.10 site meetings
  - 3.11 dimension checks
  - 3.12 handover checks

#### **Performance Criteria 4**

- 4 records of the regular checks undertaken to ensure the work conforms to the design requirements and the agreed quality standards

#### **Performance Criteria 5**

- 5 records of corrective action of faults found in at least one of the following
  - 5.1 materials and components and their use
  - 5.2 methods of construction

### **Performance Criteria 6**

- 6 records of information passed to decision-makers detailing significant variations in quality standards, programme and safety implications with suggestions for improvements to ensure project requirements are met

### **Performance Criteria 7**

- 7 records of feedback received and improvements identified
- 8 records of recommendations from feedback received made to at least two of the following people responsible
  - 8.1 the client, customer or their representative
  - 8.2 contractors
  - 8.3 consultants
  - 8.4 sub-contractors
  - 8.5 suppliers
  - 8.6 workforce
  - 8.7 internal management



### Scope/range related to knowledge and understanding

#### People responsible

- 1 the client, customer or their representative
- 2 contractors
- 3 consultants
- 4 sub-contractors
- 5 suppliers
- 6 workforce
- 7 internal management

#### Quality standards

- 8 statutory requirements
- 9 project specifications
- 10 British Standards
- 11 International Standards
- 12 Codes of Practice
- 13 organisational standards
- 14 trade advisory guidance and best practice
- 15 benchmarks or key performance indicators

#### Systems

- 16 visual inspections
- 17 checks with design requirements
- 18 checks with standard documentation
- 19 checks with manufacturer's documentation
- 20 checks with delivery notes
- 21 sampling and mock-ups
- 22 testing
- 23 site inspection reports
- 24 contractor's reports
- 25 site meetings
- 26 dimensional checks
- 27 handover checks

#### Work

- 28 materials and components and their use
- 29 methods of construction

## COSVR709

### Control work against agreed quality standards



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Original URN VR709

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Relevant occupations Construction and Building Trades Supervisors

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Suite Construction Site Supervision

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Key words Quality; Standards; Assurance; Control; Procedures; Standards

# COSVR710

## Contribute to controlling work quantities and costs



### Overview

~~This standard is about~~

~~1—implementing works quantities and cost control systems~~

~~2—identifying opportunities and recommending ways to make cost savings~~

~~3—investigating any variations and agreeing and implementing corrective action~~

~~This standard is about implementing works quantities and cost control systems, identifying opportunities and recommending ways to make cost savings, investigating any variations and agreeing and implementing corrective action in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements~~

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

## COSVR710

### Contribute to controlling work quantities and costs



#### Performance criteria

*You must be able to:*

- P1 implement appropriate works quantities and cost control systems which are able to provide early warnings of problems
- P2 collect quantities and cost data regularly, record it and pass it on to the people who need it in time for them to be able to use it
- P3 identify opportunities for cost savings and recommend them to the people responsible
- P4 investigate any variations and agree and implement appropriate corrective action with the people responsible

### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Implement works quantities and cost control systems

- K1 how to implement **works quantities and cost control systems**
- K2 how to use the systems implemented to provide early warning of problems

#### Performance Criteria 2

##### Collect quantity and cost data

*You need to know and understand:*

- K3 how to collect and record **quantities and cost data**
- K4 how to pass **quantities and cost data** to people who need it in time to be able to use it
- K5 why you need to collect and record **quantities and cost data**

#### Performance Criteria 3

##### Identify opportunities for cost savings

*You need to know and understand:*

- K6 how to identify **opportunities for cost saving**
- K7 how to recommend **opportunities for cost saving** and recommend them to **people responsible**

#### Performance Criteria 4

##### Investigate variations and implement corrective action

*You need to know and understand:*

- K8 how to investigate variations in works quantities and costs
- K9 how to agree and implement appropriate **corrective action** with the **people responsible**

### Additional Information

#### Scope/range related to performance criteria

##### **Performance Criteria 1**

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

##### **Performance Criteria 2**

- 2 records for at least three of the following quantities and cost data
  - 2.1 materials
  - 2.2 plant
  - 2.3 people
  - 2.4 sub-contractors
  - 2.5 day works
  - 2.6 programme and schedule

##### **Performance Criteria 3**

- 3 records of at least two of the following opportunities for cost savings
  - 3.1 waste reduction
  - 3.2 resource management and logistics
  - 3.3 applications of new technologies and materials
  - 3.4 energy and utility management
  - 3.5 recyclable and recoverable materials
  - 3.6 alternative sources and types of materials
  - 3.7 variations in quality
  - 3.8 standardisation
  - 3.9 revenue generation

##### **Performance Criteria 4**

- 4 records of investigations of variations and implementation of corrective action taken
  - 4.1 restore progress in accordance with agreed programme
  - 4.2 agree new completion dates
  - 4.3 initiate contract claim
  - 4.4 secure additional resources
  - 4.5 alter planned work

### Scope/range related to knowledge and understanding

#### **Corrective action**

- 1 restore progress in accordance with agreed programme
- 2 agree new completion date(s)
- 3 initiate contract claim
- 4 secure additional resource(s)
- 5 alter planned work

#### **Opportunities for cost saving**

- 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

#### **Quantities and cost data**

- 22 materials
- 23 plant
- 24 people
- 25 sub-contractors
- 26 day works
- 27 programme and schedules

#### **Works quantities and cost control systems**

- 28 contractual procedures and meetings
- 29 operational procedures and meetings
- 30 electronic recording

# COSVR710

Contribute to controlling work quantities and costs



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<b>Relevant occupations</b>	Construction and Building Trades Supervisors
<b>Suite</b>	Construction Site Supervision
<b>Key words</b>	Pre-start; Inspection; Co-Ordination; Operations; Site; Preparation



# COSVR711

## Co-ordinate preparation for site operations



### Overview

~~This standard is about~~

~~1 the pre-start inspection of the place of work~~

~~2 the ongoing inspections during site set up~~

~~3 the action required to ensure the site is suitable for work to take place~~

This standard is about the pre-start inspection of the place of work, the ongoing inspections during site set up and the action required to ensure the site is suitable for work to take place and adopting safe, healthy and environmentally responsible work practices in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements

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

**Performance  
criteria**

- You must be able to:*
- P1 identify, **record** and use relevant information, **from at least four of the following sources**, which was used in the preparation of the project plan, clarify any information which is not clear and update it for production planning purposes
    - 1.1 survey reports
    - 1.2 design documents
    - 1.3 contractual documents
    - 1.4 statutory consents
    - 1.5 contractor's pre-planning information
    - 1.6 health, safety and environmental plans
    - 1.7 risk assessments and/or method statements
    - 1.8 programmes
    - 1.9 records about the competence of people
    - 1.10 sub-contractor arrangements and attendance
    - 1.11 safe systems of work
  - P2 identify **and record at least three of the any following** factors which might affect the proposed works, describe and summarise them accurately and pass on the information to the people who may be affected
    - 2.1 occupiers
    - 2.2 near neighbours
    - 2.3 public access
    - 2.4 site conditions
    - 2.5 environmental considerations
    - 2.6 vehicular access
    - 2.7 security and trespass
    - 2.8 public utilities
    - 2.9 heritage status
  - P3 **carry out consultations regarding the site plan then identify and confirm safe** access points for the site and works **which are safe** and include works traffic and pedestrian segregation and minimise disruption
  - P4 confirm **and record the** arrangements for adequate site safety, welfare and security before work starts, and whilst working on site
  - P5 confirm **and record at least four of the following the** available resources
    - 6.1 people
    - 6.2 plant, equipment or machinery
    - 6.3 materials and components
    - 6.4 sub-contractors
    - 6.5 information
    - 6.6 work area and facilities
    - 6.7 waste management
    - 6.8 utility providers

- P6 implement and record the considerations given to at least four of the following in relation to the site layout for operational purposes ~~and pass on information about the plans to the people who will be working on the site~~
- 7.1 storage
  - 7.2 temporary accommodation
  - 7.3 work areas
  - 7.4 plant
  - 7.5 temporary services
  - 7.6 access and egress
  - 7.7 security
  - 7.8 continuing use of occupiers
  - 7.9 waste management
  - 7.10 pollution control
  - 7.11 provision for pre-fabricated components and systems
  - 7.12 existing fabric
- P7 pass on and record the information provided about the plans to people who will be working on site
- P8 implement and record the arrangements for the storage and use of materials and components so that materials handling and movement is efficient and wastage is minimised
- P9 place and maintain notices which provide accurate information and which conform to statutory and site requirements
- P10 ensure and record the information provided ~~notice has been given~~ to all the people who will be affected, about when the work will start, how long it will take and when it will finish

## Knowledge and understanding

*You need to know and understand:*

### Performance Criteria 1

#### Information used in preparation

- K1 how to identify **and source the following** relevant information, **survey reports, design documents, contractual documents, statutory consents, contractor's pre-planning information, health, safety and environmental plans, risk assessments and/or method statements, programmes, records on the competence of people, sub-contractor arrangements and attendance and safe systems of work**
- K2 how to clarify **any** information that is not clear
- K3 how to update information for production planning purposes
- K4 how to use relevant information

### Performance Criteria 2

#### Factors that might affect the proposed works

- K5 how to identify **the following** factors that might affect the proposed works, **occupiers, near neighbours, public access, site conditions, environmental considerations, vehicular access, security and trespass, public utilities and heritage status**
- K6 how to accurately describe and summarise factors
- K7 how to pass information regarding factors to people who may be affected

*You need to know and understand:*

### Performance Criteria 3

#### Confirm access points

- K8 how to confirm access points **regarding storage, temporary accommodation, work areas, plant, temporary services, access and egress, security, continuing use by occupiers, waste management, pollution control, provision for pre-fabricated components and systems and the existing fabric in relation to the site layout for operational purposes and works**
- K9 how to establish access points that are safe and cause minimum disruption
- K10 how to segregate works traffic and pedestrians
- K11 why you need to minimise disruption and segregate works traffic and pedestrians

*You need to know and understand:*

### Performance Criteria 4

#### Confirm adequate site safety

- K12 how to confirm arrangements for site safety, welfare and security before work starts and whilst working on site

*You need to know and understand:*

**Performance Criteria 5**

**Confirm available resources**

*You need to know and understand:*

K13 how to confirm **the following** resources, people, plant, equipment or machinery, materials and components, sub-contractors, information, work area and facilities, waste management **and** utility providers **are** available

**Performance Criteria 6**

**Implement the site layout**

*You need to know and understand:*

- K14 how to implement **facilities for storage, temporary accommodation, work areas, plant, temporary services, access and egress, security, continuing use by occupiers, waste management, pollution control, provision for pre-fabricated components and systems and the existing fabric to ensure the site layout is satisfactory???** for operational purposes
- K15 how to pass on information **about the plans** sourced from survey reports, design documents, contractual documents, statutory consents, contractor's pre-planning information, health, safety and environmental plans, risk assessments and/or method statements, programmes, records on the competence of people, sub-contractor arrangements and **attendance and safe systems of work** to the people who will be working on the site

**Performance Criteria 7**

**Implement the storage and use of materials**

*You need to know and understand:*

- K16 how to implement the storage of materials and components so that material handling and movement is efficient
- K17 how to implement the use of materials and components to minimise wastage

**Performance Criteria 8**

**Place and maintain notices**

*You need to know and understand:*

- K18 where to place notices that provide accurate information for the work force
- K19 how to ensure notices conform to statutory and site requirements
- K20 how to maintain notices

**Performance Criteria 9**

**Give notice to people affected by the work**

*You need to know and understand:*

- K21 how to give adequate notice to all relevant people about when the work will start, how long it will take and when it will finish
- K22 how to communicate adequate notice to relevant people accordingly

## Additional Information

### Scope/range related to performance criteria

#### **Performance Criteria 1**

- ~~1—records showing consultation of at least four of the following sources of information~~
  - ~~1.1—survey reports~~
  - ~~1.2—design documents~~
  - ~~1.3—contractual documents~~
  - ~~1.4—statutory consents~~
  - ~~1.5—contractor's pre-planning information~~
  - ~~1.6—health, safety and environmental plans~~
  - ~~1.7—risk assessments and/or method statements~~
  - ~~1.8—programmes~~
  - ~~1.9—records about the competence of people~~
  - ~~1.10—sub-contractor arrangements and attendance~~
  - ~~1.11—safe systems of work~~

#### **Performance Criteria 2**

- ~~2—records showing the identification, consideration, summary and passage of information regarding at least three of the following factors~~
  - ~~2.1—occupiers~~
  - ~~2.2—near neighbours~~
  - ~~2.3—public access~~
  - ~~2.4—site conditions~~
  - ~~2.5—environmental considerations~~
  - ~~2.6—vehicular access~~
  - ~~2.7—security and trespass~~
  - ~~2.8—public utilities~~
  - ~~2.9—heritage status~~

#### **Performance Criteria 3**

- ~~3—records of consultations regarding the site plan showing agreement and confirmation of safe access points that minimise disruption~~

#### **Performance Criteria 4**

- ~~4—records of checks conducted to confirm arrangements for site safety, welfare and security prior to work~~

**Performance Criteria 5**

- ~~6—records showing confirmation of at least four of the following~~
  - ~~6.1—people~~
  - ~~6.2—plant, equipment or machinery~~
  - ~~6.3—materials and components~~
  - ~~6.4—sub-contractors~~
  - ~~6.5—information~~
  - ~~6.6—work area and facilities~~
  - ~~6.7—waste management~~
  - ~~6.8—utility providers~~

**Performance Criteria 6**

- ~~7—records showing consideration of at least four of the following in the implementation of the site layout for operational purposes~~
  - ~~7.1—storage~~
  - ~~7.2—temporary accommodation~~
  - ~~7.3—work areas~~
  - ~~7.4—plant~~
  - ~~7.5—temporary services~~
  - ~~7.6—access and egress~~
  - ~~7.7—security~~
  - ~~7.8—continuing use of occupiers~~
  - ~~7.9—waste management~~
  - ~~7.10—pollution control~~
  - ~~7.11—provision for pre-fabricated components and systems~~
  - ~~7.12—existing fabric~~
- ~~8—records showing the passage of information about the plans to people who will be working on site~~

**Performance Criteria 7**

- ~~9—records of arrangements for the storage and use of materials and components to minimise handling, movement and wastage~~

**Performance Criteria 8**

- ~~10—records showing the accuracy and placement of notices~~
- ~~11—records showing the maintenance of notices~~

**Performance Criteria 9**

- ~~12—records of information provided to the people affected~~

**Scope/range  
related to  
knowledge and  
understanding**

**Factors**

- 1—occupiers
- 2—near-neighbours
- 3—public access
- 4—site conditions
- 5—environmental considerations
- 6—vehicular access
- 7—security and trespass
- 8—public utilities
- 9—heritage status

**Information**

- 10—survey reports
- 11—design documents
- 12—contractual documents
- 13—statutory consents
- 14—contractor's pre-planning information
- 15—health, safety and environmental plans
- 16—risk assessments and/or method statements
- 17—programmes
- 18—records on the competence of people
- 19—sub-contractor arrangements and attendance
- 20—safe systems of work

**Resources**

- 21—people
- 22—plant, equipment or machinery
- 23—materials and components
- 24—sub-contractors
- 25—information
- 26—work area and facilities
- 27—waste management
- 28—utility providers



**Site layout**

~~29—storage~~

~~30—temporary accommodation~~

~~31—work areas~~

~~32—plant~~

~~33—temporary services~~

~~34—access and egress~~

~~35—security~~

~~36—continuing use by occupiers~~

~~37—waste management~~

~~38—pollution control~~

~~39—provision for pre-fabricated components and systems~~

~~40—existing fabric~~

# COSVR712

## Manage own professional development



### Overview

~~This standard is about~~

- ~~1 — managing your own knowledge, understanding, skills, experience and time~~
- ~~2 — managing your own professional development in order to achieve your work objectives~~
- ~~3 — ensuring gaps in your own skills and knowledge are minimised to meet current and future requirements~~

~~This standard is about managing your own knowledge, understanding, skills, experience and time, managing your own professional development in order to achieve your work objectives, ensuring gaps in your own skills and knowledge are minimised to meet current and future requirements in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements~~

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

# COSVR712

## Manage own professional development

### Performance criteria

*You must be able to:*

- P1 evaluate the current and future requirements of your work role, taking account of your organisation's objectives
- P2 identify any development needs between the current and future requirements of your work role, and discuss them with the people responsible in order to assist in the completion of a development plan
- P3 undertake the activities, to meet current and future requirements, identified in your development plan, and evaluate their contribution to your performance
- P4 obtain and accept feedback from people who can judge your performance and provide objective, valid feedback
- P5 ensure that your performance consistently meets, or goes beyond, agreed requirements

# COSVR712

## Manage own professional development

### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Evaluate current and future requirements

- K1 how to evaluate the **current and future requirements** of your work role
- K2 how to take account of your organisations objectives when evaluating **current and future requirements**

#### Performance Criteria 2

##### Identify development needs

*You need to know and understand:*

- K3 how to identify development needs between **current and future requirements**
- K4 how to discuss development needs with **people responsible** in order to complete a development plan
- K5 how to complete a development plan

#### Performance Criteria 3

##### Undertake development activities

*You need to know and understand:*

- K6 how to evaluate the contribution to your performance, of activities undertaken to meet **current and future requirements**

#### Performance Criteria 4

##### Obtain feedback

*You need to know and understand:*

- K7 how to identify the **people responsible**, who are in a position to judge your performance and who can provide objective, valid **feedback** to you
- K8 how to accept and record valid, objective **feedback**

#### Performance Criteria 5

##### Ensure consistent performance

*You need to know and understand:*

- K9 how to agree the requirements of consistent performance with the **people responsible**
- K10 how to ensure your performance consistently meets, or goes beyond, **agreed requirements**

# COSVR712

## Manage own professional development

### Additional Information

#### Scope/range related to performance criteria

##### **Performance Criteria 1**

- 1 records of current and future requirements of your work role considered against your organisation's objectives

##### **Performance Criteria 2**

- 2 records of discussions with people responsible and identify any development needs

- 3 records of a completed development plan

##### **Performance Criteria 3**

- 4 records of activities undertaken
- 5 records of evaluation of activities undertaken

##### **Performance Criteria 4**

- 6 records of feedback on your performance

##### **Performance Criteria 5**

- 7 records of feedback on your performance
- 8 records of reviewing your development plan

# COSVR712

## Manage own professional development

### Scope/range related to knowledge and understanding

#### Agreed requirements

- 1 on time
- 2 quality
- 3 quantity

#### Current and future requirements

- 4 new skills
- 5 new soft skills
- 6 new knowledge
- 7 external information
- 8 internal information
- 9 specialist skills or knowledge
- 10 revision of existing skills or knowledge

#### Feedback

- 11 formal appraisal
- 12 interim appraisal
- 13 verbal report
- 14 written report
- 15 reference
- 16 report

#### People responsible

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

# COSVR712

## Manage own professional development

Developed by ConstructionSkills

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Originating organisation ConstructionSkills

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Relevant occupations Construction and Building Trades Supervisors

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Suite Construction Site Supervision

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Key words Development; Knowledge; Understanding; Skills; Experience; Time; Professional

# COSVR713

## Allocate work and check people's performance



### Overview

~~This standard is about~~

~~1—ensuring that the work required is planned, and effectively allocated~~

~~2—checking on the progress and quality of the work~~

~~3—ensuring team members, the people you are responsible for, are meeting the required standard~~

This standard is about ensuring that the work required is planned, and effectively allocated, checking on the progress and quality of the work, ensuring team members, the people you are responsible for, are meeting the required standard and adopting safe, healthy and environmentally responsible work practices all in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements

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



## **COSVR713**

### **Allocate work and check people's performance**

#### **Performance criteria**

*You must be able to:*

- P1 confirm the programmes and schedules, identify priorities and critical activities, and plan how the work will be undertaken
- P2 allocate work to team members, taking account of their current circumstances, and brief them on the quality standards or level expected
- P3 monitor the progress and quality of the work and provide prompt and constructive feedback
- P4 motivate team members to complete the work they have been allocated and provide, where requested and possible, any additional support and/or resources
- P5 identify unacceptable or poor performance, discuss the cause(s) and agree ways of improving performance with team members
- P6 recognise successful completion of significant pieces of work, or work activities, by team/team members and advise responsible people

# COSVR713

## Allocate work and check people's performance

### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Confirm work required and plan

- K1 how to confirm **programmes and schedules**
- K2 how to identify priorities and critical activities in **programmes and schedules**
- K3 how to plan how work will be undertaken

#### Performance Criteria 2

##### Allocate work

*You need to know and understand:*

- K4 how to allocate work fairly to team members
- K5 how to take account of team member's **current circumstances**
- K6 how to brief team members on the **quality standards** or level expected

#### Performance Criteria 3

##### Check progress and quality

*You need to know and understand:*

- K7 how to check the progress of work against **programmes and schedules**
- K8 how to check work against required **quality standards**
- K9 how to provide constructive **feedback**

#### Performance Criteria 4

##### Motivate team members to complete work

*You need to know and understand:*

- K10 how to **motivate** team members
- K11 how to provide, where requested and available, additional support and/or **resources**
- K12 how to get feedback on additional support provided from team members

#### Performance Criteria 5

##### Identify unacceptable or poor performance

*You need to know and understand:*

- K13 how to identify unacceptable or poor performance
- K14 how to discuss the **causes of poor performance** with team members
- K15 how to agree ways of improving performance with team members

#### Performance Criteria 6

##### Recognise success

*You need to know and understand:*

- K16 how to recognise successful completion of significant pieces of work, or work activities
- K17 how to advise the **people responsible** of team/team member's successes

# COSVR713

## Allocate work and check people's performance

### Additional Information

#### Scope/range related to performance criteria

##### **Performance Criteria 1**

- 2 records of priorities and critical activities identified in programmes and schedules, and a plan of how the work will be undertaken

##### **Performance Criteria 2**

- 2 records of the work allocated and briefings given to team members, taking account of the following current circumstances
  - 2.1 skills
  - 2.2 knowledge
  - 2.3 experience
  - 2.4 workload

##### **Performance Criteria 3**

- 3 records of progress checks undertaken
- 4 records of quality checks undertaken
- 5 records of feedback given to team members

##### **Performance Criteria 4**

- 6 records of requests for additional support and/or resources
- 7 records of feedback from team members

##### **Performance Criteria 5**

- 8 records of unacceptable or poor performance
- 9 records of agreed ways of improving performance

##### **Performance Criteria 6**

- 10 records of praise and recognition for success
- 11 records of advice on success given to responsible people

# COSVR713

## Allocate work and check people's performance

### Scope/range related to knowledge and understanding

#### Causes of poor performance

- 1 external factors
- 2 internal factors
- 3 social factors
- 4 personal circumstances
- 5 skills and knowledge deficiencies
- 6 lack of support
- 7 lack of resources

#### Current circumstances

- 8 skills
- 9 knowledge
- 10 experience
- 11 work load

#### Feedback

- 12 formal appraisal
- 13 interim appraisal
- 14 verbal report
- 15 written report
- 16 reference
- 17 report

#### Motivate

- 18 inspire
- 19 stimulate
- 20 prompt
- 21 encourage
- 22 induce
- 23 cause
- 24 provoke

#### People responsible

- 25 the client, customer or their representative
- 26 contractors
- 27 consultants
- 28 sub-contractors
- 29 suppliers
- 30 workforce
- 31 internal management

# **COSVR713**

## **Allocate work and check people's performance**

### **Programmes and schedules**

- 32 bar charts
- 33 critical activities
- 34 action lists
- 35 method statements

### **Quality standards**

- 36 statutory requirements
- 37 project specifications
- 38 British Standards
- 39 International Standards
- 40 Codes of Practice
- 41 organisational standards
- 42 trade advisory guidance and best practice
- 43 benchmarks or key performance indicators

### **Resources**

- 44 people
- 45 plant, equipment or machinery
- 46 materials and components
- 47 sub-contractors
- 48 information
- 49 work area and facilities
- 50 waste management
- 51 utility providers

# COSVR713

## Allocate work and check people's performance

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Relevant occupations Construction and Building Trades Supervisors

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Suite Construction Site Supervision; Construction Site Management; Controlling Lifting Operations (Construction)

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Key words Planned; Allocate; Team; Check; Performance; Standards; Activities



# COSVR714

## Enable learning opportunities



### Overview

~~This standard is about~~

- ~~1—identifying learning activities for the team~~
- ~~2—encouraging the team, the people you are responsible for, to be accountable for their own learning~~
- ~~3—providing opportunities to address learning needs~~

~~This standard is about identifying learning activities for the team, encouraging the team, the people you are responsible for, to be accountable for their own learning and providing opportunities to address learning needs all in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements~~

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



# COSVR714

## Enable learning opportunities

### Performance criteria

*You must be able to:*

- P1 promote the benefits of learning by giving fair, regular and useful feedback on work performance
- P2 work with the team to identify and prioritise learning needs and identify and obtain information on a range of possible learning activities
- P3 discuss development needs with team members
- P4 support team members in undertaking learning activities by making efforts to remove any obstacles to learning
- P5 evaluate the learning activity undertaken with team members to ensure the desired outcomes have been achieved
- P6 update development plans with team members

# COSVR714

## Enable learning opportunities

### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Promote the benefits of learning

- K1 how to promote the benefits of learning
- K2 how to give fair, regular and useful **feedback**

#### Performance Criteria 2

##### Identify learning needs

*You need to know and understand:*

- K3 how to work with your team to identify and prioritise learning needs
- K4 how to obtain information on ranges of **learning activities**

#### Performance Criteria 3

##### Development, learning plans and learning activities

*You need to know and understand:*

- K5 how to discuss and agree **development needs** with team members

#### Performance Criteria 4

##### Support team members

*You need to know and understand:*

- K6 how to support team members in undertaking **learning activities**
- K7 how to identify and remove obstacles to learning

#### Performance Criteria 5

##### Evaluate the learning activities

*You need to know and understand:*

- K8 how to evaluate with team members **learning activities** undertaken
- K9 how to ensure desired outcomes from **learning activities** have been achieved

#### Performance Criteria 5

##### Update learning plans

*You need to know and understand:*

- K10 how to update team member's **development needs**

# COSVR714

## Enable learning opportunities

### Additional Information

#### Scope/range related to performance criteria

##### **Performance Criteria 1**

- 1 records of feedback given, promoting the benefits of learning

##### **Performance Criteria 2**

- 2 records of learning needs identified, and information obtained, for at least two of the following learning activities
  - 2.1 formal
  - 2.2 informal
  - 2.3 coached
  - 2.4 mentored
  - 2.5 vocationally qualifying
  - 2.6 continuous professional development
  - 2.7 professional membership

##### **Performance Criteria 3**

- 3 development needs for team members comprising of the following
  - 3.1 current skills and knowledge
  - 3.2 learning activities undertaken
  - 3.3 learning objectives to be achieved
  - 3.4 resource requirements for development
  - 3.5 timescales

##### **Performance Criteria 4**

- 4 records of support provided to team members
- 5 records of identified obstacles to learning and actions taken to remove them

##### **Performance Criteria 5**

- 6 records of evaluations of the learning activity after completion by team members

##### **Performance Criteria 6**

- 7 records of development plans updated with team members

# COSVR714

## Enable learning opportunities

### Scope/range related to knowledge and understanding

#### Development needs

- 1 current skills and knowledge
- 2 learning activities undertaken
- 3 learning objectives to be achieved
- 4 resource requirements for development
- 5 timescales

#### Feedback

- 6 formal appraisal
- 7 interim appraisal
- 8 verbal report
- 9 written report
- 10 reference
- 11 report

#### Learning activities

- 12 formal
- 13 informal
- 14 coached
- 15 mentored
- 16 vocationally qualifying
- 17 continuous professional development
- 18 professional membership

# COSVR714

## Enable learning opportunities

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Relevant occupations Construction and Building Trades Supervisors

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Suite Construction Site Supervision; Construction Site Management

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Key words Learning; team; Opportunities; Encouraging; Development; Evaluate; Support

# COSVR715

## Contribute to the identification of a work team



### Overview

~~This standard is about~~

~~1—identifying and evaluating capabilities of team members~~

~~2—ensuring team members are equipped to meet programme requirements~~

This standard is about identifying and evaluating capabilities of team members and ensuring team members are equipped to meet programme requirements in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements

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

## **COSVR715**

### Contribute to the identification of a work team

#### **Performance criteria**

- You must be able to:*
- P1 identify any significant factors which will affect the number, type and availability of people and services
  - P2 evaluate and record the quality and potential reliability of people or services, and circulate the results to decision-makers
  - P3 negotiate and agree proposals which are likely to produce an effective team
  - P4 follow the rules and formalities for obtaining people and services

# COSVR715

## Contribute to the identification of a work team

### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Identify significant factors

- K1 what are **significant factors** involved in the identification of work teams
- K2 how to identify **significant factors** which will affect numbers, types and availability of **people or services**

#### Performance Criteria 2

##### Evaluate and record quality and potential reliability

*You need to know and understand:*

- K3 how to evaluate and record the quality of **people or services**
- K4 how to evaluate and record the potential reliability of **people or services**
- K5 how to circulate results from evaluations of quality and potential reliability to decision-makers

#### Performance Criteria 3

##### Negotiate and agree proposals

*You need to know and understand:*

- K6 how to make proposals for team membership
- K7 how to negotiate to get appropriate **people or services** for your team

#### Performance Criteria 4

##### Follow rules and formalities

*You need to know and understand:*

- K8 how to work within the current **rules and formalities** governing the identification of teams
- K9 why you need to work within the current **rules and formalities** for the identification of teams



# COSVR715

Contribute to the identification of a work team

## Additional Information

### Scope/range related to performance criteria

#### Performance Criteria 1

- 1 records of at least three of the following significant factors
  - 1.1 location
  - 1.2 cost
  - 1.3 time
  - 1.4 skills, experience and knowledge required and available
  - 1.5 training and development requirements
  - 1.6 current legislation

#### Performance Criteria 2

- 2 records of evaluation for at least two of the following people or services
  - 2.1 technical staff
  - 2.2 sub-contractors
  - 2.3 specialist services
  - 2.4 operatives

#### Performance Criteria 3

- 3 records of negotiation of proposals for effective team membership
- 4 records of agreed proposals

#### Performance Criteria 4

- 5 records of consideration for at least two of the following rules and formalities
  - 5.1 contractual
  - 5.2 current legislation
  - 5.3 codes of practice
  - 5.4 organisational procedures
  - 5.5 certification of competence

## COSVR715

Contribute to the identification of a work team

### Scope/range related to knowledge and understanding

#### People or services

- 1 technical staff
- 2 sub-contractors
- 3 specialist services
- 4 operatives

#### Rules and formalities

- 5 contractual
- 6 current legislation
- 7 Codes of Practice
- 8 organisational procedures
- 9 certification of competence

#### Significant factors

- 10 location
- 11 cost
- 12 time
- 13 skills, experience and knowledge required and available
- 14 training and development requirements
- 15 current legislation

# COSVR715

Contribute to the identification of a work team

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Suite Construction Site Supervision; Construction Site Supervision

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Key words Capabilities; Team; Identification; Reliability; Work

# COSVR716

## Plan highways maintenance or repair activities



### Overview

~~This standard is about~~

~~1—implementing highways maintenance or repair requirements~~

~~2—prioritising maintenance or repair activities~~

~~3—identifying and scheduling further maintenance and repair requirements with decision-makers~~

This standard is about implementing highways maintenance or repair requirements, prioritising maintenance or repair activities, identifying and scheduling further maintenance and repair requirements with decision-makers and adopting safe, healthy and environmentally responsible work practices all in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements

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

# COSVR716

## Plan highways maintenance or repair activities

### Performance criteria

*You must be able to:*

- P1 confirm and record the work requirements for at least two of the following maintenance activities and at least five of the following repair activities on at least one of the following highways
- 1.1 maintenance activities: scheduled and preventative; unscheduled and corrective; emergency
  - 1.2 repair activities: structure; surface; materials; markings; fittings; power and light; drainage; telecommunications; special services and equipment; landscaping; traffic controls; fencing
  - 1.3 highways: dual carriageway; single carriageway; carriageway with footway; motorway; cycle way; carriageway with hard shoulder
- P2 identify, record and review at least three of the following influencing factors ~~and guidance materials about~~ relating to the work environment
- 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
- P3 ~~records of consultation~~ and record the outcomes from ~~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
- P4 prioritise and record the maintenance activities by assessing and accounting for all the following influencing factors
- 4.1 organisational requirements
  - 4.2 contractual requirements
  - 4.3 statutory requirements
  - 4.4 resource allocation
  - 4.5 working requirements
  - 4.6 environmental considerations
  - 4.7 weather conditions
- P5 amend priorities to take account 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 use or change of use
  - 5.7 current legislation
  - 5.8 resources
  - 5.9 security threats

## COSVR716

### Plan highways maintenance or repair activities

- P6 prepare plans or schedules for three of the following maintenance activities and negotiate and agree them with decision makers
  - 6.1 regular programmes
  - 6.2 tendered works
  - 6.3 responsive works
  - 6.4 cost estimated works
  - 6.5 winter maintenance
  - 6.6 traffic maintenance (signing, lighting and guarding)

# COSVR716

## Plan highways maintenance or repair 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 highways, **dual carriageways, single carriageways, carriageways with footways, motorways, cycle ways carriageways with hard shoulders** and ~~its~~ their maintenance or repair **in relation to** scheduled and preventative, unscheduled and corrective **and** emergency
- K2 who to consult to confirm work requirements

#### Performance Criteria 2

##### Identify and review influencing factors and guidance materials

*You need to know and understand:*

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

#### Performance Criteria 3

##### Prioritise maintenance activities

*You need to know and understand:*

- K5 how to assess and account for **the following** influencing factors, **organisational requirements, contractual requirements, statutory requirements, resource allocation, working requirements, environmental considerations and weather conditions**
- K6 how to prioritise **scheduled and preventative, unscheduled and corrective and emergency** maintenance activities

#### Performance Criteria 4

##### Amend priorities for changing circumstances

*You need to know and understand:*

- K7 how to account for **the following** changing circumstances,, **susceptibility to damage, safety requirements, need to inhibit and respond to deterioration, compromised operational effectiveness, weather conditions, use or change of use, current legislation, resources and security threats**
- K8 how to amend priorities when reviewing **the following** influencing factors, **organisational requirements, contractual requirements, statutory requirements, resource allocation, working requirements, environmental considerations and weather conditions**

#### Performance Criteria 5

##### Prepare plans or schedules

*You need to know and understand:*

- K9 how to prepare plans or schedules for **scheduled and preventative, unscheduled and corrective and emergency** maintenance activities
- K10 how to negotiate and agree plans and schedules with decision-makers

# COSVR716

## Plan highways maintenance or repair activities

### Additional Information

#### Scope/range related to performance criteria

##### ~~Performance Criteria 1~~

- ~~1—records of confirming at least two of the following maintenance activities and at least five of the following repair activities on at least one of the following highways~~
  - ~~1.1—maintenance activities: scheduled and preventative; unscheduled and corrective; emergency~~
  - ~~1.2—repair activities: structure; surface; materials; markings; fittings; power and light; drainage; telecommunications; special services and equipment; landscaping; traffic controls; fencing~~
  - ~~1.3—highways: dual carriageway; single carriageway; carriageway with footway; motorway; cycle way; carriageway with hard shoulder~~

##### ~~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~~
- ~~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~~

##### ~~Performance Criteria 3~~

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

##### ~~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—use or change of use~~
  - ~~5.7—current legislation~~
  - ~~5.8—resources~~
  - ~~5.9—security threats~~



# COSVR716

## Plan highways maintenance or repair activities

### ~~Performance Criteria 5~~

- ~~6—records of plans or schedules for at least three of the following maintenance activities~~
  - ~~6.1—regular programmes~~
  - ~~6.2—tendered works~~
  - ~~6.3—responsive works~~
  - ~~6.4—cost estimated works~~
  - ~~6.5—winter maintenance~~
  - ~~6.6—traffic maintenance (signing, lighting and guarding)~~

# COSVR716

## Plan highways maintenance or repair activities

### Scope/range related to knowledge and understanding

#### **Changing circumstances**

- 1—susceptibility to damage
- 2—safety requirements
- 3—need to inhibit and respond to deterioration
- 4—compromised operational effectiveness
- 5—weather conditions
- 6—use or change of use
- 7—current legislation
- 8—resources
- 9—security threats

#### **Guidance materials**

- 10—owner's manuals
- 11—log books
- 12—maintenance schedules and manuals
- 13—practice guides and specifications
- 14—current legislation and official guidance

#### **highways**

- 15—dual carriageway
- 16—single carriageway
- 17—carriageway with footway
- 18—motorway
- 19—cycle way
- 20—carriageway with hard shoulder

#### **Influencing factors**

- 22—organisational requirements
- 22—contractual requirements
- 23—statutory requirements
- 24—resource allocation
- 25—working requirements
- 26—environmental considerations
- 27—weather conditions

#### **Maintenance**

- 28—scheduled and preventative
- 29—unscheduled and corrective
- 30—emergency



### Overview

~~This standard is about~~

- ~~1— monitoring highways maintenance or repair activities by pre-work and progress checks~~
- ~~2— controlling necessary resources,~~
- ~~3— identifying problems and implementing corrective action~~

~~This standard is about monitoring highways maintenance or repair activities by pre-work and progress checks, controlling necessary resources, identifying problems and implementing corrective action and adopting safe, healthy and environmentally responsible work practices all in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements~~

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

# COSVR717

## Supervise highways maintenance or repair activities

### Performance criteria

*You must be able to:*

- P1 ~~carry out~~ supervise, confirm and record at least two of the following programmed maintenance or five of the following repair activities on one of the following highways which will minimise disruption and maintain optimum performance
- 1.1 maintenance activities: scheduled and preventative; unscheduled and corrective; emergency
  - 1.2 repair activities: structure; surface; materials; markings; fittings; power and light; drainage; telecommunications; special services and equipment; landscaping; traffic controls; fencing
  - 1.3 highways: dual carriageway; single carriageway; carriageway with footway; motorway; cycle way; carriageway with hard shoulder
- P2 observe current legislation and official guidance appropriate to the work environment in relation to protecting ~~on~~ of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following
- 2.1 methods of work
  - 2.2 risk assessment
  - 2.3 safe use and storage of tools and materials
  - 2.4 traffic control
  - 2.5 emergency plans
- P3 identify and assess three of the following faults and problems, ~~and recommend and implement corrective action which conforms to safe working methods and practices~~
- 3.1 limitations of design choices
  - 3.2 manufacturing and construction errors
  - 3.3 installation errors
  - 3.4 incorrect use
  - 3.5 incorrect maintenance
- P4 recommend, ~~record~~ and implement corrective action ~~taken~~ which conforms to safe working methods and practices
- P5 update maintenance recording systems for at least one of the following maintenance activities, implement them and monitor their use
- 4.1 regular programmes
  - 4.2 tendered works
  - 4.3 responsive works
  - 4.4 winter maintenance
  - 4.5 traffic maintenance (signing, lighting, guarding)
  - 4.6 lump sum or fixed price
- P6 conduct and record the pre-work ~~checks~~ inspections for at least one of the following to meet statutory requirements and maintain performance using safe working methods and practices
- 5.1 condition
  - 5.2 performance
  - 5.3 health and safety

# COSVR717

## Supervise highways maintenance or repair activities

P7 ~~keep~~ maintain accurate records of work progress checks, faults, problems, corrective action and quantities involved

P8 identify, assess, record and maintain two of the following ~~the~~ necessary??? resources for two of the following maintenance activities **should this be split**

- 8.1 resources: people; plant, equipment or machinery; materials and components; sub-contractors; information; work and facilities; waste management; utility providers
- 7.2 maintenance activities: regular programmes; tendered works; responsive works; winter maintenance; traffic management (signing, lighting, guarding); lump sum or fixed price

# COSVR717

## Supervise highways maintenance or repair activities

### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Carry out maintenance or repair

- K1 how to carry out **the following** programmed maintenance: **regular programmes, tendered work, responsive works, winter maintenance, traffic management (including but not limited to signing, lighting and guarding) and lump sum or fixed price or repairs to structures, surfaces, materials, markings, fittings, power and light, drainage, telecommunications, special services and equipment. landscaping, traffic control and fencing**
- K2 how to minimise disruption to the works **and the general public** during maintenance or repair activities on **dual carriageways, single carriageways, carriageways with footway, motorways, cycle ways and carriageways with hard shoulders**
- ~~K3 how to minimise disruption to the general public during **maintenance or repair activities on highways** included in K2~~
- K3 how to apply methods that will optimise performance during maintenance or repair of **dual carriageways, single carriageways, carriageways with footway, motorways, cycle ways and carriageways with hard shoulders** highways

#### Performance Criteria 2

##### Observe legislation and guidance

*You need to know and understand:*

- K4 what current legislation and official guidance applies directly to maintenance or repair activities on **dual carriageways, single carriageways, carriageways with footway, motorways, cycle ways and carriageways with hard shoulders** highways

#### Performance Criteria 3

##### Identify and assess faults and problems

*You need to know and understand:*

- K5 how to identify and assess common faults and problems including but not limited to, limitations of design choices, manufacturing and construction errors, installation errors, incorrect use and incorrect maintenance associated with **dual carriageways, single carriageways, carriageways with footway, motorways, cycle ways and carriageways with hard shoulders** highways
- ~~K7 how to assess faults and problems with highways included in K5~~
- K6 how to make recommendations and implement **the following** corrective actions: **reconfigures, repairs, replacements, cleaning, redecorating, improvements and refurbishment** for faults and problems with **dual carriageways, single carriageways, carriageways with footway, motorways, cycle ways and carriageways with hard shoulders** highways
- K7 how to conform to safe working methods and practices when implementing corrective action for faults and problems with **dual carriageways, single carriageways, carriageways with footway, motorways, cycle ways and carriageways with hard shoulders** highways

# COSVR717

## Supervise highways maintenance or repair activities

### Performance Criteria 4

#### Update maintenance record systems

*You need to know and understand:*

- K8 the types of **scheduled and preventative, unscheduled and corrective, and emergency** maintenance record systems
- K9 how to update maintenance record systems
- K10 why maintenance records need to be updated

### Performance Criteria 5

#### Conduct inspections

*You need to know and understand:*

- K11 how to conduct pre-work checks **for condition, performance and health and safety** in order to meet statutory requirements **including but not limited to testing, examination, inspection and certification**
- K12 how to ensure performance is maintained and safe working practices are used while conducting inspections

### Performance Criteria 6

#### Keep accurate records

*You need to know and understand:*

- K13 how to keep accurate records of work progress checks including faults and problems, corrective action and quantities

### Performance Criteria 7

#### Identify, assess and maintain resources

*You need to know and understand:*

- K14 how to identify, **assess the quality of and maintain the following necessary??** resources: **people, plant, equipment or machinery, materials and components, sub-contractors, information, work area and facilities, waste management and utility providers** for repair or maintenance activities
- ~~K17 how to assess the quality of resources for repair or maintenance activities~~ **included in K14**
- ~~K18 how to maintain the necessary resources for repair or maintenance activities~~ **included in K14**



# COSVR717

## Supervise highways maintenance or repair activities

### Additional Information

#### Scope/range related to performance criteria

##### ~~Performance Criteria 1~~

- ~~1—records of confirming at least two of the following maintenance activities and at least five of the following repair activities on at least one of the following highways~~
  - ~~1.1—maintenance activities: scheduled and preventative; unscheduled and corrective; emergency~~
  - ~~1.2—repair activities: structure; surface; materials; markings; fittings; power and light; drainage; telecommunications; special services and equipment; landscaping; traffic controls; fencing~~
  - ~~1.3—highways: dual carriageway; single carriageway; carriageway with footway; motorway; cycle way; carriageway with hard shoulder~~

##### ~~Performance Criteria 2~~

- ~~2—protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following~~
  - ~~2.1—methods of work~~
  - ~~2.2—risk assessment~~
  - ~~2.3—safe use and storage of tools and materials~~
  - ~~2.4—traffic control~~
  - ~~2.5—emergency plans~~

##### ~~Performance Criteria 3~~

- ~~3—records of dealing with at least three of the following faults and problems~~
  - ~~3.1—limitations of design choices~~
  - ~~3.2—manufacturing and construction errors~~
  - ~~3.3—installation errors~~
  - ~~3.4—incorrect use~~
  - ~~3.5—incorrect maintenance~~

##### ~~Performance Criteria 4~~

- ~~4—records of updating maintenance recording systems for at least one of the following maintenance activities~~
  - ~~4.1—regular programmes~~
  - ~~4.2—tendered works~~
  - ~~4.3—responsive works~~
  - ~~4.4—winter maintenance~~
  - ~~4.5—traffic maintenance (signing, lighting, guarding)~~
  - ~~4.6—lump sum or fixed price~~

##### ~~Performance Criteria 5~~

- ~~5—records of inspections for at least one of the following~~
  - ~~5.1—condition~~
  - ~~5.2—performance~~
  - ~~5.3—health and safety~~

##### ~~Performance Criteria 6~~

- ~~6—records of work progress checks detailing faults, problems and corrective action taken~~

# COSVR717

## Supervise highways maintenance or repair activities

### ~~Performance Criteria 7~~

~~7—records of the acquisition and maintenance for at least two of the following resources for at least two of the following activities~~

~~7.1—resources: people; plant, equipment or machinery; materials and components; sub-contractors; information; work and facilities; waste management; utility providers~~

~~7.2—maintenance activities: regular programmes; tendered works; responsive works; winter maintenance; traffic management (signing, lighting, guarding); lump sum or fixed price~~

# COSVR717

## Supervise highways maintenance or repair activities

### Scope/range related to knowledge and understanding

#### Checks

- 1—condition
- 2—performance
- 3—health and safety

#### Corrective action

- 4—reconfigure
- 5—repair
- 6—replacement
- 7—cleaning
- 8—redecorating
- 9—improvement
- 10—refurbishment

#### Faults and problems

- 11—limitations of design choices
- 12—manufacturing and construction errors
- 13—installation errors
- 14—incorrect use
- 15—incorrect maintenance

#### Highways

- 16—dual carriageway
- 17—single carriageway
- 18—carriageway with footway
- 19—motorway
- 20—cycle way
- 21—carriageway with hard shoulder

#### Maintenance

- 22—scheduled and preventative
- 23—unscheduled and corrective
- 24—emergency

#### Maintenance activities

- 25—regular programmes
- 26—tendered work
- 27—responsive works
- 28—winter maintenance
- 29—traffic management (signing, lighting and guarding)
- 30—lump sum or fixed price

# COSVR717

## Supervise highways maintenance or repair activities

### **Repair**

- 31—structure
- 32—surface
- 33—material
- 34—markings
- 35—fittings
- 36—power and light
- 37—drainage
- 38—telecommunications
- 39—special services and equipment
- 40—landscaping
- 41—traffic control
- 42—fencing

### **Resources**

- 43—people
- 44—plant, equipment or machinery
- 45—materials and components
- 46—sub-contractors
- 47—information
- 48—work area and facilities
- 49—waste management
- 50—utility providers

### **Statutory requirements**

- 51—test
- 52—examination
- 53—inspection
- 54—certification



# COSVR718

## Hand over property



### Overview

This standard is about

- 1 confirming the property meets the agreed specifications
- 2 ensuring a property is ready to be handed over
- 3 providing the recipient with appropriate information

This standard is about confirming the property meets the agreed specifications, ensuring a property is ready to be handed over and providing the recipient with appropriate information all in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements

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

# COSVR718

## Hand over property

### Performance criteria

*You must be able to:*

- P1 negotiate **with the people responsible, and confirm and record the procedures and time for implementing the for** handing over **of** the property
- P2 analyse completed work against property specifications, identify and record any discrepancies
- P3 take appropriate action to resolve any problems that emerge from an inspection of the property **and record the outcomes**
- P4 ensure the property is clean and tidy, **and ensure all any** redundant materials are removed **and record all the preparation activities undertaken prior to the hand over**
- P5 observe current legislation and official guidance appropriate to the work environment **and ensure protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following**
  - 5.1 methods of work
  - 5.2 risk assessment
  - 5.3 safe use and storage of tools
  - 5.4 safe use and storage of materials
  - 5.5 traffic control
  - 5.6 emergency plans
- P6 provide the recipient with all relevant documents, materials, information and keys or access media **and record of all the details about relating to the property provided to the recipient**
- P7 advise, **and record the information provided to,** the recipient of the procedure for contacting the appropriate people in the event of any problems **arising after the handover**

# COSVR718

## Hand over property

### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Confirm procedures

- K1 how to negotiate and confirm hand over procedures with the client, customer or their representative, contractors, consultants, sub-contractors, suppliers, workforce and the internal management **people responsible**
- K2 how to negotiate and agree hand over times
- K3 why you need to follow agreed hand over procedures

#### Performance Criteria 2

##### Analyse property specifications

*You need to know and understand:*

- K4 how to analyse property specifications in order to compare details with **the completed tasks including but not limited to demolition, building, refurbishment, conservation, repair and maintenance**
- K5 how to check the property against the property specification and record results
- K6 how to identify discrepancies **in dimensions, finishings, fittings and services, quality, quantity and structure** between property specifications and **the completed tasks**

#### Performance Criteria 3

##### Resolve problems

*You need to know and understand:*

- K7 how to inspect the property and record results
- K8 how to take appropriate action to resolve problems identified **relating to cleanliness, damage, removal of redundant materials, dimensions, finishings, fittings and services, quality, quantity, structure, health and safety issues and access and egress** during inspection of the property

#### Performance Criteria 4

##### Ensure property is clean and tidy

*You need to know and understand:*

- K9 how to ensure the property is clean and tidy and **any** problems are **recorded and** resolved before handover
- K10 how to ensure all redundant materials are removed

#### Performance Criteria 5

##### Observe legislation and guidance

*You need to know and understand:*

- K11 what current legislation, **and** official guidance **and organisational procedures, including but not limited to warranties, certificates and guarantees** applies directly to the hand over of property



# COSVR718

## Hand over property

*You need to know and understand:*

### **Performance Criteria 6**

#### **Provide information**

- K12 how to ensure relevant information, including but not limited to, utility meter(s) location, communication systems, appliance operation details, access and egress systems, security, arrangements for refuse collection, local amenities and danger zones, is available for the recipient client, the customer or their representative, internal representative, new owner, existing owner, main contractor, sub-contractors, third parties and local authority
- K13 how to record and provide the relevant information to the recipient

### **Performance Criteria 7**

#### **Advise the recipient**

*You need to know and understand:*

- K14 how to provide the recipient with details of the appropriate people to contact in the event of any problems

# COSVR718

## Hand over property

### Additional Information

#### Scope/range related to performance criteria

##### ~~Performance Criteria 1~~

~~1—records of consultation with the people responsible for the implementation, time of the hand over and confirmation of the procedures to be followed~~

##### ~~Performance Criteria 2~~

~~2—records of identified specification checks showing any identified discrepancies~~

##### ~~Performance Criteria 3~~

~~3—records of inspections conducted showing action taken to resolve any problems~~

##### ~~Performance Criteria 4~~

~~4—records of preparation activities undertaken prior to the hand over~~

##### ~~Performance Criteria 5~~

~~5—protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following~~

~~5.1—methods of work~~

~~5.2—risk assessment~~

~~5.3—safe use and storage of tools~~

~~5.4—safe use and storage of materials~~

~~5.5—traffic control~~

~~5.6—emergency plans~~

##### ~~Performance Criteria~~

~~6—records of the details about the property provided to the recipient~~

##### ~~Performance Criteria~~

~~7—records of the information provided for the recipient in the event of problems arising after the hand over~~

# COSVR718

## Hand over property

### Scope/range related to knowledge and understanding

#### Completed tasks

- 1—demolition
- 2—building
- 3—refurbishment
- 4—conservation
- 5—repair
- 6—maintenance

#### Discrepancies

- 7—dimensions
- 8—finishings
- 9—fittings and services
- 10—quality
- 11—quantity
- 12—structure

#### Problems

- 13—cleanliness
- 14—damage
- 15—removal of redundant materials
- 16—dimensions
- 17—finishings
- 18—fittings and services
- 19—quality
- 20—quantity
- 21—structure
- 22—health and safety issues
- 23—access and egress

#### Legislation and official guidance

- 24—warrantees
- 25—certificates
- 26—guarantees
- 27—organisational procedures

#### People responsible

- 28—the client, customer or their representative
- 29—contractors
- 30—consultants
- 31—sub-contractors
- 32—suppliers
- 33—workforce
- 34—internal management

# COSVR718

## Hand over property

### **Recipient**

35— the client, the customer or their representative

36— internal representative

37— new owner

38— existing owner

39— main contractor

40— sub-contractors

41— third parties

42— local authority

### **Relevant information**

43— utility meter(s) location

44— communication systems

45— appliance operation details

46— access and egress systems

47— security

48— arrangements for refuse collection

49— local amenities

50— danger zones



# COSVR719

## Provide customer service in construction



### Overview

~~This standard is about~~

~~1—contributing to customer service systems~~

~~2—delivering reliable customer service~~

~~3—monitoring customer service~~

This standard is about contributing to customer service systems, delivering reliable customer service and monitoring customer service in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements

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

## Performance criteria

*You must be able to:*

- P1 identify, **record** and use current legislation, **and** official guidance **and at least two of the following** to implement systems or procedures that will deliver and improve customer service
- 1.1 ~~current legislation~~
  - 1.2 ~~official guidance~~
  - 1.3 organisational procedures
  - 1.4 specifications
  - 1.5 drawing
  - 1.6 instructions and variations
  - 1.7 feedback processes
- P2 ~~prepare to deal??~~ with customers in order to give a consistent and reliable service **and maintain records of how the customer service provided promoted customer's confidence**
- P3 work with others **using at least two of the following forms of communication** to resolve customer problems
- 3.1 electronic
  - 3.2 verbal
  - 3.3 ~~via a second person???~~
  - 3.4 feedback documents
  - 3.5 group meetings
- P4 communicate with customers, **and** check **and record** that they are satisfied with the **at least two of the following** actions taken
- 4.1 corrective
  - 4.2 referral
  - 4.3 investigative
  - 4.4 reactive
  - 4.5 proactive
- P5 solve problems within existing systems or procedures that may affect customers before the customer becomes aware of them
- P6 confirm **and record** that the service given meets the customer's needs and expectations
- P7 inform **at least two of the following people responsible and record any ~~about~~** changes to customer service systems or procedures that will reduce the chance of problems being repeated
- 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
- P8 share **and record the** information with people responsible to maintain and improve standards of service delivery

### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Identify and use legislation and guidance

- K1 how to identify current legislation and official guidance relevant to customer service
- K2 how to use identified information to implement **current legislation, official guidance, organisational procedures, specifications, drawings, instructions and variations and feedback processes** ~~systems or procedures~~ for customer service
- K3 how to deliver and improve customer service

#### Performance Criteria 2

##### Prepare to deal with customers

*You need to know and understand:*

- K4 how to give consistent customer service
- K5 how to use systems or procedures to give reliable customer service

#### Performance Criteria 3

##### Work with others to resolve customer problems

*You need to know and understand:*

- K6 how to work with others to resolve customer service problems
- K7 how to communicate with customers **using electronic, verbal, written, via a second person and group meetings**
- K8 how to check that the customer is satisfied with the **corrective, referral, investigative, reactive and proactive** action taken

#### Performance Criteria 4

##### Solve problems within systems and procedures

*You need to know and understand:*

- K9 how to identify problems within existing systems or procedures, **including but not limited to, current legislation, official guidance, organisational procedures, specifications, drawings, instructions and variations, feedback processes** that may affect customers
- K10 how to ensure problems in systems or procedures are **resolved** before the customer becomes aware of them

#### Performance Criteria 5

##### Confirm the service meets customer needs

*You need to know and understand:*

- K11 how to communicate with customers to confirm that the service given meets the customer's needs and expectation



### Performance Criteria 6

#### Inform people of changes

*You need to know and understand:*

K12 how to identify ~~repeat~~ reoccurring problems in customer service

K13 how to change customer service systems or procedures to reduce the chance of problems being repeated

K14 how to inform the ~~client, customer or their representative, contractors, consultants, sub-contractors, workforce and internal management people responsible~~ about changes to customer service

### Performance Criteria 7

#### Share information

K15 how to ~~improve and~~ maintain standards of service delivery

~~K16—how to improve standards of service delivery~~ included in K15

K17 how to share information with the ~~client, customer or their representative, contractors, consultants, sub-contractors, workforce and internal management people responsible~~ in order to maintain and improve standards of service delivery

## Additional Information

### Scope/range related to performance criteria

#### ~~Performance Criteria 1~~

~~2—records of implementation for at least four of the following systems or procedures that will deliver and improve customer service~~

~~2.1—current legislation~~

~~2.2—official guidance~~

~~2.3—organisational procedures~~

~~2.4—specifications~~

~~2.5—drawing~~

~~2.6—instructions and variations~~

~~2.7—feedback processes~~

#### ~~Performance Criteria 2~~

~~3—records of consistent customer service~~

~~4—records of reliable service that promotes customer's confidence~~

#### ~~Performance Criteria 3~~

~~5—records of customer problems resolved using at least two of the following forms of communication~~

~~5.1—electronic~~

~~5.2—verbal~~

~~5.3—written~~

~~5.4—via a second person~~

~~5.5—feedback documents~~

~~5.6—feedback documents~~

~~6—records of checks to ensure that the customer is satisfied with at least two of following actions taken~~

~~6.1—corrective~~

~~6.2—referral~~

~~6.3—investigative~~

~~6.4—reactive~~

~~6.5—proactive~~

#### ~~Performance Criteria 4~~

~~7—records of how problems would be dealt with within existing customer service systems or procedures~~

**Performance Criteria 5**

~~8—records showing that the service given has met the customer's needs and expectations~~

**Performance Criteria 6**

~~9—records of changes to systems or procedures that will reduce the chance of problems being repeated, passed to at least two 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~~

**Performance Criteria 7**

~~10—records of information that will maintain and improve standards of service delivery shared with people responsible~~

**Scope/range  
related to  
knowledge and  
understanding**

**Action taken**

- ~~1 corrective~~
- ~~2 referral~~
- ~~3 investigative~~
- ~~4 reactive~~
- ~~5 proactive~~

**Communicate with customers**

- ~~6 electronic~~
- ~~7 verbal~~
- ~~8 written~~
- ~~9 via a second person~~
- ~~10 via a second person~~
- ~~11 group meetings~~

**People responsible**

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

**System or procedures**

- ~~19 current legislation~~
- ~~20 official guidance~~
- ~~21 organisational procedures~~
- ~~22 specifications~~
- ~~23 drawing~~
- ~~24 instructions and variations~~
- 25 feedback processes



### Overview

~~This standard is about~~

- ~~1—implementing historical conservation/restoration requirements~~
- ~~2—prioritising historical conservation/restoration activities~~
- ~~3—identifying and scheduling further historical conservation/restoration requirements with decision-makers~~

This standard is about implementing historical conservation/restoration requirements, prioritising historical conservation/restoration activities, identifying and scheduling further historical conservation/restoration requirements with decision-makers and adopting safe, healthy and environmentally responsible work practices ??

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

# COSVR720

## Plan historical conservation/restoration activities

### Performance criteria

*You must be able to:*

- P1 confirm and record the work requirements for at least two of the following historical conservation/restoration activities against at least five of the following information sources supplied
- 1.1 activities: roofing; lead work; bricklaying and craft masonry; earth walling; stonemasonry; decoration; plastering; wall and floor tiling; carpentry and joinery; specialist heritage activities
  - 1.2 information sources: survey reports; 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; archaeological watching brief; material suppliers; historical conservation plans
- P2 identify, and review and record the outcomes from at least three of the following influencing factors and guidance materials about relating to the work environment
- 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
- P3 consult and record the information sourced from 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
- P4 prioritise activities by assessing and accounting for all the influencing factors and record outcomes
- P5 amend priorities and record the decisions taken 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 use or change of use
  - 5.7 meeting current legislation
  - 5.8 resources
  - 5.9 security threats

## COSVR720

### Plan historical conservation/restoration activities

- P6 prepare and record the plans or schedules for at least three of the following historical conservation/restoration activities and negotiate and agree them with decision-makers
  - 6.1 roofing
  - 6.2 lead work
  - 6.3 bricklaying and craft masonry
  - 6.4 earth walling
  - 6.5 stonemasonry
  - 6.6 decoration
  - 6.7 plastering
  - 6.8 wall and floor tiling
  - 6.9 carpentry and joinery
  - 6.10 specialist heritage activities



# COSVR720

## Plan historical conservation/restoration activities

### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Confirm work requirements

- K1 how to confirm work requirements for historical conservation/restoration roofing, lead work, bricklaying and craft masonry, specialist heritage activities, earth walling, stonemasonry, decoration, plastering, wall and floor tiling and carpentry and joinery activities against information sourced from survey reports, drawing, schedules and specifications, contractual requirements, statutory consents, risk assessments and method statements, programmes, records about the competence of people, sub-contractor arrangements, health, safety and environmental plans, archaeological watching briefs, material suppliers and historical conservation/restoration plans
- K2 who to consult to confirm work requirements

#### Performance Criteria 2

##### Identify and review influencing factors and guidance materials

- K3 how to identify and review the following influencing factors, organisational requirements, contractual requirements, statutory requirements, resource allocation, working requirements, environmental considerations, weather conditions
- K4 how to identify and review the following guidance materials, owner's manuals, log books, maintenance schedules and manuals, practice guides and specifications, and current legislation and official guidance
- 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 influencing factors in order to prioritise historical conservation/restoration activities included in K6
- ~~K7 how to prioritise historical conservation/restoration activities~~
- K8 why you need to prioritise historical conservation/restoration 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, use or change of use, meeting current legislation and resources in order to amend priorities when reviewing influencing factors
- ~~K10 how to amend priorities when reviewing influencing factors included in K8~~

*You need to know and understand:*

# COSVR720

## Plan historical conservation/restoration activities

### Performance Criteria 5

#### Prepare plans and schedules

*You need to know and understand:*

- K11 how to prepare plans and schedules for historical conservation/restoration roofing, lead work, bricklaying and craft masonry, specialist heritage activities, earth walling, stonemasonry, decoration, plastering, wall and floor tiling and carpentry and joinery activities
- 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 historical conservation/restoration activities against at least five of the following information sources
  - 1.1—activities: roofing; lead work; bricklaying and craft masonry; earth walling; stonemasonry; decoration; plastering; wall and floor tiling; carpentry and joinery; specialist heritage activities
  - 1.2—information sources: survey reports; 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; archaeological watching brief; material suppliers; historical conservation 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
- 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

##### **Performance Criteria 3**

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

##### **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—use or change of use
  - 5.7—meeting current legislation
  - 5.8—resources
  - 5.9—security threats

# COSVR720

## Plan historical conservation/restoration activities

### **Performance Criteria 5**

~~6—records of plans or schedules for at least three of the following historical conservation/restoration activities~~

~~6.1—roofing~~

~~6.2—lead work~~

~~6.3—bricklaying and craft masonry~~

~~6.4—earth walling~~

~~6.5—stonemasonry~~

~~6.6—decoration~~

~~6.7—plastering~~

~~6.8—wall and floor tiling~~

~~6.9—carpentry and joinery~~

~~6.10—specialist heritage activities~~

# COSVR720

## Plan historical conservation/restoration activities

### Scope/range related to knowledge and understanding

#### Activities

- 1—roofing
- 2—lead-work
- 3—bricklaying and craft masonry
- 4—earth-walling
- 5—stonemasonry
- 6—decoration
- 7—plastering
- 8—wall and floor tiling
- 9—carpentry and joinery
- 10—specialist heritage activities

#### Changing circumstances

- 11—susceptibility to damage
- 12—safety requirements
- 13—need to inhibit, and respond to deterioration
- 14—compromised operational effectiveness
- 15—weather conditions
- 16—use or change of use
- 17—meeting current legislation
- 18—resources

#### Guidance materials

- 19—owner's manuals
- 20—log books
- 21—maintenance schedules and manuals
- 22—practice guides and specifications
- 23—current legislation and official guidance

#### Influencing factors

- 24—organisational requirements
- 25—contractual requirements
- 26—statutory requirements
- 27—resource allocation
- 28—working requirements
- 29—environmental considerations
- 30—weather conditions

#### Information sources

- 31—survey reports
- 32—drawing, schedules and specifications
- 33—contractual
- 34—statutory consents
- 35—risk assessments and method statements
- 36—programmes
- 37—records about the competence of people
- 38—sub-contractor arrangements
- 39—health, safety and environmental plan

## **COSVR720**

### Plan historical conservation/restoration activities

~~40—archaeological watching brief~~

~~41—material suppliers~~

~~42—historical conservation/restoration plans~~



# COSVR721

## Supervise historical conservation/restoration activities



### Overview

~~This standard is about~~

- ~~1— monitoring historical conservation/restoration activities by pre-work and progress checks~~
- ~~2— controlling necessary resources~~
- ~~3— identifying problems and implementing corrective action~~

~~This standard is about monitoring historical conservation/restoration activities by pre-work and progress checks, controlling necessary resources, identifying problems and implementing corrective action and opting safe, healthy and environmentally responsible work practices all in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements~~

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



# COSVR721

## Supervise historical conservation/restoration activities

### Performance criteria

*You must be able to:*

- P1 carry out and record the programme of supervision for at least two of the following historical conservation/restoration activities which will minimise disruption and maintain optimum performance
- 1.1 roofing
  - 1.2 lead work
  - 1.3 bricklaying and craft masonry
  - 1.4 earth walling
  - 1.5 stonemasonry
  - 1.6 decoration
  - 1.7 plastering
  - 1.8 wall and floor tiling
  - 1.9 carpentry and joinery
  - 1.10 specialist heritage activities
- P2 observe current legislation and official guidance appropriate to the work environment to ensure the protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following
- 2.1 methods of work
  - 2.2 risk assessment
  - 2.3 safe use and storage of tools
  - 2.4 safe use and storage of materials
  - 2.5 traffic management
  - 2.6 emergency plans
- P3 identify, and assess and record any defects and problems, and recommend and implement corrective action which conforms to safe working methods and practices for at least three of the following historical conservation/restoration defects and problems
- 3.1 limitations of design choices
  - 3.2 construction errors
  - 3.3 identification of further utilities
  - 3.4 heritage concerns
  - 3.5 environmental concerns
  - 3.6 incorrect maintenance
  - 3.7 identification of hazardous materials
  - 3.8 breaches of security
- P4 keep accurate records of work progress checks, defects, problems, corrective action and quantities involved
- P5 identify, assess, record the acquisition and maintain at least four of the following necessary??? resources for at least three of the following historical conservation/restoration activities
- 5.1 resources: people: plant, equipment or machinery; materials and components; sub-contractors; information; work and facilities; waste management; utility providers
  - 5.2 historical conservation/restoration activities: roofing; lead work; bricklaying and craft masonry; earth walling; stonemasonry; decoration; plastering; wall and floor tiling; carpentry and joinery; specialist heritage and historical conservation/restoration activities

# COSVR721

## Supervise historical conservation/restoration activities

### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Supervise activities

- K1 how to supervise programmed historical roofing, lead work, bricklaying and craft masonry, wall and floor tiling, carpentry and joinery earth walling, stonemasonry, specialist heritage activities, decorating, and plastering conservation/restoration activities
- K2 how to minimise disruption to other works, the workforce, other personnel on site, members of the public, occupiers and site visitors people affected by on-site operation during historical conservation/restoration activities
- ~~K3 how to minimise disruption to people during historical conservation/restoration activities~~ included in K2
- K3 how to apply methods that will optimise performance during historical conservation/restoration

#### Performance Criteria 2

##### Observe legislation and guidelines

*You need to know and understand:*

- K4 what current legislation and official guidance applies directly to historical roofing, lead work, bricklaying and craft masonry, wall and floor tiling, carpentry and joinery earth walling, stonemasonry, specialist heritage activities, decorating, and plastering conservation/restoration activities

#### Performance Criteria 3

##### Identify and assess defects and problems

*You need to know and understand:*

- K5 how to identify and assess common historical conservation/restoration defects and problems, including but not limited to limitations of design choices, construction errors, identification of further utilities, heritage concerns, environmental concerns, incorrect maintenance, identification of hazardous materials and breaches of security
- ~~K6 how to assess historical conservation/restoration defects and problems~~ included in K5
- K7 how to make recommendations and implement the following corrective actions: redesign, reconfigure, restrict, replicate, repair, replace and clean to historical conservation/restoration activities corrective action for defects and problems identified in historical conservation/restoration activities

#### Performance Criteria 4

##### Keep accurate records

*You need to know and understand:*

- K8 how to keep accurate records of work progress by conducting checks for defects and problems and any corrective action taken and

# COSVR721

## Supervise historical conservation/restoration activities

- K9 how to keep accurate records of quantities of the following resources used, people, plant, equipment or machinery, materials and components, sub-contractors, information, work area and facilities, waste management and utility providers
- K10 why accurate records are needed

### Performance Criteria 5

#### Identify, assess and maintain resources

*You need to know and understand:*

- K11 how to identify and assess the necessary resources for historical conservation/restoration activities
- ~~K12 how to assess the quality of resources for historical conservation/restoration activities~~ included in K11
- K13 how to maintain the necessary resources for historical conservation/restoration activities

# COSVR721

## Supervise historical conservation/restoration activities

### Additional Information

#### Scope/range related to performance criteria

##### **Performance Criteria 1**

- ~~1—records of programmes for at least two of the following historical conservation/restoration activities~~
  - ~~1.1—roofing~~
  - ~~1.2—lead work~~
  - ~~1.3—bricklaying and craft masonry~~
  - ~~1.4—earth walling~~
  - ~~1.5—stonemasonry~~
  - ~~1.6—decoration~~
  - ~~1.7—plastering~~
  - ~~1.8—wall and floor tiling~~
  - ~~1.9—carpentry and joinery~~
  - ~~1.10—specialist heritage activities~~

##### **Performance Criteria 2**

- ~~2—protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following~~
  - ~~2.1—methods of work~~
  - ~~2.2—risk assessment~~
  - ~~2.3—safe use and storage of tools~~
  - ~~2.4—safe use and storage of materials~~
  - ~~2.5—traffic management~~
  - ~~2.6—emergency plans~~

##### **Performance Criteria 3**

- ~~3—records of dealing with at least three of the following historical conservation/restoration defects and problems~~
  - ~~3.1—limitations of design choices~~
  - ~~3.2—construction errors~~
  - ~~3.3—identification of further utilities~~
  - ~~3.4—heritage concerns~~
  - ~~3.5—environmental concerns~~
  - ~~3.6—incorrect maintenance~~
  - ~~3.7—identification of hazardous materials~~
  - ~~3.8—breaches of security~~

##### **Performance Criteria 4**

- ~~4—records of work progress checks detailing defects, problems, corrective actions taken and quantities involved~~

# COSVR721

## Supervise historical conservation/restoration activities

### ~~Performance Criteria 5~~

~~5—records of the acquisition and maintenance for at least four of the following resources for at least three of the following historical conservation/restoration activities~~

~~5.1—resources: people; plant, equipment or machinery; materials and components; sub-contractors; information; work and facilities; waste management; utility providers~~

~~5.2—historical conservation/restoration activities: roofing; lead work; bricklaying and craft masonry; earth walling; stonemasonry; decoration; plastering; wall and floor tiling; carpentry and joinery; specialist heritage and historical conservation/restoration activities~~

# COSVR721

## Supervise historical conservation/restoration activities

### Scope/range related to knowledge and understanding

#### Activities

- 1—roofing
- 2—lead-work
- 3—bricklaying and craft masonry
- 4—earth-walling
- 5—stonemasonry
- 6—decoration
- 7—plastering
- 8—wall and floor tiling
- 9—carpentry and joinery
- 10—specialist heritage activities

#### Corrective action

- 11—redesign
- 12—reconfigure
- 13—restrict
- 14—replicate
- 15—repair
- 16—replace
- 17—clean

#### Defects and problems

- 18—limitations of design choices
- 19—construction errors
- 20—identification of further utilities
- 21—heritage concerns
- 22—environmental concerns
- 23—incorrect maintenance
- 24—identification of hazardous materials
- 25—breaches of security

#### People

- 26—workforce
- 27—other personnel on-site
- 28—members of the public
- 29—occupiers
- 30—site visitors
- 31—people affected by on-site operations

# COSVR721

## Supervise historical conservation/restoration activities

### **Resources**

- 32—people
- 33—plant, equipment or machinery
- 34—materials and components
- 35—sub-contractors
- 36—information
- 37—work area and facilities
- 38—waste management
- 39—utility providers

# COSVR722

## Plan demolition activities



### Overview

~~This standard is about~~

~~1—implementing demolition requirements~~

~~2—prioritising demolition activities~~

~~3—identifying and scheduling further demolition requirements with decision-makers~~

~~This standard is about implementing demolition requirements, prioritising demolition activities, identifying and scheduling further demolition requirements with decision-makers and adopting safe, healthy and environmentally responsible work practices all in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements~~

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



# COSVR722

## Plan demolition activities

### Performance criteria

*You must be able to:*

- P1 confirm and record the work requirements ~~against the information supplied records of confirming~~ for at least two of the following demolition activities against at least five of the following information sources
  - 1.1 demolition activities: soft strip; mechanical demolition; remote mechanical demolition; explosive demolition; selective demolition
  - 1.2 information sources: survey reports; design; contractual; statutory consents; risk assessments and method statements; programmes; records about the competence of people; sub-contractor arrangements; health, safety and environmental plan; Type 3 asbestos survey; service disconnection certificates; utilities survey report
- P2 identify, ~~and~~ review and record the findings from at least three of the following influencing factors and two of the following guidance materials ~~about~~ in relation to the work environment
  - 2.1 influencing factors: organisational requirements, contractual requirements, statutory requirements, resource allocation, working requirements, environmental considerations, weather conditions
  - 2.2 guidance materials: owner's manuals, log books, maintenance schedules and manuals, practice guides and specifications, current legislation and official guidance
- P3 prioritise activities by assessing, recording and accounting for all the influencing factors
- P4 amend and record the priorities to take account of at least four of changing circumstances whilst maintaining consistency with the influencing factors
  - 4.1 susceptibility to damage
  - 4.2 safety requirements
  - 4.3 need to inhibit and respond to deterioration
  - 4.4 compromised operational effectiveness
  - 4.5 weather conditions
  - 4.6 use or change of use
  - 4.7 meeting current legislation
  - 4.8 resources
  - 4.9 security threats
- P5 prepare and record the plans or schedules for at least three of the following demolition activities and negotiate and agree them with decision makers
  - 5.1 soft strip
  - 5.2 mechanical demolition
  - 5.3 remote mechanical demolition
  - 5.4 explosive demolition
  - 5.5 selective demolition

# COSVR722

## Plan demolition activities

### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Confirm work requirements

- K1 how to confirm **and record the** work requirements for **the following** demolition activities, **soft strip, mechanical demolition, remote mechanical demolition, explosive demolition, selective demolition** against the following information sources, **survey reports, design, contractual, statutory consents, risk assessments and method statements, programmes, records about the competence of people, sub-contractor arrangements, health, safety and environmental plan, Type 3 asbestos survey, service disconnection certificate, utilities survey report**
- K2 who to consult **with** to confirm work requirements

#### Performance Criteria 2

##### Identify and review factors and guidance materials

- K3 how to identify and review **the following** influencing factors, **organisational requirements, contractual requirements, statutory requirements, resource allocation, working requirements, environmental considerations, weather 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**
- K5 why you need to review **and record the findings from** 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**
- K7 how to prioritise **the following** demolition activities, **soft strip, mechanical demolition, remote mechanical demolition, explosive demolition, selective demolition**
- K8 why you need to prioritise demolition activities

*You need to know and understand:*

#### Performance Criteria 4

##### Amend priorities

- K9 how to take account of **and record the following** changing circumstances **susceptibility to damage, safety requirements, need to inhibit and respond to deterioration, compromised operational effectiveness, weather conditions, use or change of use, meeting current legislation, resources, security threats**
- 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**

*You need to know and understand:*

# COSVR722

## Plan demolition activities

### Performance Criteria 5

#### Prepare plans

*You need to know and understand:*

- K11 how to prepare plans and schedules for **the following** demolition activities and schedules **soft strip, mechanical demolition, remote mechanical demolition, explosive demolition, selective demolition**
- 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 demolition activities against at least five of the following information sources~~
  - ~~1.1—demolition activities: soft strip; mechanical demolition; remote mechanical demolition; explosive demolition; selective demolition~~
  - ~~1.2—information sources: survey reports; design; contractual; statutory consents; risk assessments and method statements; programmes; records about the competence of people; sub-contractor arrangements; health, safety and environmental plan; Type 3 asbestos survey; service disconnection certificates; utilities survey report~~

##### ~~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~~
- ~~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~~

##### ~~Performance Criteria 3~~

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

##### ~~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—use or change of use~~
  - ~~5.7—meeting current legislation~~
  - ~~5.8—resources~~
  - ~~5.9—security threats~~

##### ~~Performance Criteria 5~~

- ~~6—records of plans or schedules for at least three of the following demolition activities~~
  - ~~6.1—soft strip~~
  - ~~6.2—mechanical demolition~~
  - ~~6.3—remote mechanical demolition~~
  - ~~6.4—explosive demolition~~
  - ~~6.5—selective demolition~~

# COSVR722

## Plan demolition activities

### Scope/range related to knowledge and understanding

#### Activities

- 1—soft strip
- 2—mechanical demolition
- 3—remote mechanical demolition
- 4—explosive demolition
- 5—selective demolition

#### Changing circumstances

- 6—susceptibility to damage
- 7—safety requirements
- 8—need to inhibit and respond to deterioration
- 9—compromised operational effectiveness
- 10—weather conditions
- 11—use or change of use
- 12—meeting current legislation
- 13—resources
- 14—security threats

#### Influencing factors

- 15—organisational requirements
- 16—contractual requirements
- 17—statutory requirements
- 18—resource allocation
- 19—working requirements
- 20—environmental considerations
- 21—weather conditions

#### Information sources

- 22—survey reports
- 23—design
- 24—contractual
- 25—statutory consents
- 26—risk assessments and method statements
- 27—programmes
- 28—records about the competence of people
- 29—sub-contractor arrangements
- 30—health, safety and environmental plan
- 31—Type 3 asbestos survey
- 32—service disconnection certificates
- 33—utilities survey report

#### Guidance materials

- 34—owner's manuals
- 35—log books
- 36—maintenance schedules and manuals
- 37—practice guides and specifications
- 38—current legislation and official guidance

## **COSVR722**

Plan demolition activities

# COSVR723

## Supervise demolition activities



### Overview

~~This standard is about~~

~~1— monitoring demolition activities by pre-work and progress checks~~

~~2— controlling necessary resources~~

~~3— identifying problems and implementing corrective action~~

This standard is about monitoring demolition activities by pre-work and progress checks, controlling necessary resources, identifying problems and implementing corrective action and adopting safe, healthy and environmentally responsible work practices

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

# COSVR723

## Supervise demolition activities

### Performance criteria

*You must be able to:*

- P1 carry out **and record** the supervision ~~of~~ **for at least two of the following programmed demolition site activities, soft strip , mechanical demolition, remote mechanical demolition, explosive demolition, selective demolition** which will minimise disruption and maintain optimum performance
- P2 observe current legislation and official guidance appropriate ~~to the work environment~~ **for the protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following**
  - 2.1 methods of work
  - 2.2 risk assessment
  - 2.3 safe use and storage of tools
  - 2.4 safe use and storage of materials
  - 2.5 traffic management
  - 2.6 emergency plans
- P3 identify and assess **at least three of the following** faults and problems and recommend and implement corrective action which conforms to safe working methods and practices
  - 3.1 limitations of design choices
  - 3.2 construction errors
  - 3.3 identification of further utilities
  - 3.4 heritage concerns
  - 3.5 environmental concerns
  - 3.6 incorrect maintenance
  - 3.7 identification of hazardous materials
  - 3.8 breaches of security
- P4 conduct **and record at least one of the following** pre-work checks to meet statutory requirements and maintain safe working methods and practices
  - 4.1 condition
  - 4.2 fit for purpose
  - 4.3 health and safety
- P5 keep accurate records of work progress checks, faults, problems, corrective action and quantities involved
- P6 identify, assess **and record the acquisition and maintenance of ~~and maintain the necessary~~ at least three of the following** resources for **at least two of the following** demolition activities
  - 6.1 resources: people; plant, equipment or machinery; materials and components; sub-contractors; information; work and facilities; waste management; utility providers
  - 6.2 demolition activities: soft strip; mechanical demolition; remote mechanical demolition; explosive demolition; selective demolition



# COSVR723

## Supervise demolition activities

### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Carry out demolition

- K1 how to supervise **the following** programmed demolition activities, **soft strip, mechanical demolition, remote mechanical demolition, explosive demolition, selective demolition**
- K2 how to minimise disruption to other works during demolition activities
- K3 how to minimise disruption to **people the workforce, other personnel on site, members of the public, occupiers, site visitors and people affected by on-site operations** during demolition activities
- K4 how to apply methods that will optimise performance during demolition

#### Performance Criteria 2

##### Observe legislation and guidelines

- K5 what current legislation and official guidance applies directly to demolition activities

*You need to know and understand:*

#### Performance Criteria 3

##### Identify and assess faults and problems

- K6 **the** common demolition faults and problems
- K7 how to assess **the following** faults and problems, **limitations of design choices, construction errors, identification of further utilities, heritage concerns, environmental concerns, incorrect maintenance, identification of hazardous material, breaches of security**
- K8 how to make recommendations and implement **the following** corrective actions; redesign, reconfigure, restrict, reposition, repair, replace, clean **to rectify the for** faults and problems

*You need to know and understand:*

#### Performance Criteria 4

##### Conduct pre-work checks

- K9 how to conduct **the following** pre-work demolition checks, **condition, fit for purpose and health and safety** in order to meet **the following** statutory requirements; **test, examination, inspection and certification**
- K10 how to record pre-work demolition checks
- K11 why you need to conduct pre-work demolition checks

*You need to know and understand:*

#### Performance Criteria 5

##### Keep accurate records

- K12 how to keep accurate records of **the** work progress demolition checks including faults, problems, corrective action and quantities used
- K13 why accurate records are needed

*You need to know and understand:*

# COSVR723

## Supervise demolition activities

### Performance Criteria 6

#### Identify, assess and maintain resources

*You need to know and understand:*

- K14 how to identify the **necessary required** resources of people, plant, equipment or machinery, materials and components, sub-contractors, information, work area and facilities, waste management and utility providers for demolition activities
- K15 how to assess the quality of resources for demolition activities
- K16 how to maintain the **necessary required** resources for demolition activities

# COSVR723

## Supervise demolition activities

### Additional Information

#### Scope/range related to performance criteria

##### **Performance Criteria 1**

- ~~1—records of programmes for at least two of the following demolition activities~~
  - ~~1.1—soft strip~~
  - ~~1.2—mechanical demolition~~
  - ~~1.3—remote mechanical demolition~~
  - ~~1.4—explosive demolition~~
  - ~~1.5—selective demolition~~

##### **Performance Criteria 2**

- ~~2—protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following~~
  - ~~2.1—methods of work~~
  - ~~2.2—risk assessment~~
  - ~~2.3—safe use and storage of tools~~
  - ~~2.4—safe use and storage of materials~~
  - ~~2.5—traffic management~~
  - ~~2.6—emergency plans~~

##### **Performance Criteria 3**

- ~~3—records of dealing with at least three of the following demolition faults and problems~~
  - ~~3.1—limitations of design choices~~
  - ~~3.2—construction errors~~
  - ~~3.3—identification of further utilities~~
  - ~~3.4—heritage concerns~~
  - ~~3.5—environmental concerns~~
  - ~~3.6—incorrect maintenance~~
  - ~~3.7—identification of hazardous materials~~
  - ~~3.8—breaches of security~~

##### **Performance Criteria 4**

- ~~4—records of checks for at least one of the following~~
  - ~~4.1—condition~~
  - ~~4.2—fit for purpose~~
  - ~~4.3—health and safety~~

##### **Performance Criteria 5**

- ~~5—records of work progress checks detailing faults, problems, corrective actions taken and quantities involved~~

##### **Performance Criteria 6**

- ~~6—records of the acquisition and maintenance for at least three of the following resources for at least two of the following demolition activities~~
  - ~~6.1—resources: people; plant, equipment or machinery; materials and components; sub-contractors; information; work and facilities; waste management; utility providers~~
  - ~~6.2—demolition activities: soft strip; mechanical demolition; remote mechanical demolition; explosive demolition; selective demolition~~

# COSVR723

## Supervise demolition activities



### Scope/range related to knowledge and understanding

#### **Corrective action**

- 1—redesign
- 2—reconfigure
- 3—restrict
- 4—reposition
- 5—repair
- 6—replace
- 7—clean

#### **Demolition activities**

- 8—soft-strip
- 9—mechanical demolition
- 10—remote mechanical demolition
- 11—explosive demolition
- 12—selective demolition

#### **Demolition checks**

- 13—condition
- 14—fit for purpose
- 15—health and safety

#### **Faults and problems**

- 16—limitations of design choices
- 17—construction errors
- 18—identification of further utilities
- 19—heritage concerns
- 20—environmental concerns
- 21—incorrect maintenance
- 22—identification of hazardous materials
- 23—breaches of security

#### **People**

- 24—workforce
- 25—other personnel on site
- 26—members of the public
- 27—occupiers
- 28—site visitors
- 29—people affected by on-site operations

#### **Resources**

- 30—people
- 31—plant, equipment or machinery
- 32—materials and components
- 33—sub-contractors
- 34—information
- 35—work area and facilities
- 36—waste management
- 37—utility providers

#### **Statutory requirements**

- 38—test
- 39—examination

## **COSVR723**

### **Supervise demolition activities**

~~40—inspection~~

~~41—certification~~

# COSVR724

## Supervise tunnelling activities



### Overview

~~This standard is about~~

~~1— monitoring tunnelling activities by pre-work and progress checks~~

~~2— controlling necessary resources~~

~~3— supervising tunnelling activities, identifying problems and implementing corrective action~~

This standard is about monitoring tunnelling activities by pre-work and progress checks, controlling necessary resources, supervising tunnelling activities, identifying problems and implementing corrective action and adopting safe, healthy and environmentally responsible work practices all in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements

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

# COSVR724

## Supervise tunnelling activities



### Performance criteria

- You must be able to:*
- P1 carry out supervision and record the programmes, plans or schedules for at least two of the following activities which will minimise disruption and maintain optimum performance
    - 1.1 mobile plant and machinery operations
    - 1.2 back up services installation, operation, maintenance or removal
    - 1.3 spoil removal
    - 1.4 access equipment erection, maintenance or removal
    - 1.5 pipejacking operations
    - 1.6 micro tunnelling operations
    - 1.7 excavation and installation of supports
    - 1.8 shaft and tunnel construction
    - 1.9 tunnel transport
    - 1.10 spraying concrete lining
    - 1.11 operating separation plant
    - 1.12 temporary works
    - 1.13 lifting loads
  - P2 observe current legislation and official guidance appropriate to the work environment ~~for~~ to ensure protection and safety of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following
    - 2.1 methods of work
    - 2.2 tunnel access arrangements
    - 2.3 risk assessment
    - 2.4 safe use and storage of tools
    - 2.5 safe use and storage of materials
    - 2.6 traffic management
    - 2.7 emergency plans
  - P3 identify and assess defects and problems, and recommend and implement corrective action taken for at least three of the following which conforms to safe working methods and practices
    - 3.1 limitations of design choices
    - 3.2 construction errors
    - 3.3 identification of further utilities
    - 3.4 heritage concerns
    - 3.5 environmental concerns
    - 3.6 incorrect maintenance
    - 3.7 identification of hazardous materials
    - 3.8 breaches of security
    - 3.9 changes in ground conditions
  - P4 keep accurate records of work progress checks, detailing defects, problems, corrective actions taken and quantities involved

- P5 identify, assess and record the acquisition and maintenance ~~and maintain~~ of at least four of the following the necessary?? resources for at least three of the following tunnelling activities
- 5.1 resources: people: plant, equipment or machinery; materials and components; sub-contractors; information; work area and facilities; waste management; utility providers
  - 5.2 tunnelling activities: mobile plant and machinery operations; back up services installation, operation, maintenance or removal; spoil removal; access equipment erection, maintenance or removal; pipejacking operations; micro tunnelling operations; excavation and installation of supports; tunnel construction; shaft and tunnel construction; tunnel transport; spraying concrete lining; operating separation plant; temporary works; lifting loads
- P6 comply with the given contract information and supervise the activities of at least one of the following occupational areas to form tunnels ensuring ~~carry-out~~ the work is carried out efficiently to the required specification
- 6.1 hand miner
  - 6.2 shaft miner
  - 6.3 tunnelling machine operator
  - 6.4 machine tunnelling operative
  - 6.5 spoil removal equipment operative
  - 6.6 tunnel services operative
  - 6.7 tunnel transport operator
  - 6.8 tunnel fitter's mate
  - 6.9 tunnel electrician's mate
  - 6.10 sprayed concrete lining tunnelling operative
  - 6.11 pipejacking operative
  - 6.12 micro-tunnelling operative
  - 6.13 separation plant operative
  - 6.14 specialist tunnelling occupations



## Knowledge and understanding

*You need to know and understand:*

### Performance Criteria 1

#### Supervise activities

- K1 how to supervise programmed **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, lifting loads**
- K2 how to minimise disruption to other works, the workforce, other personnel on site, members of the public, occupiers, site visitors, people affected by on-site operations during tunnelling activities
- ~~K3 — how to minimise disruption to **people** during tunnelling activities included in K2~~
- K3 how to apply methods that will optimise and maintain performance during tunnelling

### Performance Criteria 2

#### Observe legislation and guidelines

- K4 what current legislation and official guidance applies directly to tunnelling activities for protection and safety

### Performance Criteria 3

#### Identify and assess defects and problems

- K5 **how to identify and assess the following** common tunnelling defects and problems, **limitations of design choices, construction errors, identification of further utilities, heritage concerns, environmental concerns, incorrect maintenance, identification of hazardous materials, breaches of security and changes in ground conditions**
- ~~K7 — how to assess tunnelling defects and problems included in K5~~
- K6 how to make recommendations and implement **the following** corrective action, **redesign, reconfigure, restrict, redirect, repair, and replace** for tunnelling defects and problems

### Performance Criteria 4

#### Keep accurate records

- K7 how to keep accurate records of work progress by conducting checks for defects and problems, corrective action taken and quantities of **the following** resources used, people, plant, equipment or machinery, materials and components, sub-contractors, information, work area and facilities, waste management, utility providers
- K8 why accurate records are needed

*You need to know and understand:*

*You need to know and understand:*

*You need to know and understand:*

**Performance Criteria 5**

**Identify, assess and maintain resources**

*You need to know and understand:*

**K9** how to identify, **assess and maintain** the necessary resources for tunnelling activities

~~K12—how to assess the quality of resources for tunnelling activities~~ **included in K9**

~~K13—how to maintain the necessary **resources** for tunnelling activities~~ **included in K9**

**Performance Criteria 6**

**Meet the contract specification**

*You need to know and understand:*

**K10** ~~how **methods of work**~~, the application of knowledge for safe work practices, procedures and skills, relating to the supervision of the following methods of work and materials used to meet the specification, are carried out and defects and problems reported

- 10.1 booking in and out of tunnels
- 10.2 setting out lines and templates for shaft and tunnel excavations
- 10.3 excavation of tunnels using different methods (by hand, machines, segments, sprayed concrete lining and by pipejacking)
- 10.4 installing, using and moving permanent tunnel support and service systems
- 10.5 installing, using, moving and removing temporary tunnel support and service systems
- 10.6 installing, moving and removing spoil removal systems
- 10.7 dealing with ground water and de-watering methods
- 10.8 signalling the movement of loads, vehicles and machinery
- 10.9 working with tunnel and shaft transport systems
- 10.10 using hand tools, power tools and equipment
- 10.11 working at height
- 10.12 using access equipment
- 10.11 team work and communication
- 10.12 needs of other occupations associated with tunnelling

## Additional Information

### Scope/range related to performance criteria

#### **Performance Criteria 1**

- 1—records of programmes, plans or schedules for at least two of the following activities
  - 1.1—mobile plant and machinery operations
  - 1.2—back-up services installation, operation, maintenance or removal
  - 1.3—spoil removal
  - 1.4—access equipment erection, maintenance or removal
  - 1.5—pipejacking operations
  - 1.6—micro tunnelling operations
  - 1.7—excavation and installation of supports
  - 1.8—shaft and tunnel construction
  - 1.9—tunnel transport
  - 1.10—spraying concrete lining
  - 1.11—operating separation plant
  - 1.12—temporary works
  - 1.13—lifting loads

#### **Performance Criteria 2**

- 2—protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following
  - 2.1—methods of work
  - 2.2—tunnel access arrangements
  - 2.3—risk assessment
  - 2.4—safe use and storage of tools
  - 2.5—safe use and storage of materials
  - 2.6—traffic management
  - 2.7—emergency plans

#### **Performance Criteria 3**

- 3—records of dealing with at least three of the following tunnelling defects and problems
  - 3.1—limitations of design choices
  - 3.2—construction errors
  - 3.3—identification of further utilities
  - 3.4—heritage concerns
  - 3.5—environmental concerns
  - 3.6—incorrect maintenance
  - 3.7—identification of hazardous materials
  - 3.8—breaches of security
  - 3.9—changes in ground conditions

#### **Performance Criteria 4**

- 4—records of work progress checks detailing defects, problems, corrective actions taken and quantities involved

**Performance Criteria 5**

- 5—records of the acquisition and maintenance for at least four of the following resources for at least three of the following activities
  - 5.1—resources: people; plant, equipment or machinery; materials and components; sub-contractors; information; work area and facilities; waste management; utility providers
  - 5.2—tunnelling activities: mobile plant and machinery operations; back up services installation, operation, maintenance or removal; spoil removal; access equipment erection, maintenance or removal; pipejacking operations; micro tunnelling operations; excavation and installation of supports; tunnel construction; shaft and tunnel construction; tunnel transport; spraying concrete lining; operating separation plant; temporary works; lifting loads

**Performance Criteria 6**

- 6—supervise activities to form tunnels to given working instructions in at least one of the following occupational areas
  - 6.1—hand miner
  - 6.2—shaft miner
  - 6.3—tunnelling machine operator
  - 6.4—machine tunnelling operative
  - 6.5—spoil removal equipment operative
  - 6.6—tunnel services operative
  - 6.7—tunnel transport operator
  - 6.8—tunnel fitter's mate
  - 6.9—tunnel electrician's mate
  - 6.10—sprayed concrete lining tunnelling operative
  - 6.11—pipejacking operative
  - 6.12—micro tunnelling operative
  - 6.13—separation plant operative
  - 6.14—specialist tunnelling occupations

**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

**Corrective action**

- 14—redesign
- 15—reconfigure
- 16—restrict
- 17—redirect
- 18—repair
- 19—replace

**Defects and problems**

- 20—limitations of design choices
- 21—construction errors
- 22—identification of further utilities
- 23—heritage concerns
- 24—environmental concerns
- 25—incorrect maintenance
- 26—identification of hazardous materials
- 27—breaches of security
- 28—changes in ground conditions

**People**

- 29—workforce
- 30—other personnel on site
- 31—members of the public
- 32—occupiers
- 33—site visitors
- 34—people affected by on-site operations

**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

**Methods of work**

- 43—application of knowledge for safe work practices, procedures and skills, relating to the supervision of the following methods of work and materials used for
  - 43.1—booking in and out of tunnels
  - 43.2—setting out lines and templates for shaft and tunnel excavations
  - 43.3—excavation of tunnels using different methods (by hand, machines, segments, sprayed concrete lining and by pipejacking)
  - 43.4—installing, using and moving permanent tunnel support and service systems
  - 43.5—installing, using, moving and removing temporary tunnel support and service systems
  - 43.6—installing, moving and removing spoil removal systems
  - 43.7—dealing with ground water and de-watering methods
  - 43.8—signalling the movement of loads, vehicles and machinery
  - 43.9—working with tunnel and shaft transport systems
  - 43.10—using hand tools, power tools and equipment
  - 43.11—working at height
  - 43.12—using access equipment
- 44—team work and communication
- 45—needs of other occupations associated with tunnelling