

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

Project 2018

VR726 to VR743

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

Development Legend

1st and 2nd Meeting – Red

3rd Meeting – Green

4th Meeting – Blue

5th Meeting – Red underlined

6th Meeting – Green underlined

7th Meeting – Blue underlined

Suggestions from other occupational representatives in red italics

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COSVR726

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



06/11/18

Overview

~~This standard is about~~

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

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

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

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

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

Performance criteria

You must be able to:

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

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

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

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

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

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

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Encourage Establish and improve

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

You need to know and understand:

Performance Criteria 2

Inform people

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

Performance Criteria 3

Notices

You need to know and understand:

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

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

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

Performance Criteria 4

Equipment and resources

You need to know and understand:

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

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

Performance Criteria 5

Implement systems

You need to know and understand:

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

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

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

Performance Criteria 6

Hazard identification

You need to know and understand:

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

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

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

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Performance Criteria 7

Assessing risks

You need to know and understand:

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

Performance Criteria 8

Monitor for compliance

You need to know and understand:

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

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Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

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

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

~~Performance Criteria 2~~

~~3—records of responsibilities allocated~~

~~4—records of induction briefings given~~

~~Performance Criteria 3~~

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

~~Performance Criteria 4~~

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

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

~~Performance Criteria 5~~

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

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

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

~~Performance Criteria 6~~

~~11—records of hazard identification methods~~

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

~~Performance Criteria 7~~

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

~~13.1—elimination~~

~~13.2—control at source~~

~~13.3—management~~

~~13.4—cumulative protection~~

~~13.5—personal protective equipment~~

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

~~Performance Criteria 8~~

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

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

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

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Scope/range related to knowledge and understanding

Current legislation

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

Equipment and resources

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

Hazards

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

Inductions

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

Notices

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

People

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

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

Principles of prevention

~~33—eliminate~~

~~34—control at source~~

~~35—manage~~

~~36—cumulative protection~~

~~37—personal protective equipment~~

Systems

~~38—hazard identification~~

~~39—risk assessment~~

~~40—prevention and protection~~

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Establish, control and monitor environmental factors and sustainability 12/02/19



Overview

~~This standard is about~~

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

This standard is about identifying considerations for environmental management and methods that will support sustainability, delegating responsibilities and encouraging a culture of environmental awareness and support for sustainability. Monitoring environmental factors and sustainability requirements as the project progresses **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 management which is defined as the management of multiple construction trades and disciplines and can be used by operatives, supervisors and managers

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Establish, control and monitor environmental factors and sustainability

Performance criteria

You must be able to:

- P1 identify the environmental management considerations
- ~~P2 examine project data and establish and record methods of work that will support sustainability~~
- P3 ~~encourage~~ promote a culture of environmental awareness and support for sustainability in the workforce
- ~~P4 examine and record the policies adopted for environmental management and sustainability~~
- P5 delegate and record the assigned duties for environmental management and monitoring of sustainable work methods
- P6 ~~assess the significance of~~ monitor project work against at least four of the following environmental factors and take appropriate action to ensure organisational requirements are met they affect the project and take appropriate action
 - ~~6.1 appearance~~
 - ~~6.2 ecological~~
 - ~~6.3 natural conservation~~
 - ~~6.4 historical conservation~~
 - ~~6.5 statutory nuisances noise~~
 - ~~6.6 emissions to air, land and water~~
 - ~~6.7 sustainable, economic and social~~
 - ~~6.7 movement of project people, resources and vehicles traffic management~~
 - ~~6.8 waste management and recycling~~
 - ~~6.9 responsible contractor~~
 - ~~6.10 contaminated land~~
 - ~~6.11 invasive species~~
- P7 monitor project work against at least four of the following sustainability requirements and take appropriate action to ensure organisational requirements are met progress
 - ~~7.1 reuse and recycled materials and resources waste~~
 - ~~7.2 recycled or sustainable materials~~
 - ~~7.3 corporate social responsibility (CSR) and social value contact with neighbours~~
 - ~~7.4 wellbeing health and safety~~
 - ~~6.5 protection of the natural environment, biodiversity and heritage~~
 - ~~7.5 innovation, new legislation, technologies and skills~~
 - ~~6.7 pollution control~~
 - ~~7.6 procurement of materials and resources acquisition, use and storage~~
 - ~~7.7 use and storage of materials and resources~~

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Establish, control and monitor environmental factors and sustainability

7.8 economic

P8 record identify good positive practice in environmental management and sustainable methods of work and make recommendations to at least three of the following stakeholders 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

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Establish, control and monitor environmental factors and sustainability

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Considerations sustainability

K1 how to examine the following project data to identify needs for environmental management and to establish methods of work that will support sustainability

K1.1 conditions of contract

K1.2 bills of quantities or methods of measurement

K1.3 specifications

K1.4 drawings

K1.5 health, safety and environmental plans

K1.6 programmes

K1.7 organisational requirements

K1.8 instructions and variations

~~K2 — how to examine project data to identify and establish methods of work that will support sustainability~~

K2 why you need to identify environmental management needs and the following sustainable work methods

K2.1 appearance

K2.2 ecological

K2.3 natural conservation

K2.4 historical conservation

K2.5 statutory nuisances

K2.6 emissions to air, land and water

K2.7 movement of project people, resources and vehicles

K2.8 waste management

K2.9 responsible contractor

K2.10 contaminated land

K2.11 invasive species

Performance Criteria 2

Encourage and support

You need to know and understand:

K3 how to encourage promote a culture of environmental awareness and support for sustainability in the workforce in relation to the following

K3.1 build to last

K3.2 integration with surroundings

K3.3 movement of project people, resources and vehicles traffic management

K3.4 meeting users stakeholders' needs

~~K4.5 — meeting community needs~~

K3.5 energy efficiency insulation

K3.6 efficient building services systems

K3.7 efficient use of materials and resources

~~K4.9 — efficient use of materials~~

K3.8 waste recycling

K3.9 use of recycled materials

K3.10 responsible procurement acquiring materials from local sources

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Establish, control and monitor environmental factors and sustainability

K3.11 encouraging biodiversity

K3.12 renewables use of sustainable energy, thermal, solar, wind and wave

K3.13 water use and discharge demand

K3.14 protection of archaeological and historical requirements valuable resources

K4 why you need to encourage promote a culture of environmental awareness and support for sustainability in the workforce

Performance Criteria 3

Delegation

K5 how to delegate duties for environmental management

K6 how to delegate duties for monitoring the following sustainable work methods

6.1 reuse and recycled materials and resources waste

6.2 sustainable materials

6.3 corporate social responsibility (CSR) and social value

6.4 wellbeing

6.5 innovation, legislation, technologies and skills

6.6 procurement of materials and resources

6.7 use and storage of materials and resources

6.8 economic

Performance Criteria 4

Environmental factors

K7 how to assess the significance of the following environmental factors as they affect the project and take appropriate action

K7.1 appearance

K7.2 ecological

K7.3 nature conservation

K7.4 historical conservation

K7.5 statutory nuisances noise

K7.6 emissions, air, land and water

K7.7 movement of project people, resources and vehicles

K7.8 waste management

K7.9 responsible contractor

K7.10 contaminated land

K7.11 invasive species

Performance Criteria 5

Monitor sustainability

K8 how to monitor project work against sustainability requirements and take appropriate action and comply with organisational requirements in relation to to ensure progress

K8.1 build to last

K8.2 integration with surroundings

K8.3 movement of project people, resources and vehicles traffic

You need to know and understand:

You need to know and understand:

You need to know and understand:

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management

K8.4 meeting users stakeholders' needs

K4.5 meeting community needs

K8.5 energy efficiency insulation

K8.6 efficient building services systems

K8.7 efficient use of materials and resources

K4.9 efficient use of materials

K8.8 waste recycling

K8.9 use of recycled materials

K8.10 responsible procurement acquiring materials from local sources

K8.11 encouraging biodiversity

K8.12 renewables use of sustainable energy, thermal, solar, wind and

wave

K8.13 water use and discharge demand

K8.14 protection of archaeological and historical requirements valuable

resources

Performance Criteria 6

Record good practice

You need to know and understand:

K9 how to record good practice performance in environmental management according to project and organisational requirements and the following sustainable work methods

K10.1 reuse and recycled waste

K10.2 recycled or sustainable materials

K10.3 contact with site neighbours

K10.4 health and safety

K10.5 protection of the natural environment, biodiversity and heritage

K10.6 new legislation, technologies and skills

K10.7 pollution control

K10.8 material acquisition, use and storage

K10 how to make recommendations of good practice to people the following stakeholders

K10.1 the client, customer or their representative

K10.2 contractors

K10.3 consultants

K10.4 sub-contractors

K10.5 suppliers

K10.6 workforce

K10.7 internal management

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

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

~~Performance Criteria 2~~

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

~~Performance Criteria 3~~

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

~~Performance Criteria 4~~

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

~~Performance Criteria 5~~

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

~~Performance Criteria 6~~

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

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Establish, control and monitor environmental factors and sustainability

Scope/range related to knowledge and understanding

Environmental factors

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

People responsible

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

Project data

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

Sustainable work methods

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

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Sustainability

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

Overview

~~This standard is about~~

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

This standard is about ~~assessing and~~ evaluating ~~and confirming~~ information, identifying safe, healthy ~~and environmentally responsible~~ work methods. Identifying how materials and resources will be used and preparing, producing and agreeing method statements and/or risk assessments ~~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 ~~management which is defined as the management of multiple construction trades and disciplines and can be used by operatives, supervisors and managers~~

COSVR728

Evaluate and ~~select~~ confirm work methods

Performance criteria

- You must be able to:*
- P1 ~~assess and~~ evaluate and record at least five of following project data in order to identify work methods
 - 1.1 conditions of contract
 - 1.2 bills of quantities or methods of measurement
 - 1.3 specifications/~~schedules of work~~
 - 1.4 drawings
 - 1.5 health, safety and environmental plans
 - 1.6 programmes ~~and schedules~~
 - 1.7 organisational requirements
 - 1.8 instructions and variations
 - 1.9 information on materials
 - 1.10 survey reports
 - 1.11 design data
 - 1.12 statutory consents
 - 1.13 sub-contractor arrangements and attendance
 - 1.14 method statements and/or risk assessments
 - 1.15 safe systems of work

 - P2 obtain ~~and record~~ additional information from ~~at least two of the following other~~ sources in cases where the available project data is insufficient
 - 2.1 ~~stakeholders the client, customer or their representative~~
 - ~~2.2 contractors~~
 - ~~2.3 sub-contractors~~
 - ~~2.4 suppliers~~
 - 2.2 regulatory authorities
 - 2.3 technical and trade ~~guidance literature~~
 - ~~2.7 those affected by the project~~

 - P3 identify ~~and record the~~ work methods which will make the best use of resources and materials and which meet project and current ~~legislation~~ organisational requirements ~~from at least two of the following information sources~~
 - 3.1 current ~~legislation~~ organisational requirements, codes of practice and official guidance
 - 3.2 investigative research
 - 3.3 ~~organisational procedures~~
 - 3.3 technical and trade ~~guidance literature~~
 - 3.4 building regulations/standards
 - 3.5 surveys and reports

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Evaluate and ~~select~~ confirm work methods

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

COSVR728

Evaluate and ~~select~~ confirm work methods

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

~~Assess and~~ Evaluate data

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

Performance Criteria 2

Obtain additional information

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

Performance Criteria 3

Identify work methods

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

You need to know and understand:

You need to know and understand:

COSVR728

Evaluate and ~~select~~ confirm work methods

K5.7 adoption of new materials

K5.8 application of new skills

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

Performance Criteria 4

Evaluate and select work methods

You need to know and understand:

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

K7.1 materials performance and availability

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

K7.3 fire ~~safety protection~~

K7.4 ~~resources~~

K7.5 access

K7.6 plant, equipment or machinery performance and availability

K7.7 traffic management

K7.8 environmental issues

K7.9 cost benefits

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

K7.11 ~~customer and user stakeholder~~ needs

K7.12 contract requirements in terms of time and quantity

K7.13 waste management

K7.14 sustainability

Performance Criteria 5

Confirm method statements

You need to know and understand:

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

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

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

Performance Criteria 6

Recommend work methods

You need to know and understand:

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

~~K11 the specific requirements for building and structures of traditional (pre 1919) construction and archaeological/historical significance~~

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

COSVR728

Evaluate and **select confirm** work methods

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

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

~~Performance Criteria 2~~

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

~~Performance Criteria 4~~

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

COSVR728

Evaluate and ~~select~~ confirm work methods

~~Performance Criteria 4~~

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

~~4.1—materials performance and availability~~

~~4.2—health and safety~~

~~4.3—fire protection~~

~~4.4—access~~

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

~~4.6—traffic management~~

~~4.7—environmental issues~~

~~4.8—cost benefit~~

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

~~4.10—customer and user needs~~

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

~~4.12—waste management~~

~~4.13—sustainability~~

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

~~Performance Criteria 5~~

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

~~Performance Criteria 6~~

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

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

~~7.2—contractors~~

~~7.3—consultants~~

~~7.4—sub-contractors~~

~~7.5—suppliers~~

~~7.6—workforce~~

~~7.7—internal management~~

COSVR728

Evaluate and **select confirm** work methods

Scope/range related to knowledge and understanding

Information sources

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

Other sources

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

People responsible

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

Project data

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

COSVR728

Evaluate and **select confirm** work methods

~~Technical, environmental and project criteria~~

~~34— materials performance and availability~~

~~35— health and safety~~

~~36— fire protection~~

~~37— access~~

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

~~39— traffic management~~

~~40— environmental issues~~

~~41— cost benefits~~

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

~~43— customer and user needs~~

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

~~45— waste management~~

~~46— sustainability~~

~~Work methods~~

~~47— sequencing and integration~~

~~48— organisation of resources~~

~~49— techniques~~

~~50— use of temporary works~~

~~51— prefabrication~~

~~52— preparatory systems~~

~~53— adoption of new materials~~

~~54— application of new skills~~

COSVR729

Plan the preparation of the site for the project



Overview

~~This standard is about~~

~~1—pre-start and ongoing planning~~

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

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

This standard is about pre-start and ongoing planning, implementation of arrangements for the project at the place of work and ensuring safe, healthy, environmentally responsible and secure site operations 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 management which is defined as the management of multiple construction trades and disciplines and can be used by operatives, supervisors and managers

COSVR729

Plan the preparation of the site for the project

Performance criteria

You must be able to:

- P1 assemble, ~~and~~ review and record at least four of the following types of information used in the preparation of the project plan, clarify and verify information which is not clear and update it for production planning purposes
- 1.1 survey reports
 - 1.2 design information
 - 1.3 contractual information
 - 1.4 statutory consents
 - 1.5 contracts pre-planning information
 - 1.6 health, safety and environmental plans
 - 1.7 risk assessments and method statements
 - 1.8 programmes and schedules
 - 1.9 about competent people
 - 1.10 sub-contractor arrangements and attendance
- P2 identify at least four of the following factors for consideration, record them and distribute the information ~~pass them on~~ to people who may be affected
- 2.1 occupiers
 - 2.2 near neighbours
 - 2.3 public access
 - 2.4 site conditions
 - 2.5 environment considerations
 - 2.6 vehicular access
 - 2.7 security and trespass
 - 2.8 public utilities
 - 2.9 heritage status
 - 2.10 sustainability
- P3 plan for traffic management and identify access and egress points for the site and works which are safe, convenient and minimise disruption
- P4 organise and record at least four of the following resources assigned ~~required~~ for the preparation of site operations
- 4.1 people
 - 4.2 plant, equipment or machinery
 - 4.3 materials and components
 - 4.4 sub-contractors
 - 4.5 information
 - 4.6 work area and facilities
 - 4.7 waste management
 - 4.8 utility providers

COSVR729

Plan the preparation of the site for the project

P5 ~~give~~ provide and record accurate details about the proposed work, ~~site access, layout, evacuation and hazards~~ to the utility and emergency services

P6 make and record the arrangements identified before work starts and review as work progresses for ~~adequate ???~~ site safety and welfare,

implement and record the procedures and arrangements for environmental protection and security

P7 plan and record the site layout for operational purposes including plans showing resources and materials delivery, storage and waste collection locations and arrangements for recycling and pass information ~~about the plans~~ to the people on the site

P8 record the types and locations of ~~ensure~~ notices, ~~to~~ which provide information that complies with current ~~legislation~~ organisational requirements to people, are placed correctly and maintained

implement a maintenance schedule for notices

COSVR729

Plan the preparation of the site for the project

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Assemble and review information

- K1 how to assemble **the following** information used in the preparation of the project plan
 - K1.1 survey reports
 - K1.2 design
 - K1.3 contractual
 - K1.4 statutory consents
 - K1.5 contracts pre-planning information
 - K1.6 health, safety and environmental plans
 - K1.7 risk assessments and method statements
 - K1.8 programmes
 - K1.9 about competent people
 - K1.10 sub-contractor arrangements and attendance
- K2 how to clarify information that is not clear **and keep it up to date**
- K3 ~~how to keep information up to date~~ (included in the above??)
- K4 why you need to assemble and clarify information and keep it up to date

Performance Criteria 2

Identify factors

You need to know and understand:

- K5 how to identify and record **the following** relevant factors for consideration when planning
 - K5.1 occupiers
 - K5.2 near neighbours
 - K5.3 public access
 - K5.4 site conditions
 - K5.5 environment considerations
 - K5.6 vehicular access
 - K5.7 security and trespass
 - K5.8 public utilities
 - K5.9 the specific requirements for building and structures of traditional (pre 1919) construction and archaeological/historical significance ~~heritage status~~
 - K5.10 sustainability
- K6 how to pass on records of factors considered to people who will be affected
- K7 why you need to pass considered and recorded factors to people who will be affected

COSVR729

Plan the preparation of the site for the project

Performance Criteria 3

Identify access/egress points

You need to know and understand:

K8 how to identify access and egress points for the site and works which are the most convenient for works traffic and which minimise disruption in relation to

K8.1 current ~~legislation~~ organisational requirements

K8.2 local traffic

K8.3 access and egress control

K8.4 security

K8.5 parking

K8.6 visitors

K8.7 site induction

K8.8 occupiers

K8.9 near neighbours

K8.10 traffic management

K9 how to prepare a traffic management plan

Performance Criteria 4

Organise resources

You need to know and understand:

K10 how to organise and assign the following resources for site preparation

10.1 people

10.2 plant, equipment or machinery

10.3 materials and components

10.4 sub-contractors

10.5 information

10.6 work area and facilities

10.7 waste management

10.8 utility providers

~~K11 how to assign resources for site preparation (included in the above??)~~

K12 how to utilise the resources used in site preparation into project work or tasks

Performance Criteria 5

Passing information

You need to know and understand:

K13 how to give details about the following proposed work to utility and emergency services

13.1 new build

13.2 infrastructure

13.3 demolition

13.4 extension

13.5 alteration

13.6 refurbishment

13.7 temporary works

13.8 installation

13.9 conservation

COSVR729

Plan the preparation of the site for the project

K14 how to give details on site access, layout, evacuation and hazards to utility and emergency services

Performance Criteria 6

Site safety and security

You need to know and understand:

K15 how to ensure adequate site safety for **the following** proposed work

- 15.1 new build
- 15.2 infrastructure
- 15.3 demolition
- 15.4 extension
- 15.5 alteration
- 15.6 refurbishment
- 15.7 temporary works
- 15.8 installation
- 15.9 conservation

K16 how to make consideration of relevant factors when arranging site safety, welfare, environmental protection and security

- K16.1 occupiers
- K16.2 near neighbours
- K16.3 public access
- K16.4 site conditions
- K16.5 environment considerations
- K16.6 vehicular access
- K16.7 security and trespass
- K16.8 public utilities
- K16.9 the specific requirements for building and structures of traditional (pre 1919) construction and archaeological/historical significance **heritage status**
- K16.10 sustainability

K17 how to ensure adequate site security

K18 how to ensure arrangements for health, safety and welfare are reviewed as work progresses

Performance Criteria 7

Plan site layout

You need to know and understand:

- K19 how to plan the site layout to include the following
 - K19.1 storage
 - K19.2 temporary accommodation
 - K19.3 work areas
 - K19.4 plant
 - K19.5 temporary services
 - K19.6 access and egress
 - K19.7 security
 - K19.8 continuing use by occupiers
 - K19.9 waste management
 - K19.10 pollution control

COSVR729

Plan the preparation of the site for the project

K19.11 provision for prefabricated components and systems

K19.12 existing fabric

K20 how to record the site layout for operational purposes including plans showing resources and materials delivery, storage and waste collection locations and arrangements for recycling and pass information about the plans to the people on the site

Performance Criteria

Notices

You need to know and understand:

K21 how to record the types and locations of site notices

K22 how to ensure the signs comply with current organizational requirements and are correctly positioned

K23 how to implement a maintenance schedules for site notices

COSVR729

Plan the preparation of the site for the project

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

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

~~Performance Criteria 2~~

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

~~Performance Criteria 3~~

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

~~Performance Criteria 4~~

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

COSVR729

Plan the preparation of the site for the project

~~Performance Criteria 5~~

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

~~Performance Criteria 6~~

~~6—records of site safety and welfare arrangements identified before work starts and reviewed as work progresses~~

~~7—records of environmental protection procedures~~

~~8—records of the site security arrangements~~

~~Performance Criteria 7~~

~~9—records of site layout or plan~~

~~10—plans showing resources and materials delivery, storage and waste collection locations~~

~~11—arrangements for recycling~~

~~12—records of information passed to the people working on site~~

~~Performance Criteria 8~~

~~13—records showing types and locations of notices~~

~~14—maintenance schedule for notices~~

COSVR729

Plan the preparation of the site for the project

Scope/range related to knowledge and understanding

Access and egress points

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

Factors

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

Information

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

Proposed work

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

COSVR729

Plan the preparation of the site for the project

Resources

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

Site layout

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

Overview

~~This standard is about~~

~~1—providing information~~

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

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

This standard is about providing information, providing personnel with details of their job responsibilities, planning, organising and controlling site and project resources to meet planned and unplanned situations **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 management which is defined as the management of multiple construction trades and disciplines and can be used by-operatives, supervisors and managers

COSVR730

Monitor project activities

Performance criteria

You must be able to:

- P1 give adequate notice written notification(s) to all the people stakeholders who will be affected about when work will start, how long it will take and when it will finish and confirm all dates in writing
- P2 communicate and agree a programme and method with people who will be doing the work that integrates operations and keep records in accordance with organisational requirements
- P3 identify, record and obtain information requirements before work starts including but not limited to the following
- 3.1 survey reports design
 - 3.2 contractual
 - 3.3 statutory consents
 - 3.4 contractor's pre-planning information
 - 3.5 health safety and environmental plan
 - 3.6 method statements
 - 3.7 programmes
 - 3.8 about competences of people and qualifications industry certification card competence schemes qualifications certificates and training
- P4 organise attendance for sub-contractors in accordance with project and contractual agreements including but not limited to
- 4.1 welfare facilities
 - 4.2 work specifications
 - 4.3 security and fencing
 - 4.4 utilities
 - 4.5 traffic management
 - 4.6 access and egress
 - 4.7 off-loading and loading
 - 4.8 dimensional control
 - 4.9 storage
 - 4.10 records of attendance
- P5 plan and obtain sufficient resources organise and keep records of meetings and communications with sub-contractors to discuss project or contract requirements and attendances of the appropriate type which will meet the project requirements and timescales including but not limited to
- 5.1 time
 - 5.2 quality
 - 5.3 cost
 - 5.4 regulations and statutory consent
 - 5.5 sustainability
 - 5.6 environment

COSVR730

Monitor project activities

- P6 plan, schedule, and obtain and maintain sufficient resources of the appropriate type which will meet the project requirements and timescales, relating to at least three 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 resource acquisition and use
- P7 ~~organise and control the site and resources so that conditions are safe, the site is tidy and storage and waste removal sites are recorded. Check that site maintenance activities are recorded. and creates a favourable image of the organisation, its products, its services and the project.~~ Check and record that site maintenance activities are carried out, including but not limited to
- 7.1 plan of site showing storage and waste removal management areas
 - 7.2 hoardings and security arrangements
 - 7.3 signage
 - 7.4 access and egress
 - 7.5 safety and emergency response
 - 7.6 welfare facilities
 - 7.7 personal protective equipment (PPE)
- P8 develop contingency plans to meet the following special requirements ~~to~~ and minimise disruption to those likely to be affected by the works programme
- 8.1 sequencing
 - 8.2 elimination of waste
 - 8.3 regulations
 - 8.4 archaeology and heritage status
 - 8.5 occupiers stakeholders
 - 8.6 environmental considerations
 - 8.7 vehicular and public access
 - 8.8 health, safety, welfare, wellbeing and emergencies
 - 8.9 hazards and site conditions
 - 8.10 trespass
 - 8.11 near neighbours
 - 8.12 public access
 - 8.13 site conditions
 - 8.14 statutory regulations and limitations
 - 8.15 Codes of Practice political intervention

COSVR730

Monitor project activities

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Notification

- K1 how to give adequate notice to all the following stakeholders people: who will be affected about by when the work will start, how long it will take and when it will finish
- K1.1 client, customer or their representative
 - K1.2 contractors
 - K1.3 sub-contractors
 - K1.4 third parties
 - K1.5 public services
 - K1.6 emergency services
 - K1.7 suppliers
 - K1.8 people working on site
 - K1.9 statutory authorities
 - K1.10 near neighbours
 - K1.11 residents
- ~~K1.1 when the work will start~~
~~K1.2 how long it will take~~
~~K1.3 when it will finish~~
- K2 how to confirm all dates in writing
- K3 why you need to confirm arrangements in writing

Performance Criteria 2

Communicate and agree programme

- K4 how to agree the following programmes and methods with the stakeholders people who will be doing the work
- K4.1 bar charts,
 - K4.2 network analysis
 - K4.3 critical path
 - K4.4 action lists
 - K4.5 method statements
- K5 why you need to agree programmes and methods with the people who will be doing the work
- K6 how to communicate programmes and methods to the people who will be doing the work

You need to know and understand:

COSVR730

Monitor project activities

Performance Criteria 3

Information

You need to know and understand:

K7 how to identify, record and obtain **the following** information requirements before work starts

7.1 survey reports

7.2 design

7.3 contractual

7.4 statutory consents

7.5 contractor's pre-planning information

7.6 health safety and environmental plan

7.7 method statements

7.8 programmes

7.9 competence and industry certification card competence schemes

7.10 qualifications, certificates and training

Performance Criteria 4

Organise attendance

You need to know and understand:

K8 how to organise **the following** attendance **requirements**, by contract or agreement, for sub-contractors and attending workforce, in accordance with project requirements and contractual agreements **relating to time, quality, cost, health and safety, regulations, sustainability and defects liability period**

8.1 health, safety, welfare and wellbeing facilities

8.2 work specifications

8.3 security and fencing

8.3 utilities

8.4 traffic management

8.5 access and egress

8.6 off-loading and loading

8.6 dimensional control

8.7 storage

K9 why you need to organise attendance by contract or agreement for sub-contractors in accordance with project requirements and contractual agreements

Performance Criteria 5

Plan, **schedule, and** obtain **and maintain** resources

You need to know and understand:

K10 how to schedule, obtain, and maintain the following resources

K10.1 people, plant, equipment or machinery,

K10.2 materials and components

K10.3 sub-contractors and information

K11 how to ~~identify, and~~ plan the use of resources:

K12 why you need to plan the use of resources

K13 how to ensure sufficient resources are obtained

COSVR730

Monitor project activities

Performance Criteria 6

Organise and control the site

You need to know and understand:

K14 how to organise and control the site and the following resources so that the site is safe and tidy

K14.1 people

K14.2 plant, equipment or machinery

K14.3 materials and components

K14.4 sub-contractors

K14.5 information

K15 why you need to organise and control the site and resources

Performance Criteria 7

Contingency plans

You need to know and understand:

K16 how to develop contingency plans to meet the following special requirements and contingencies

16.1 sequencing

16.2 elimination of waste

16.3 regulations

16.4 archaeology and heritage status

16.5 occupiers stakeholders

16.6 environmental considerations

16.7 vehicular and public access

16.8 health, safety, welfare, wellbeing and emergencies

16.9 hazards and site conditions

16.10 trespass

16.11 near neighbours

16.12 public access

16.13 site conditions

16.14 statutory regulations and limitations

K17 why you need to develop contingency plans to meet special requirements and contingencies

K18 why and when you should delegate responsibilities relating to the contingency plans

COSVR730

Monitor project activities

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

1—work schedules

2—records of written notification(s) given to people affected

Performance Criteria 2

3—programmes and method statements showing agreement with people doing the work

4—records showing integration of operations

Performance Criteria 3

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

Performance Criteria 4

6—records of attendance

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

Performance Criteria 5

8—schedule of resource acquisition and use that includes at least three of the following

8.1—people

8.2—plant, equipment or machinery

8.3—materials and components

8.4—sub-contractors

8.5—information

Performance Criteria 6

9—plan of site showing storage and waste removal areas

10—records of site maintenance activities

Performance Criteria 7

11—records or plans showing how disruption has been minimised for special requirements and contingencies

12—records of delegated tasks to other team members

COSVR730

Monitor project activities

Scope/range related to knowledge and understanding

Attendance

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

Information

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

People

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

Programmes

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

COSVR730

Monitor project activities

Project requirement

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

Resources

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

Special requirements

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

COSVR731

Ensure that work activities and resources meet project work requirements



Overview

~~This standard is about~~

~~1—interpreting information~~

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

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

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

This standard is about interpreting information, analysing information to identify resource requirements, ensuring the work activities are planned to meet project work requirements and developing, preparing, monitoring and modifying programmes and schedules **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 **management which is defined as the management of multiple construction trades and disciplines** and can be used by-operatives, supervisors and managers

COSVR731

Ensure that work activities and resources meet project work requirements

Performance criteria

You must be able to:

- P1 identify major activities, determine the resources needed from the information available, **and** prepare draft work programmes and schedules and record all the information
- P2 evaluate, assess and record alternative methods, resources and systems and consider the outcomes in order to select the best solution to meet project requirements
- P3 obtain clarification and advice from the following information sources where the resources needed required are not available
- 6.1 the client, customer or their representative stakeholders
 - 6.2 consultants
 - 6.3 project team partners
 - 6.4 the workforce
 - 6.5 technical and trade literature
- P4 analyse the activities against project requirements and giving consideration to the requirements of at least four of the following external factors and record the outcomes
- 4.1 supply lead times
 - 4.2 contingencies
 - 4.3 special working conditions
 - 4.4 weather conditions
 - 4.5 statutory limitations
 - 4.6 site conditions
 - 4.7 environmental considerations
 - 4.8 customers
- P5 determine how long each activity will take, identify and record the activities which influence each other and sequence them logically and realistically into a schedule so that they make the best use of the resources available
- P6 ensure the production of detailed programmes and schedules of planned activities including at least two of the following which are consistent with the complexity of the project
- 6.1 bar charts
 - 6.2 network analysis
 - 6.3 critical activities
 - 6.4 action lists
 - 6.5 resource schedules
- P7 develop, record and implement a system to monitor the works programmes and schedules, implement it, and use analyse and record the results and make recommendations to improve production and planning

COSVR731

Ensure that work activities and resources meet project work requirements

- P8 identify and record circumstances that cause alterations to the works programmes and schedules, calculate cost and time benefits to ensure they will meet changed circumstances and record decision-maker's endorsement of changes

COSVR731

Ensure that work activities and resources meet project work requirements

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Draft work programmes and schedules

- K1 how to identify major activities
- K2 how to determine the resources ~~needed~~ required from the by analysing designs, contractual information, statutory consents, contractor's pre-planning information, conditions of contract, health, safety, welfare and environmental plans, risk assessments and method statements, programmes and schedules and sub-contractor arrangements and attendance in relation to information available
 - K2.2 people
 - K2.3 plant, equipment or machinery
 - K2.4 materials and components
 - K2.5 sub-contractors
 - K2.6 information
 - K2.7 work area and facilities
 - K2.8 waste management
 - K2.9 utility providers
- K3 how to prepare the following draft programmes and schedules
 - K3.1 bar charts
 - K3.2 network analysis
 - K3.3 critical activities
 - K3.4 action lists
 - K3.5 resources schedules
- K4 why you need to prepare draft **programmes and schedules**

Performance Criteria 2

Evaluate alternative methods

You need to know and understand:

- K5 how to evaluate alternative methods and systems in relation to the following resources and systems
 - K5.1 people
 - K5.2 plant, equipment or machinery
 - K5.3 materials and components
 - K5.4 sub-contractors
 - K5.5 information
 - K5.6 work area and facilities
 - K5.7 waste management
 - K5.8 utility providers

COSVR731

Ensure that work activities and resources meet project work requirements

K6 how to select the best solution to meet the following project requirements

K6.1 contract conditions

K6.2 contract programme stipulations

K6.3 statutory consent

K6.4 building control notification

K6.5 third-party obligations

K6.6 health and safety requirements

Performance Criteria 3

Obtain clarification and advice

You need to know and understand:

K7 how to obtain clarification and advice from stakeholders the client, customer or their representative, consultants, project team, the workforce and technical and trade literature where the following resources needed are not available

K7.1 people

K7.2 plant, equipment or machinery

K7.3 materials and components

K7.4 sub-contractors

K7.5 information

K7.6 work area and facilities

K7.7 waste management

K7.8 utility providers

Performance Criteria 4

Analyse activities

You need to know and understand:

K8 how to analyse method studies, work studies and production analysis activities against the following

K8.1 contract conditions

K8.2 contract programme stipulations

K8.3 statutory consent

K8.4 building control notification

K8.5 third-party obligations

K8.6 health and safety requirements

K9 how to identify and consider the following possible external factors

K9.1 other related programmes

K9.2 supply lead times

K9.3 contingencies

K9.4 special working conditions

K9.5 weather conditions

K9.6 statutory limitations

K9.7 site conditions

K9.8 environmental considerations

K9.10 customers

K10 how to analyse activities against external factors

COSVR731

Ensure that work activities and resources meet project work requirements

You need to know and understand:

Performance Criteria 5

Identify and sequence activities

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

You need to know and understand:

Performance Criteria 6

Production of programmes and schedules

- K14 how to ensure the production of the following detailed programmes and schedules
 - K14.1 bar charts
 - K14.2 network analysis
 - K14.3 critical activities
 - K14.4 action lists
 - K14.5 resources schedules
- K15 how to ensure detailed programmes and schedules of planned activities are consistent with the complexity of the project

You need to know and understand:

Performance Criteria 7

Develop a monitoring system

- K16 how to develop a system to monitor the following works programmes and schedules
 - K16.1 bar charts
 - K16.2 network analysis
 - K16.3 critical activities
 - K16.4 action lists
 - K16.5 resources schedules
- K17 how to implement the a system to monitor works programmes and schedules and use the results to improve production and planning

You need to know and understand:

Performance Criteria 8

Identify alterations

- K18 how to identify alterations to the following works programmes and schedules
 - K16.1 bar charts
 - K16.2 network analysis
 - K16.3 critical activities
 - K16.4 action lists
 - K16.5 resources schedules
- K19 how to ensure alterations to works programmes and schedules will meet changed circumstances

COSVR731

Ensure that work activities and resources meet project work requirements

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

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

Performance Criteria 2

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

Performance Criteria 3

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

Performance Criteria 4

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

Performance Criteria 5

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

COSVR731

Ensure that work activities and resources meet project work requirements

Performance Criteria 6

~~12—detailed programmes and schedules consisting of at least two of the following~~

~~12.1—bar charts~~

~~12.2—network analysis~~

~~12.3—critical activities~~

~~12.4—action lists~~

~~12.5—resource schedules~~

Performance Criteria 7

~~13—records of system(s) developed and implemented to monitor works programmes and schedules~~

~~14—records of analysed results making recommendations to improve production and planning~~

Performance Criteria 8

~~15—records of circumstances imposing changes to works programmes and schedules showing calculated cost and time benefits~~

~~16—records showing decision-maker's endorsement of changes to the works programmes and schedules~~

COSVR731

Ensure that work activities and resources meet project work requirements

Scope/range related to knowledge and understanding

Analyse

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

Clarification and advice

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

External factors

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

Information

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

Programmes and schedules

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

COSVR731

Ensure that work activities and resources meet project work requirements

Project requirements

~~33—contract conditions~~

~~34—contract programme stipulations~~

~~35—statutory consent~~

~~36—building control notification~~

~~37—third-party obligations~~

~~38—health and safety requirements~~

Resources

~~39—people~~

~~40—plant, equipment or machinery~~

~~41—materials and components~~

~~42—sub-contractors~~

~~43—information~~

~~44—work area and facilities~~

~~45—waste management~~

~~46—utility providers~~

COSVR732

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



Overview

~~This standard is about~~

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

This standard is about identifying, allocating and planning the deployment and use of plant, equipment or machinery ~~specifying the plant, equipment or machinery~~ for operation requirements, ~~planning for and ensuring the safe use of plant, equipment or machinery~~ and providing opportunities for improvements in the use of plant, equipment or machinery to be suggested ~~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 ~~management~~ which is defined as the management of multiple construction trades and disciplines and can be used by ~~operatives, supervisors and managers~~

COSVR732

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

Performance criteria

You must be able to:

- P1 ensure **and record** that the specification of the selected plant, equipment or machinery meets the needs of the project before deployment
- P2 **confirm and record that pre-use and operative checks have been carried out to** ensure that the plant, equipment or machinery to be deployed complies with current legislation and will be set up, operated and maintained by competent people
- P3 implement **and record the** ~~a~~ system **used** to update the deployment and allocation of plant, equipment or machinery, and operators, as the project progresses or changes occur **and make recommendations on the use of alternative types of plant, equipment or machinery made to decision-makers**
- P4 identify hazards and assess risks arising from the use of plant, equipment or machinery and implement measures that protect people, **the workforce, the general public, visitors** and the environment **by the application of information relating to at least three of the following**
- 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 management**
- P5 ensure that plant, equipment or machinery operations are planned, appropriately supervised and conducted in accordance with current legislation **by ~~analysing reviewing~~ the following**
- 5.1 ~~records of method statement(s)~~ **safe systems of work** written or approved for plant, equipment or machinery operations
 - 5.2 ~~records of the~~ roles and responsibilities allocated to plant, equipment or machinery supervisors, operators and users
 - 5.2 ~~records of the~~ information passed to people
- P6 ensure **that** the appropriate storage, servicing and maintenance of plant, equipment or machinery **hasve been arranged and** meets **operational organisational and** ~~statutory~~ requirements **by ~~analysing reviewing~~ the following**
- 6.1 ~~records of~~ arrangements for the storage of plant, equipment or machinery
 - 6.2 ~~records of~~ checks made for serviceability and maintenance of plant, equipment or machinery as appropriate to **at least three of the following operational organisational requirements**
 - 6.2.1—health, safety and welfare of the workforce and others
 - 6.2.2—operational efficiency
 - 6.2.3—security of resources
 - 6.2.4—obligations to third parties
 - 6.2.5—regulatory authorities
 - 6.2.6—contractual commitments

COSVR732

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

P7 identify **and record** the competency requirements ~~the learning needs~~ and ~~information obtained~~ for supervisors, operators and users of plant, equipment or machinery that will or could support the project or future projects **in relation to** organisational requirements at least two of the following learning activities

~~7.1 formal~~

~~7.2 informal~~

~~7.3 coached~~

~~7.4 mentored~~

~~7.5 vocationally qualifying~~

P8 **encourage promote and record opportunities** to suggest improvements in plant operations provided to at least four of the following ~~those~~ ~~involved or affected by plant, equipment or machinery operations to suggest improvements in safe operations~~

8.1 supervisors

8.2 operators

8.3 users

8.4 ~~other members of the workforce~~

8.5 members of the public

8.6 ~~occupiers stakeholders~~

8.7 ~~neighbours clients and other duty holders~~

8.8 visitors

8.9 ~~organisational representatives supply chain~~

8.10 ~~hire firm(s), companies or agents~~

P9 ensure that plant, equipment or machinery which is no longer needed is returned or removed **and records are maintained**

COSVR732

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

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Specification

- K1 how to ensure the specification of the **following** plant, equipment or machinery meets the needs of the project before deployment
- K1.1 static
 - K1.2 mobile
 - K1.3 accessories
 - K1.4 consumables
 - K1.4 health and safety equipment
 - K1.5 specialised hand tools
 - K1.6 standard plant, equipment or machinery
 - K1.7 non-standard plant, equipment or machinery
- K2 why you need to ensure the specification meets the needs of the project

Performance Criteria 2

Compliance with current legislation

You need to know and understand:

- K3 how to ensure plant, equipment or machinery complies with current ~~legislation~~ **organisational requirements**
- K4 how to check the competence of those that will set up, operate or maintain plant, equipment or machinery
- K5 why you need to ensure compliance and check competence
- ~~Does the above list need to be repeated here? No~~

Performance Criteria 3

System implementation

You need to know and understand:

- K6 how to implement a system that will update the deployment and allocation of plant, equipment or machinery as the project progresses **and changes occurs**
- ~~K7 how to implement a system to update the deployment and allocation of plant, equipment or machinery as changes occur~~
- ~~K87~~ why you need a system to update the deployment and allocation of plant, equipment or machinery
- ~~K98~~ how to recommend alternative plant, equipment or machinery to decision-makers
- ~~Does the above list need to be repeated here? No~~

COSVR732

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

You need to know and understand:

Performance Criteria 4

Identify hazards and assess risks

K109 how to identify hazards and assess risks arising from the use of plant, equipment or machinery

K110 how to implement ~~the following~~ measures that protect the environment and those affected by site operations including but not limited to workforce, other personnel on site, members of the public, occupiers, and site visitors, people affected by on-site operations (or just stakeholders??) and the environment

K11.1— methods of work

K11.2— risk assessment

K11.3— safe use of tools

K11.4— safe use of materials

K11.5— traffic management

K11.6— emergency plans

Does the above list need to be repeated here?

Performance Criteria 5

Planning, supervision and use

You need to know and understand:

K121 how to ensure ~~the following~~ plant, equipment or machinery operations are supervised and conducted in accordance with organisational requirements current legislation

K12.1— static

K12.2— mobile

K12.3— accessories

K12.4— consumables

K12.4— health and safety equipment

K12.5— specialised hand tools

K12.6— standard plant, equipment or machinery

K12.7— non-standard plant, equipment or machinery

K132 how to ensure adequate safe systems of work are in place write and approve method statements for the use of plant, equipment or machinery Does the above list need to be repeated here?

K143 how to maintain records for the competence of supervisors, and operators and users

K154 how to pass information inform relevant persons about the use of plant, equipment or machinery to people in relation to organisational requirements. Does the above list need to be repeated here?

Performance Criteria 6

Storage, service and maintenance

You need to know and understand:

K165 how to ensure confirm plant, equipment or machinery is stored, serviced, and maintained, examined and/or inspected in accordance with organisational the following operational and statutory requirements

K16.1— health, safety and welfare of the workforce and others

K16.2— operational efficiency

COSVR732

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

K16.3—security of resources

K16.4—obligations to third parties

K16.5—regulatory authorities

K16.6—contractual commitments

K176 why you need to ensure plant, equipment or machinery is stored, serviced, ~~and~~ maintained, examined and/or inspected in accordance with organisational operational ~~and statutory~~ requirements

Does the above list need to be repeated here?

Performance Criteria 7

Learning Competency needs

You need to know and understand:

K187 how to identify the competency requirements learning needs for supervisors and operators and users of plant, equipment or machinery according to organisational requirements

K198 how to compare identified learning competency needs with the needs of the project and future projects

K2019 how to determine if a person meets the competency requirements of their project role obtain information on ranges of the following learning activities

20.1 formal

20.2 informal

20.3 coached

20.4 mentored

20.5 vocationally qualifying

K20 how to arrange development for supervisors, and operators and users of plant, equipment or machinery according to organisational requirements

Does the above list need to be repeated here?

Performance Criteria 8

Suggestions for improvements

You need to know and understand:

K221 how to encourage promote and record opportunities those the following who will be involved or affected by plant, equipment or machinery operations to suggest improvements in plant safe operations

22.1 supervisors

22.2 operators

22.3 users

22.4 other members of the workforce

22.5 members of the public

22.6 occupiers

22.7 neighbours

22.8 visitors

22.9 organisational representatives

K232 why you need to encourage promote and record opportunities those involved or affected by plant, equipment or machinery operations to suggest improvements in plant safe operations

Does the above list need to be repeated here?

COSVR732

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

Performance Criteria 9

Return or remove

You need to know and understand:

K243 how to return or remove plant, equipment or machinery which is no longer needed

K254 why you need to return or remove plant, equipment or machinery which is no longer needed

COSVR732

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

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

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

~~Performance Criteria 2~~

~~2—records of pre-use checks, inspections, thorough examinations and tests conducted on plant, equipment or machinery~~

~~3—records of checks conducted on the competence of the people that will set up, operate and maintain plant, equipment or machinery~~

~~Performance Criteria 3~~

~~4—records of a system that tracks the deployment, allocation and use of plant, equipment or machinery~~

~~5—records of the recommendations on the use of alternative types of plant, equipment or machinery made to decision-makers~~

~~Performance Criteria 4~~

~~6—protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following~~

~~6.1—methods of work~~

~~6.2—risk assessment~~

~~6.3—safe use and storage of tools~~

~~6.4—safe use and storage of materials~~

~~6.5—traffic management~~

~~Performance Criteria 5~~

~~7—records of method statement(s) written or approved for plant, equipment or machinery operations~~

~~8—records of the roles and responsibilities allocated to plant, equipment or machinery supervisors, operators and users~~

~~9—records of the information passed to people~~

~~Performance Criteria 6~~

~~10—records of arrangements for storage, servicing and maintenance of plant, equipment or machinery~~

~~11—records of checks made for serviceability and maintenance of plant, equipment or machinery as appropriate to at least three of the following operational or statutory requirements~~

~~11.1—health, safety and welfare of the workforce and others~~

~~11.2—operational efficiency~~

~~11.3—security of resources~~

~~11.4—obligations to third parties~~

~~11.5—regulatory authorities~~

~~11.6—contractual commitments~~

~~Performance Criteria 7~~

~~12—records of learning needs identified, and information obtained, for at least~~

COSVR732

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

~~two of the following learning activities~~

~~12.1—formal~~

~~12.2—informal~~

~~12.3—coached~~

~~12.4—mentored~~

~~12.5—vocationally qualifying~~

~~Performance Criteria 8~~

~~13—records of opportunities, given to at least four of the following, to suggest improvements in safe operations~~

~~13.1—supervisors~~

~~13.2—operators~~

~~13.3—users~~

~~13.4—other members of the workforce~~

~~13.5—members of the public~~

~~13.6—occupiers~~

~~13.7—neighbours~~

~~13.8—visitors~~

~~13.9—organisational representatives~~

~~13.10—hire firm(s), companies or agents~~

~~Performance Criteria 9~~

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

COSVR732

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

Scope/range related to knowledge and understanding

Learning activities

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

Operational and statutory requirements

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

People

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

Plant, equipment or machinery

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

Measures

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

COSVR732

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

~~Those involved or affected~~

~~32—supervisors~~

~~33—operators~~

~~34—users~~

~~35—other members of the workforce~~

~~36—members of the public~~

~~37—occupiers~~

~~38—neighbours~~

~~39—visitors~~

~~40—organisational representatives~~

~~41—hire firm(s), companies or agents~~

Overview

~~This standard is about~~

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

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

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

This standard is about organising, controlling and monitoring supplies of materials by managing the supply of materials for the project, evaluating the performance of the supply chain and making improvements in the acquisition, storage and use of materials for the project **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 management** which is defined as the management of multiple construction trades and disciplines and can be used by **operatives, supervisors and managers**

COSVR733

Organise, control and monitor supplies of materials

Performance criteria

You must be able to:

- P1 analyse project requirements in line with operational plans ~~and quantities~~ to ensure assess quantities and what supplies of materials meet organisational requirements will be required and calculate and develop a delivery schedule ~~and record outcomes~~
- P2 **analyse** calculations for delivery and lead times **and ensure** records of delivery schedule and traffic management **are maintained**
- P3 identify **and record** alternatives to the supply opportunities to standardise supplies of materials **to improve at least one of the following**
- 3.1 economy of usage
 - 3.2 cost
 - 3.3 environmental impact
 - 3.4 sustainability
- P4 ensure orders are prepared in line with organisational and/or project requirements to meet ~~maintain records of checks with~~ the delivery schedule ~~and users to confirm what supplies of materials are needed and ensure and record that appropriate orders are prepared~~
- P5 promote goodwill and trust with suppliers and users to ensure the delivery schedule is maintained through positive negotiation ~~conduct and record negotiations and meetings with suppliers and users so that goodwill and trust is maintained and agreed supply requirements are ensured and recorded~~
- P6 implement **and record the** organisational systems ~~adopted to for the~~ monitoring of the delivery schedule and supplier the performance ~~of suppliers which will and identify and record supply improvements~~
- P7 ~~produce analyse~~ records at least three of the following identified factors used in materials control
- 7.1 quality
 - 7.2 quantity
 - 7.3 payment to suppliers
 - 7.4 approval by client, customer or their representative
 - 7.5 programming
- P8 Implement and record organisational or project systems for the monitoring of materials to ensure they meet the project specification.
- ~~P89~~ identify and record problems with supply, ~~record them~~ and take action to resolve them

COSVR733

Organise, control and monitor supplies of materials

P910 identify ~~and record~~ changes to project requirements and supply performance likely to result in over or under supply and record the modifications made ~~revisions~~ to the delivery schedule to facilitate change or minimise disruption to the programme

COSVR733

Organise, control and monitor supplies of materials

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Delivery schedule

- K1 how to analyse operational plans and quantities to assess what **raw materials, manufactured materials, components and prefabricated systems** will be required
- K2 how to calculate delivery and lead times for supplies of materials
- K3 why it is necessary to analyse operational organisational and/or project plans and quantities to assess what materials will be required. and calculate delivery and lead times
- K5 the factors involved how in to developing a delivery schedule
- K6 why delivery schedules and construction logistics plans traffic management are required

Does the above list need to be repeated here?

Performance Criteria 2

Standardise supplies Supply improvements

- K7 how to identify and record opportunities for standardisation of supplies of and alternative materials in relation to
 - 3.1 economy of usage
 - 3.2 cost
 - 3.3 environmental impact
 - 3.4 sustainability
- K8 how standardisation and alternative of materials can assist a project
- K9 why opportunities for standardisation and alternative materials should be considered

Does the above list need to be repeated here?

Performance Criteria 3

Prepare orders

- K10 how to check with the delivery schedule and principal contractors, sub-contractors, direct labour, the client, customer or their representative (or just stakeholders?) users what materials are needed to maintain programme and project requirements
- K11 how to ensure appropriate orders are prepared
- K12 why you need to make checks and ensure appropriate orders are prepared

Does the above list need to be repeated here?

Performance Criteria 4

Conduct negotiations and meetings

- K13 how to promote goodwill and trust with suppliers and users to ensure the delivery schedule is maintained through positive negotiation in relation to: how to conduct negotiations and meetings with suppliers and principal contractors, sub-contractors, direct labour, the client, customer or their representative (or just stakeholders?) users to ensure the following supply requirements are agreed

K13.1 elimination or reduction of waste

You need to know and understand:

You need to know and understand:

You need to know and understand:

COSVR733

Organise, control and monitor supplies of materials

K13.2 recycling and re-use

~~K13.3 price~~

~~K13.43 quantity~~

K13.4 quality considerations

K13.5 availability

K13.6 lead time

K13.7 life expectancy or deterioration

K13.8 maintenance

K13.9 storage and handling facilities

K13.10 environmental issues considerations

K13.11 ethical and sustainability issues considerations

K13.12 health and safety issues considerations

~~K13.13 transportation logistics~~

K13.14 damage

K13.15 loss or theft

~~K13.16 after sales service-supplier service~~

~~K13.17 payment terms-heritage considerations~~

~~K13.18 cash flow~~

K14 how to maintain goodwill and trust

K15 why goodwill and trust should be maintained

~~K156 how why to~~ conduct formal and informal meetings with suppliers and users

Performance Criteria 5

Implement systems

You need to know and understand:

~~K167~~ how to implement an organisational or project system, that analyses covers all necessary the following factors which informs to monitor the delivery schedule

K16.1 quality

K16.2 quantity

K16.3 payment to suppliers

K16.4 approval by client, customer or their representative

K16.5 programming

K16.6 cost

~~K178~~ how to implement an organisational or project system to monitor the performance of suppliers against the agreed supply requirements

Does the list at K13 need to be repeated here?

~~K189~~ how to identify and record any identified improvements

~~K2049~~ why you need to analyse performance of suppliers against monitor the delivery schedule and the performance of suppliers

K21 how do you to implement and record organisational or project systems for the monitoring of materials to ensure they meet the project specification.

K22 why do you need to implement and record organisational or project systems for the monitoring of materials to ensure they meet the project specification.

COSVR733

Organise, control and monitor supplies of materials

Performance Criteria 6

Identify problems

You need to know and understand:

K2~~03~~ how to identify problems with supply and supply requirements, record problems with supply and the them and take action taken to resolve them

K2~~14~~ why you need to identify problems with supply and supply requirements, record problems with supply and the them and take action taken to resolve them

Does the list at K13 need to be repeated here?

Performance Criteria 7

Identify changes

You need to know and understand:

K2~~25~~ how to identify changes likely to result in over or under supply

K2~~36~~ how to modify the delivery schedule to minimise disruption to the programme by ensuring supplies of **raw materials**, **manufactured materials**, **components and prefabricated systems** are available

COSVR733

Organise, control and monitor supplies of materials

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

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

~~Performance Criteria 2~~

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

~~Performance Criteria 3~~

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

~~Performance Criteria 4~~

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

~~Performance Criteria 5~~

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

~~Performance Criteria 6~~

- ~~13—records of problems with supply and the action taken~~

~~Performance Criteria 7~~

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

COSVR733

Organise, control and monitor supplies of materials

Scope/range related to knowledge and understanding

Factors

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

Goodwill and trust

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

Materials

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

Supply requirements

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

Users

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

COSVR734

Establish Identify and monitor maintain
communication systems and organisational
procedures 10.07.19



Overview

~~This standard is about~~

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

This standard is about establishing identifying communication systems and procedures that support the organisation of the project, establishing communication systems and managing meetings and monitoring maintaining communication systems and procedures 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 management which is defined as the management of multiple construction trades and disciplines and can be used by operatives, supervisors and managers

COSVR734

Establish Identify and monitor maintain communication systems and organisational procedures

Performance criteria

- You must be able to:*
- P1 identify ~~and record~~ the organisational and communication needs ~~identified~~ for the project ~~by considering at least four of~~ in relation to the following systems
- 1.1 roles and responsibilities
 - 1.2 site or head office interface
 - 1.3 project administration
 - 1.4 health, safety, welfare, wellbeing and environmental needs
 - 1.5 project team interfaces
 - 1.6 integration of data
 - 1.7 sharing of project data
 - 1.8 team working
 - 1.9 the client, customer or their representative stakeholders
- P2 implement records that show communication systems and organisational procedures which ensure clear and effective administrative, management administrative and operational control
- P3 ~~establish~~ maintain systems and procedures which are compatible with those used by the client, customer or their representative, and the supply chain and other stakeholders
- P4 ~~produce~~ ensure accurate project information detailing people's roles or and people's responsibilities is produced and circulate issued it to those with people and organisations that have an interest
- P5 ~~produce~~ ensure accurate details of the organisational structure are produced and communicated to those with an interest
- P6 ~~establish at least three of the~~ implement following relevant methods of communication ~~as for reporting, recording and retrieving~~ information between ~~people the project team, and~~ organisations and stakeholders that have an interest
- ~~6.1~~ oral
 - ~~6.2~~ written
 - ~~6.3~~ graphic
 - ~~6.4~~ electronic
- P7 implement systems to monitor the communication and organisational methods for effectiveness
- P8 identify and investigate ~~and record any breakdowns any conflicts or opportunities for improvement with~~ to the organisational procedures and communication systems
- P9 implement and record any action taken to improve or restore effective communication and organisational procedures ~~record the take action taken to restore effective communication and organisation procedures~~

COSVR734

Establish Identify and monitor maintain communication systems and organisational procedures

~~P10 use information received to make implement improvements to the organisation of the project and communication systems and record how they were implemented~~

P10 prepare for and manage meetings with colleagues and stakeholders that include the following principles to meet objectives

- 10.1 prepare an agenda, arrange venue and contact attendees in good time
- 10.2 agreement of the objectives to be achieved during the meeting
- 10.3 encourage and acknowledgement of constructive contributions from the attendees during the meeting
- 10.4 encourage ing a balanced and informed discussion on the agenda items
- 10.5 run the meeting on time
- 10.6 agreement that whether objectives have been achieved
- 10.7 agreement and record of actions and responsibilities following the meeting

~~P11 complete ensure the recorded actions following the meeting to meet objectives and carry out post meeting activities are carried out including~~

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

COSVR734

Establish Identify and monitor maintain communication systems and organisational procedures

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Organisational and communication systems

- K1 how to identify the following organisational and communication systems for a project
- K1.1 roles and responsibilities
 - K1.2 site or head office interface
 - K1.3 contract or project administration
 - K1.4 health, safety, welfare, wellbeing and environmental needs
 - K1.5 project team interfaces
 - K1.6 integration of data
 - K1.7 team working
 - K1.8 client, customer or their representative stakeholders

Performance Criteria 2

Develop and introduce manual and electronic systems

You need to know and understand:

- K2 how to establish and introduce manual and electronic systems which are compatible with those used by the client, customer or their representative, other stakeholders and supply chain
- K3 how to establish people, systems and media communication and organisational manual and electronic systems that will enable clear effective management, administrative and operational controls
- K4 why you need people, systems and media communication and organisational manual and electronic systems that will be compatible, and provide control and meet statutory and organisational controls relating to data, privacy and confidentiality (NB 'manual and electronic' will need to be added back in to each knowledge requirement when developing the qualification unit)

Performance Criteria 3

Produce project information

You need to know and understand:

- K5 how to produce accurate and unambiguous information about the project, the organisational structure and people's roles and responsibilities using individual job descriptions, organisation charts, contractual arrangements and team schedules the project and the organisational structure
- K6 how to circulate information, using inclusive communication methods, about people's roles and responsibilities, using individual job descriptions, organisation charts, project contractual arrangements and team schedules, and the project and organisational structure to the following people and organisations that have an interest
- K6.1 multi-national workforce non-English language speakers
 - K6.2 stakeholders clients, customer or their representative
 - K6.3 consultants
 - K6.4 contractors

COSVR734

Establish Identify and monitor maintain communication systems and organisational procedures

- K6.5 sub-contractors
- K6.6 third parties
- K6.7 public utility organisations
- K6.8 emergency services
- K6.9 people working on site
- K6.10 statutory authorities

K7 why information on people's roles and responsibilities **including individual job descriptions, organisation charts, contractual arrangements and team schedules** is important to people and organisations stakeholders that have an interest

Performance Criteria 4

Methods of inclusive communication

You need to know and understand:

K8 how to establish methods of communicating, reporting, recording and retrieving information using inclusive communication methods, methods of communication including oral, written, graphic and electronic, between the following people and organisations who have an interest which are appropriate to the needs of the project

- K8.1 non-English language speakers
- K8.2 clients, customer or their representative
- K8.3 consultants
- K8.4 contractors
- K8.5 sub-contractors
- K8.6 third parties
- K8.7 public utility organisations
- K8.8 emergency services
- K8.9 people working on site
- K8.10 statutory authorities

K9 why methods of communicating, reporting, recording and retrieving information and using inclusive communication methods, methods of communication including oral, written, graphic and electronic between interested people and organisations should be established

Performance Criteria 5

Monitor inclusive communication and organisational methods

You need to know and understand:

K10 how to monitor the inclusive methods of communicating, for reporting, recording and retrieving information and methods of communication including oral, written, graphic and electronic

K11 how to identify **and investigate** breakdowns conflicts and opportunities for improvement in to the communication and organisational systems

K12 how to investigate breakdowns in people, systems and media communication and organisational manual and electronic systems

K12 why breakdowns conflicts in people, systems and media communication and organisational manual and electronic systems need to be investigated

COSVR734

Establish Identify and monitor maintain communication systems and organisational procedures

K13 the actions that can be taken to restore effective people, systems and media communication and organisational manual and electronic systems

Performance Criteria 6

Make improvements

You need to know and understand:

K14 how to identify possible improvements to methods of communication including oral, written, graphic and electronic and organisational manual and electronic systems

K15 why you should try to improve established manual and electronic systems

Performance Criteria 7

Manage meetings

You need to know and understand:

K16 how to manage the following meetings to ensure objectives are met

K16.1 formal group

K16.2 informal group

K16.3 formal one-to-one

K16.4 informal one-to-one

K16.5 face-to-face

K16.6 remote

K17 why you should manage meetings to ensure objectives are met

Performance Criteria 8

Actions following meetings

You need to know and understand:

K18 how to ensure the actions arising from a meeting are completed actions following meetings to ensure objectives are met

K19 how to evaluate the effectiveness of the following a meetings format to ensure actions are met

~~K19.1 formal group~~

~~K19.2 informal group~~

~~K19.3 formal one-to-one~~

~~K19.4 informal one-to-one~~

~~K19.5 face-to-face~~

~~K19.6 remote~~

COSVR734

Establish Identify and monitor maintain communication systems and organisational procedures

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

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

~~Performance Criteria 2~~

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

~~Performance Criteria 3~~

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

~~Performance Criteria 4~~

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

~~Performance Criteria 5~~

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

COSVR734

Establish Identify and monitor maintain communication systems and organisational procedures

~~Performance Criteria 6~~

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

~~Performance Criteria 7~~

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

~~Performance Criteria 8~~

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

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

~~Communication~~

- ~~1—people~~
- ~~2—systems~~
- ~~3—media~~

~~Meetings~~

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

~~Methods of communicating~~

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

COSVR734

Establish Identify and monitor maintain communication systems and organisational procedures

Organisational and communication systems

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

People and organisations

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

Roles and responsibilities

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

Systems

- 36— manual
- 37— electronic

COSVR735

Control project progress against agreed quality standards 10.07.19



Overview

~~This standard is about~~

~~1—implementing specified operational quality assurance~~

~~2—implementing control processes and procedures~~

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

This standard is about implementing specified operational quality assurance, implementing control processes and procedures and making improvements as a result of monitoring and collecting feedback from others 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 management which is defined as the management of multiple construction trades and disciplines and can be used by operatives, supervisors and managers

COSVR735

Control project progress against agreed quality standards

Performance criteria

You must be able to:

- P1 identify and interpret quality standards from available information and record and pass them to people responsible for their and ensure their implementation before work commences they start work
- P2 specify clearly and unambiguously and allocate the roles and the responsibilities which individuals have for maintaining quality standards and produce contribute towards a site quality plan or procedure showing individual responsibilities in accordance with quality standards
- P3 set up establish systems to inspect and control the quality of the work and record the systems adopted to inspect ongoing and completed work
- P4 regularly check and record the that inspections are carried out to ensure that work conforms to the project design requirements and the specified quality standards
- ~~P5 specify and record monitor the acceptance and rejection criteria~~
- P5 identify and record any work which fails to meet the requirements and specified quality standards, and implement and record the corrective action taken and ensure records are kept
- P6 inform decision-makers stakeholders about significant variations of in quality standards, and record and recommend solutions they need to make and actions they need to take in regard to the following
- 6.1 quality standards
 - 6.2 effects of quality on the programme
 - 6.3 effects of quality on safety
 - 6.4 effects of quality on finished product
- P7 identify conflicts between quality standards and record how they were referred them to decision-makers stakeholders for resolution
- P8 identify improvements from analysing feedback received and **record and** recommend them to decision-makers stakeholders
- ~~P9 agree amendments to the project quality standards and record them accurately~~

COSVR735

Control project progress against agreed quality standards

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Identify and interpret quality standards

- K1 how to identify and interpret quality standards, including but not limited to the following
- K1.1 current legislation
 - K1.2 project specifications
 - K1.3 British Standards
 - K1.4 International standards
 - K1.5 Codes of Practice
 - K1.6 organisation standards
 - K1.7 trade advisory guidance and best practice
 - K1.8 benchmarking
- K2 how to ensure the project's pass quality standards are issued to the workforce following people responsible for implementing them before starting work on a contract
- K2.1 the client
 - K2.2 contractors
 - K2.3 consultants
 - K2.4 sub-contractors
 - K2.5 suppliers
 - K2.6 workforce

Performance Criteria 2

Specify responsibilities

You need to know and understand:

- K3 how to specify the responsibilities which individuals have for maintaining the following the project's quality standards
- K3.1 current legislation
 - K3.2 project specifications
 - K3.3 British Standards
 - K3.4 International standards
 - K3.5 Codes of Practice
 - K3.6 organisation standards
 - K3.7 trade advisory guidance and best practice
 - K3.8 benchmarking
- K4 why you need to specify the responsibilities which individuals have for maintaining the project's quality standards
- K5 how to contribute to produce a site quality plan or procedure in accordance with the project's quality standards

COSVR735

Control project progress against agreed quality standards

Performance Criteria 3

Set up Establish quality control systems

You need to know and understand:

K6 how to set up establish the following systems for inspecting, and controlling and recording the quality of work relating to methods of construction, materials, and components and their use and record the outcomes

- K6.1 visual inspection
- K6.2 comparison with design requirements
- K6.3 comparison with standard documentation
- K6.4 checking manufacturer's documentation
- K6.5 checking delivery notes
- K6.6 sampling and mock ups
- K6.7 testing
- K6.8 site inspection reports
- K6.9 contractor reports
- K6.10 site meetings

K7 why you need to set up establish systems for inspecting, and controlling and recording the quality of work relating to methods of construction and materials, and components and their use and record the outcomes

Performance Criteria 4

Check standards of work

You need to know and understand:

K8 how to check that work relating to methods of construction and materials, and components and their use conforms to design requirements and the following specified project quality standards

- K8.1 current legislation
- K8.2 project specifications
- K8.3 British Standards
- K8.4 International standards
- K8.5 Codes of Practice
- K8.6 organisation standards
- K8.7 trade advisory guidance and best practice
- K8.8 benchmarking

Performance Criteria 5

Identify non-conformance sub-standard work

You need to know and understand:

K9 how to identify and record work relating to methods of construction, and materials, and components and their use that fails to meet the requirements and following specified project quality standards

- K9.1 current legislation
- K9.2 project specifications
- K9.3 British Standards
- K9.4 International standards
- K9.5 Codes of Practice
- K9.6 organisation standards
- K9.7 trade advisory guidance and best practice
- K9.8 benchmarking

COSVR735

Control project progress against agreed quality standards

K10 how to inform stakeholders of methods of construction, materials, components and their use that fail to meet the requirements and specified project quality standards following the organisational non-conformance procedures

K11 why you need to identify, and record and report work relating to methods of construction, and materials, and components and their use that fails to meet the requirements and following specified project quality standards

K12 how to implement corrective action where work **relating to methods of construction, and materials, and components and their use** fails to meet the requirements and specified project quality standards

K13 why you need to implement corrective actions in cases of non-conformance

Performance Criteria 6

Inform of variations

You need to know and understand:

K14 how to inform decision-makers stakeholders about significant variations in project quality standards, safety implications and the finish to the product that may affect programme safety implications and the finish to the product

K11.1 current legislation

K11.2 project specifications

K11.3 British Standards

K11.4 International standards

K11.5 Codes of Practice

K11.6 organisation standards

K11.7 trade advisory guidance and best practice

K11.8 benchmarking

K15 how to recommend solutions which decision-makers to stakeholders need to make about significant variations in quality standards and advice on the actions required to correct variations they need to take

K16 how to recommend improvements to decision-makers stakeholders

K17 why you need to recommend solutions and improvements

Performance Criteria 7

Conflicts

You need to know and understand:

K18 how to identify conflicts between the following project's quality standards

K15.1 current legislation

K15.2 project specifications

K15.3 British Standards

K15.4 International standards

K15.5 Codes of Practice

K15.6 organisation standards

K15.7 trade advisory guidance and best practice

K15.8 benchmarking

K19 how to refer conflicting quality standards to decision-makers stakeholders for resolution

K20 why you need to identify and report conflicting quality standards

COSVR735

Control project progress against agreed quality standards

Performance Criteria 8

Identify improvements from feedback

You need to know and understand:

K21 how to identify improvements in the following project quality standards from feedback

~~K17.1 current legislation~~

~~K17.2 project specifications~~

~~K17.3 British Standards~~

~~K17.4 International standards~~

~~K17.5 Codes of Practice~~

~~K17.6 organisation standards~~

~~K17.7 trade advisory guidance and best practice~~

~~K17.8 benchmarking~~

K22 how to recommend improvements to decision-makers

K23 why you need to identify and recommend improvements to the project quality standards

Performance Criteria 9

Agree amendments

You need to know and understand:

K24 how to agree and record amendments to the project quality standards with decision-makers stakeholders

~~K19.1 current legislation~~

~~K19.2 project specifications~~

~~K1.3 British Standards~~

~~K19.4 International standards~~

~~K19.5 Codes of Practice~~

~~K19.6 organisation standards~~

~~K19.7 trade advisory guidance and best practice~~

~~K19.8 benchmarking~~

K25 how to record amendments to project quality standards accurately

COSVR735

Control project progress against agreed quality standards

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

~~1—records of providing quality requirements to people prior to work starting~~

~~Performance Criteria 2~~

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

~~Performance Criteria 3~~

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

~~Performance Criteria 4~~

~~4—records showing inspections of ongoing and completed work.~~

~~5—records showing acceptance and rejection criteria~~

~~Performance Criteria 5~~

~~6—records of identified sub-standard work~~

~~7—records of the corrective action taken~~

~~Performance Criteria 6~~

~~8—records of information about significant variations of quality standards and suggested actions passed to decision-makers for the following~~

~~8.1—quality standards~~

~~8.2—effects of quality on the programme~~

~~8.3—effects of quality on safety~~

~~8.4—effects of quality on finished product~~

~~Performance Criteria 7~~

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

~~Performance Criteria 8~~

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

~~Performance Criteria 9~~

~~11—records of agreed changes to the project quality standards~~

COSVR735

Control project progress against agreed quality standards

Scope/range related to knowledge and understanding

People responsible

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

Quality standards

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

Systems

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

Work

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

COSVR736

Establish dimensional control criteria

10.07.19



Overview

~~This standard is about~~

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

This standard is about ensuring the project dimensional control information is in accordance with specified accuracy criteria, ensuring project dimensional controls are regularly and appropriately checked for operational and post-completion requirements **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 **management which is defined as the management of multiple construction trades and disciplines** and can be used by **operatives, supervisors and managers**

COSVR736

Establish dimensional control criteria

Performance criteria

You must be able to:

- P1 ~~obtain~~ collect, collate and analyse relevant ~~survey~~ pre-construction information, ~~check ensuring~~ that it is up to date and accurate, ~~and~~ ~~resolve at least two of the following any problems~~
- ~~1.2— unclear information~~
 - ~~1.3— missing information~~
 - ~~1.4— inconsistencies between documents~~
 - ~~1.5— errors~~
- P2 ~~ensure~~ establish and record the relevant dimensional control information, ~~including calculations,~~ for the project work to ensure that it has been correlated and interpreted accurately information on project work which is relevant to dimensional control
- P3 ensure that variations in dimensional control are identified and recorded ~~are identified between the specified supplied and the actual site dimensions, record them accurately~~ and ~~circulate them notified~~ to ~~decision-makers stakeholders~~
- ~~P4— ensure that reference points are suitably placed, accurate, clearly identified, recorded and protected from movement or removal~~
- P4 ~~ensure~~ establish a dimensional control monitoring system, which ensures dimensional controls are maintained ~~will make sure the specified accuracy criteria will be met, is established and recorded~~
- P5 ensure that measuring and recording equipment is ~~calibrated and~~ maintained to meet the ~~specified accuracy criteria and the checks are recorded~~
- ~~P6— record any dimensional control information which may be of later use, and record how the following information has been securely stored store it securely~~
- ~~6.1— dimensions~~
 - ~~6.2— locations~~
 - ~~6.3— levels~~
 - ~~6.4— deviations~~

COSVR736

Establish dimensional control criteria

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Obtain survey pre-construction information in relation to dimensional control

- K1 how to obtain relevant survey pre-construction information
- K2 how to check that survey pre-construction information is up to date and accurate
- K3 how to resolve the following problems with survey pre-construction information
 - K3.1 unclear information
 - K3.2 missing information
 - K3.3 inconsistencies between documents
 - K3.4 errors
- K4 why you need to resolve problems with survey pre-construction information

Performance Criteria 2

Correlate and interpret information

You need to know and understand:

- K5 how to correlate and interpret information on project work which is relevant to **the following** dimensional control information
 - K5.1 lines
 - K5.2 levels
 - K5.3 angles
 - K5.4 distances
 - K5.5 curves radii
 - K5.6 positions
 - K5.7 setting out points
- ~~K6 how to interpret information on project work which is relevant to dimensional control information (does the above list need to be repeated here)~~
- K6 why you need to correlate and interpret information on project work which is relevant to **the following** dimensional control information
 - K6.1 lines**
 - K6.2 levels**
 - K6.3 angles**
 - K6.4 distances**
 - K6.5 curves radii**
 - K6.6 positions**
 - K6.7 setting out points**

Performance Criteria 3

Identify variations

You need to know and understand:

- K7 how to identify and record variations, **relating to boundaries, levels and locations**, between the specified and the actual site project dimensions
- ~~K9 how to record variations, relating to boundaries, levels and locations, between the specified and the actual site dimensions~~

COSVR736

Establish dimensional control criteria

K8 why you need to identify and record variations, relating to boundaries, levels and locations, between the specified and the actual site project dimensions

Performance Criteria 4

Set reference points

You need to know and understand:

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

K10.1 ground stations

K10.2 base lines

K10.3 benchmarks

K10.4 elevated target positions

K10.5 global positioning systems (GPS)

Performance Criteria 4

Develop Establish a monitoring system

You need to know and understand:

K9 how to develop a establish **graphical, measured and instrumental** monitoring systems for dimensional controls

K10 why you need to develop a establish **graphical, measured and instrumental** monitoring systems for dimensional controls

Performance Criteria 5

Maintain measuring and recording equipment

You need to know and understand:

K11 how to ensure maintain **mechanical, optical and electronic** measuring and recording equipment are calibrated and maintained

K12 why specific **mechanical, optical and electronic** measuring and recording equipment should be selected

Performance Criteria 7

Record information

You need to know and understand:

K13 why you need how to record and store the following dimensional control information which may be of later use

K15.1 lines

K15.2 levels

K15.3 angles

K15.4 distances

K15.5 curves radii

K15.6 positions

K15.7 setting out points

COSVR736

Establish dimensional control criteria

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

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

~~Performance Criteria 2~~

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

~~Performance Criteria 3~~

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

~~Performance Criteria 4~~

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

~~Performance Criteria 5~~

- ~~5—records of the monitoring system used~~

~~Performance Criteria 6~~

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

~~Performance Criteria 7~~

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

COSVR736

Establish dimensional control criteria

Scope/range related to knowledge and understanding

Dimensional control information

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

Measuring and recording equipment

- 8—mechanical
- 9—optical
- 10—electronic

Monitoring system

- 11—graphical
- 12—measured
- 13—instrumental

Problems

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

Reference points

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

Variations

- 23—boundaries
- 24—levels
- 25—locations

COSVR737

Control project progress against agreed programmes



Overview

~~This standard is about~~

~~1—controlling progress processes and procedures~~

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

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

This standard is about controlling progress processes and procedures, making improvements as a result of monitoring and making improvements as a result of feedback from others **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 **management which is defined as the management of multiple construction trades and disciplines** and can be used by-operatives, supervisors and managers

COSVR737

Control project progress against agreed programmes

Performance criteria

- You must be able to:*
- P1 develop, ~~and~~ implement ~~and record at least four of the following~~ systems used to monitor and record the progress of the project against the agreed programme(s)
 - 1.1 visual inspection(s)
 - 1.2 resource records
 - 1.3 site inspection reports
 - 1.4 contractor's report
 - 1.5 certified payments
 - 1.6 site meetings
 - 1.7 organisational procedures
 - 1.8 management reports
 - 1.9 benchmarks
 - 1.10 comparison with project requirements
 - P2 produce written, graphical and electronic records of the actual work against the programmed work
 - P3 collect ~~and record~~ progress information regularly and summarise it for relevant people
 - P4 identify ~~and record~~ inadequate or inappropriate resources
 - P5 ~~record the information passed to the~~ relevant people and specify. ~~and~~ obtain ~~and record~~ alternative resources
 - P6 identify. ~~and~~ quantify ~~and record~~ any ~~identified~~ deviations from planned progress which have occurred,
 - P7 produce details that quantify predicted deviations ~~or~~ which may occur, that could disrupt the programme
 - P8 carry out ~~and record the~~ investigations ~~to identify~~ the circumstances of any deviations thoroughly ~~and~~
 - P9 agree, ~~and record and~~ implement appropriate corrective action
 - P10 recommend ~~and record the~~ options ~~passed~~ to relevant people that aim to maintain or improve cost and progress
 - P11 inform relevant people about changes to the operational programme ~~and~~ resource needs ~~and~~
 - P12 ~~record and~~ suggest the decisions and actions that need to be taken to maintain progress
 - P13 identify ~~and record~~ improvements to progress from feedback received and ~~record how they were~~ recommended them to relevant people

COSVR737

Control project progress against agreed programmes

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Develop and implement systems

- K1 how to develop **the following** systems to monitor and record the progress of the project against agreed programme(s)
 - K1.1 visual inspection
 - K1.2 resources records
 - K1.3 site inspection reports
 - K1.4 contractor's reports
 - K1.5 certified payments
 - K1.6 written, graphical and electronic records of actual work against programmed work
 - K1.7 site meetings
 - K1.8 organisational procedures
 - K1.9 management reports
 - K1.10 benchmarks
 - K1.11 comparison with project requirements
- K2 why you need to develop systems to monitor and record the progress of the project against the **following** agreed programmes
 - K2.1 bar charts
 - K2.2 network analysis
 - K2.3 critical path
 - K2.4 line balance
 - K2.5 action lists
 - K2.6 method statements
 - K2.7 project expenditure forecasts

Performance Criteria 2

Collect information

- K3 how to collect progress information regularly
- K4 how to accurately summarise progress information for **the following** relevant people
 - K4.1 the client, customer or their representative
 - K4.2 contractors
 - K4.3 consultants
 - K4.4 suppliers

Performance Criteria 3

Identify inadequate or inappropriate resources

- K5 how to identify inadequate and inappropriate resources
- K6 how to inform **the following** relevant people about inadequate and inappropriate resources
 - K6.1 the client, customer or their representative
 - K6.2 contractors
 - K6.3 consultants
 - K6.4 suppliers
- K7 how to inform relevant people, and specify, and obtain **the following**

You need to know and understand:

You need to know and understand:

COSVR737

Control project progress against agreed programmes

alternative resources

- K7.1 people
- K7.2 plant equipment or machinery
- K7.3 materials and components
- K7.4 finance
- K7.5 time
- K7.6 specialist services
- K7.7 public utility services
- K7.8 information

Performance Criteria 4

Identify and quantify deviations

You need to know and understand:

- K8 how to identify **the following** deviations from planned progress which has occurred and which may occur
 - K8.1 resources shortages
 - K8.2 design problems
 - K8.3 design constraints
 - K8.4 industrial disputes
 - K8.5 lack of essential construction information
 - K8.6 construction errors
 - K8.7 inclement weather
 - K8.8 physical site constraints
 - K8.9 legal
- K9 how to identify deviations from the planned progress which may disrupt the **following** programmes
 - K9.1 bar charts
 - K9.2 network analysis
 - K9.3 critical path
 - K9.4 line balance
 - K9.5 action lists
 - K9.6 method statements
 - K9.7 project expenditure forecasts
- K10 how to quantify deviations from planned progress **using a method study, work study and a production analysis**
- K11 why you need to identify and quantify deviations from planned progress

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Control project progress against agreed programmes

Performance Criteria 5

Investigate deviations

You need to know and understand:

K12 how to investigate the circumstances of **the following deviations** from planned progress

K12.1 resources shortages

K12.2 design problems

K12.3 design constraints

K12.4 industrial disputes

K12.5 lack of essential construction information

K12.6 construction errors

K12.7 inclement weather

K12.8 physical site constraints

K12.9 legal

K13 how to agree corrective action for deviations from planned progress with **the following** relevant people

K13.1 the client, customer or their representative

K13.2 contractors

K13.3 consultants

K13.4 suppliers

K14 how to implement **the following** agreed corrective action for deviations from planned progress

K14.1 restore progress in accordance with agreed programme

K14.2 agree new completion dates

K14.3 initiate contract claim

K14.4 secure additional resources

K14.5 altering planned work

K15 why you need to agree corrective action(s)

Performance Criteria 6

Recommend options

You need to know and understand:

K16 how to recommend options to **the following** relevant people that will minimise increases in cost and time

K16.1 the client, customer or their representative

K16.2 contractors

K16.3 consultants

K16.4 suppliers

K17 how to recommend options that will help the project progress

K18 why you need to make recommendations that will minimise increases in cost and time and help the project progress

Performance Criteria 7

Inform relevant people

You need to know and understand:

K19 how to regularly inform **the following** relevant people about changes to operational programme(s) and demands on resources

K19.1 the client, customer or their representative

K19.2 contractors

K19.3 consultants

K19.4 suppliers

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Control project progress against agreed programmes

K20 how to suggest the decisions and actions that need to be taken to maintain progress

Performance Criteria 8

Identify improvements from feedback

You need to know and understand:

K21 how to identify improvements to progress from feedback received

K22 how to recommend improvements in progress to **the following** relevant people

K20.1 the client, customer or their representative

K20.2 contractors

K20.3 consultants

K20.4 suppliers

K23 why you need to recommend improvements in progress to relevant people

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

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

~~Performance Criteria 2~~

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

~~Performance Criteria 3~~

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

~~Performance Criteria 4~~

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

~~Performance Criteria 5~~

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

~~Performance Criteria 6~~

- ~~11—details of the recommended options passed to relevant people~~

~~Performance Criteria 7~~

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

~~Performance Criteria 8~~

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

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Control project progress against agreed programmes

Scope/range related to knowledge and understanding

Corrective action

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

Deviations

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

Programme(s)

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

Quantify

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

Relevant people

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

Resources

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

COSVR737

Control project progress against agreed programmes

Systems to monitor and record

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

COSVR738

Control project quantities and costs



Overview

~~This standard is about~~

- ~~1—implementing quantity and cost control systems~~
- ~~2—identifying variances in quantities and costs~~
- ~~3—recommending cost savings in the execution of projects~~

This standard is about implementing quantity and cost control systems, identifying variances in quantities and costs and recommending cost savings in the execution of projects **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 **management which is defined as the management of multiple construction trades and disciplines and can be used by-operatives, supervisors and managers**

COSVR738

Control project quantities and costs

Performance criteria

You must be able to:

- P1 implement **and record one of the following** appropriate quantities and cost control systems which are able to provide early warning of problems
- 1.1 contractual procedures and meetings
 - 1.2 operational procedures and meetings
 - 1.3 electronic records
- P2 ensure that quantity and cost data **on at least four of the following resources** is regularly collected, recorded ~~#~~ and passed ~~#~~ on to the appropriate people responsible in time for them to be able to use it
- 2.1 people
 - 2.2 plant, equipment or machinery
 - 2.3 materials and components
 - 2.4 sub-contractors
 - 2.5 information
 - 2.6 work area and facilities
 - 2.7 waste management
 - 2.8 utility providers
 - 2.9 records of valuations of work completed
- P3 ensure that work values, quantities and cost data are prepared **and recorded**
- P4 ensure that accurate quantities and cost data are prepared, **recorded** and presented in a format which will help the people responsible to make decisions **and record the results**
- P5 ensure that variations and trends in quantities and cost data are identified, quantified, ~~and~~ costed **and recorded**
- P6 **specify and record** ~~s-of~~ any costs created by the identified variations or trends
- P6 ensure that any variations are investigated, **recorded** and agreed, **and then implement at least one of the following appropriate** corrective actions with people responsible
- 5.1 restore progress in accordance with agreed programme
 - 5.2 agree new completion dates
 - 5.3 initiate contract claim
 - 5.4 secure additional resources
 - 5.5 alter planned work
- P7 identify **and record at least two of the following** opportunities **used** for cost savings and recommend them to people responsible
- 7.1 waste reduction
 - 7.2 resource management and logistics
 - 7.3 applications of new technologies and materials
 - 7.4 energy and utility management
 - 7.5 recyclable and recoverable materials
 - 7.6 alternative sources and types of materials
 - 7.7 variations in quality
 - 7.8 standardisation
 - 7.9 revenue generation

COSVR738

Control project quantities and costs

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Implement systems

- K1 how to implement **the following appropriate** project quantities and cost control systems which will provide early warnings of problems
 - K1.1 contractual procedures and meetings
 - K1.2 operational procedures and meetings
 - K1.3 electronic recording

Performance Criteria 2

Collect quantity and cost data

You need to know and understand:

- K2 how to ensure that **the following** quantities and cost data is collected and recorded for the project and **the following** resources used

Quantities and cost data

- K2.1 materials
- K2.2 plant
- K2.3 people
- K2.4 sub-contractors
- K2.5 day works
- K2.6 periodic variations
- K2.7 retention sums
- K2.8 forecasts of expenditures
- K2.9 performance information
- K2.10 project programme and progress

Resources

- K2.11 people
 - K2.12 plant equipment or machinery
 - K2.13 materials and components
 - K2.14 sub-contractors
 - K2.15 information
 - K2.16 work area and facilities
 - K2.17 waste management
 - K2.18 utility providers
 - K2.19 records of valuations of work completed
- K3 how to ensure data passed on to the **following** people responsible in time for them to use it
 - K3.1 the client, customer or their representative
 - K3.2 contractors
 - K3.3 consultants
 - K3.4 sub-contractors
 - K3.5 suppliers
 - K3.6 workforce
 - K3.7 internal management

COSVR738

Control project quantities and costs

Performance Criteria 3

Prepare data

You need to know and understand:

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

K4.1 materials

K4.2 plant

K4.3 people

K4.4 sub-contractors

K4.5 day works

K4.6 periodic variations

K4.7 retention sums

K4.8 forecasts of expenditures

K4.9 performance information

K4.10 project programme and progress

Performance Criteria 4

Present data

You need to know and understand:

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

Quantities and cost data

K5.1 materials

K5.2 plant

K5.3 people

K5.4 sub-contractors

K5.5 day works

K5.6 periodic variations

K5.7 retention sums

K5.8 forecasts of expenditures

K5.9 performance information

K5.10 project programme and progress

People responsible

K5.1 the client, customer or their representative

K5.2 contractors

K5.3 consultants

K5.4 sub-contractors

K5.5 suppliers

K5.6 workforce

K5.7 internal management

COSVR738

Control project quantities and costs

You need to know and understand:

Performance Criteria 5

Identify variations and trends

- K6 how to ensure variations and trends in **the following** quantities and cost data are identified, quantified and costed
- K6.1 materials
 - K6.2 plant
 - K6.3 people
 - K6.4 sub-contractors
 - K6.5 day works
 - K6.6 periodic variations
 - K6.7 retention sums
 - K6.8 forecasts of expenditures
 - K6.9 performance information
 - K6.10 project programme and progress
- K7 why you need to quantify the cost trends in quantities and cost data
([does the list above need to be repeated here](#))

Performance Criteria 6

Investigate variations and implement corrective action

You need to know and understand:

- K8 how to ensure variations in cost data are investigated
- K9 why you need to investigate variations in cost data
- K10 how to agree and implement appropriate **the following** corrective action with **the following** people responsible which will restore costs and expenditure to budget
- Corrective action**
- K10.1 restore progress in accordance with agreed programme
 - K10.2 agree new completion dates
 - K10.3 initiate contract claim
 - K10.4 secure additional resources
 - K10.5 altering planned work
- People responsible**
- K5.1 the client, customer or their representative
 - K5.2 contractors
 - K5.3 consultants
 - K5.4 sub-contractors
 - K5.5 suppliers
 - K5.6 workforce
 - K5.7 internal management
- K11 why you need to agree and implement appropriate corrective action
([does the list above need to be repeated here](#)) with people responsible
([does the list above need to be repeated here](#)) in order to restore costs and expenditure to budget

COSVR738

Control project quantities and costs

You need to know and understand:

Performance Criteria 7

Identify cost savings

- K12 how to identify **the following** opportunities for cost savings
- K12.1 waste reduction
 - K12.2 resource management and logistics
 - K12.3 applications of new technologies and materials
 - K12.4 energy and utility management
 - K12.5 recyclable and recoverable materials
 - K12.6 alternative sources and types of materials
 - K12.7 variations in quality
 - K12.8 standardisation
 - K12.9 revenue generation
- K13 how to develop and recommend to **following** people responsible systems and processes that will assist in the identification of opportunities for cost savings (**does the list above need to be repeated here**)
- K13.1 the client, customer or their representative
 - K13.2 contractors
 - K13.3 consultants
 - K13.4 sub-contractors
 - K13.5 suppliers
 - K13.6 workforce
 - K13.7 internal management
- K14 why you need to develop and recommend to people responsible (**does the list above need to be repeated here**) systems and processes to identify opportunities for cost savings (**does the list above need to be repeated here**)
- K15 how to recommend opportunities for cost savings (**does the list above need to be repeated here**) to people responsible (**does the list above need to be repeated here**)

COSVR738

Control project quantities and costs

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

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

~~Performance Criteria 2~~

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

~~Performance Criteria 3~~

- ~~3—records of cost calculations~~

- ~~4—records of quantities~~

~~Performance Criteria 4~~

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

~~Performance Criteria 5~~

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

~~Performance Criteria 6~~

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

~~Performance Criteria 7~~

- ~~10—records of at least two of the following opportunities for cost savings~~
 - ~~10.1 waste reduction~~
 - ~~10.2 resource management and logistics~~
 - ~~10.3 applications of new technologies and materials~~
 - ~~10.4 energy and utility management~~

COSVR738

Control project quantities and costs

~~10.5 recyclable and recoverable materials~~

~~10.6 alternative sources and types of materials~~

~~10.7 variations in quality~~

~~10.8 standardisation~~

~~10.9 revenue generation~~

COSVR738

Control project quantities and costs

Scope/range related to knowledge and understanding

Corrective action

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

Opportunities for cost savings

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

People responsible

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

Project quantities and cost control systems

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

Quantities and cost data

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

COSVR738

Control project quantities and costs

Resources

35—people

36—plant equipment or machinery

37—materials and components

38—sub-contractors

39—information

40—work area and facilities

41—waste management

42—utility providers

43—records of valuations of work completed

COSVR739

Evaluate feedback information and recommend improvements

Overview

~~This standard is about~~

- ~~1—obtaining feedback information from operational activities~~
- ~~2—investigating and evaluating feedback information~~
- ~~3—recommending improvements~~

This standard is about obtaining feedback information from operational activities, investigating and evaluating feedback information and recommending improvements **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 **management which is defined as the management of multiple construction trades and disciplines** and can be used by **operatives, supervisors and managers**

COSVR739

Evaluate feedback information and recommend improvements

Performance criteria

You must be able to:

P1 promote the value of making improvements from feedback and encourage the collection of feedback from at least six of the following information sources

1.1 approved suppliers

1.2 approved sub-contractors

1.3 contract documentation

1.4 project documentation

1.5 organisational documentation

1.6 standard details

1.7 specifications

1.8 product information

1.9 government and statutory publications

1.10 research and advisory data

1.11 periodicals and abstracts

P2 ensure feedback information from relevant methods or sources is obtained, investigated, recorded and assessed from at least three of the following

2.1 project records and documentation

2.2 site inspections

2.3 scientific research and data

2.4 studies of performance in use

2.5 meetings

2.6 questionnaires

2.7 report

P3 evaluate, record and recommend improvements from feedback received and justify the recommendations to relevant people

P4 summarise changes and improvements from feedback which have been agreed, and recorded and promoted them for adoption and use

P5 use records of actions taken to promote the adoption and use of improvements identified from feedback

COSVR739

Evaluate feedback information and recommend improvements

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Promote and encourage

K1 how to promote the value of making improvements from feedback received from the following information sources

K1 approved-suppliers supply chain

K2 approved-sub-contractors workforce and stakeholders

K3 contract documentation

K4 project documentation

K5 organisational documentation

K6 standard details

K7 specifications

K8 product information

K9 government and statutory publications authorities

K10 research and advisory data

K11 periodicals and abstracts

K2 how to encourage the collection of feedback from information sources

K2 why you need to encourage the collection of feedback from information sources

Performance Criteria 2

Obtain, investigate and assess feedback

K4 how to ensure feedback from information sources is obtained using the following various methods and other sources

K4.1 project records and documentation

K4.2 site inspections

K4.3 scientific research and data

K4.4 studies of performance in use

K4.5 meetings

K4.6 questionnaires

K4.7 reports

K5 how to investigate and assess feedback from information sources using various methods and other sources

K6 why you need to investigate and assess feedback from information sources

Performance Criteria 3

Recommend improvements

K7 how to recommend improvements to the following from feedback received

K7.1 management procedures

K7.2 client, design and production team performance

K7.3 working arrangements

K7.4 formal and informal communications

K7.5 quality control

K7.6 design and technical appraisal

K7.7 performance in use

K7.8 benchmarking

K7.9 post-project review

You need to know and understand:

You need to know and understand:

COSVR739

Evaluate feedback information and recommend improvements

- K8 how to justify recommendations for improvements from feedback to decision-makers-stakeholders
- K9 why you need to make and justify recommendations for improvements from feedback to decision-makers stakeholders

Performance Criteria 4

Summarise and promote improvements

You need to know and understand:

- K10 how to summarise changes and improvements to the following from feedback received
 - K10.1 management procedures
 - K10.2 client, design and production team performance
 - K10.3 working arrangements
 - K10.4 formal and informal communications
 - K10.5 quality control
 - K10.6 design and technical appraisal
 - K10.7 performance in use
 - K10.8 benchmarking
 - K10.9 post-project review
- K11 how to promote the adoption of changes and improvements from feedback

COSVR739

Evaluate feedback information and recommend improvements

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

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

~~Performance Criteria 2~~

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

~~Performance Criteria 3~~

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

~~Performance Criteria 4~~

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

COSVR739

Evaluate feedback information and recommend improvements

Scope/range related to knowledge and understanding

Information sources

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

Improvements from feedback

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

Methods and other sources

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

COSVR740

Manage your personal development



Overview

~~This standard is about~~

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

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

This standard is about improving the development of yourself through personal planning, action and review and measuring and recording achievement against identified standards 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 management which is defined as the management of multiple construction trades and disciplines and can be used by operatives, supervisors and managers

COSVR740

Manage your personal development

Performance criteria

You must be able to:

- P1 define **and record** your personal aims and objectives for undertaking development
- P2 contact **at least three of the following** sources of support and guidance to identify recognised standards for you to manage your personal development
- 2.1 national bodies
 - 2.2 industry bodies
 - 2.3 professional institutions
 - 2.4 further education organisations
 - 2.5 training providers
 - 2.6 in-house resources
 - 2.7 line manager
 - 2.8 colleagues
 - 2.9 trade periodicals and journals
 - 2.10 electronic sources
- P3 analyse the current level of your knowledge and performance **against selected and recognised standards**, **and** develop a profile of your **competence and personal** development needs **and record the outcomes**
- P4 prepare **and record** a development plan for achieving identified development needs
- P5 undertake development activities aimed at achieving identified development needs, reviewing and recording progress and the effectiveness of the activities
- P6 measure **and record** achievement of identified development needs and record evidence of knowledge and competence gained against recognised standards
- P7 review the cycle of personal development aims and objectives to revise and update aims and objectives to suit changing circumstances **and record the outcomes**

COSVR740

Manage your personal development

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Aims and objectives

- K1 how to define your aims and objectives **based on the following** for undertaking development
- K1.1 preparation for new job
 - K1.2 intellectual challenge
 - K1.3 need for updating
 - K1.4 professional competence
 - K1.5 compliance with employer
 - K1.6 professional body membership requirements
 - K1.7 promotion
 - K1.8 job change
 - K1.9 awareness of shortcomings
- K2 why you need to define aims and objectives **(does the list above need to be repeated here)**

Performance Criteria 2

Support and guidance

You need to know and understand:

- K3 how to contact **the following** sources of support and guidance to identify recognised standards
- K3.1 national bodies
 - K3.2 industrial bodies
 - K3.3 professional institutions
 - K3.4 further education organisations
 - K3.5 training providers
 - K3.6 in house
- K4 why you need to identify **the following** recognised standards for you to undertake personal development
- K4.1 job descriptions
 - K4.2 professional institution requirements
 - K4.3 national occupational standards
 - K4.4 industry recognised standards

Performance Criteria 3

Analyse performance

You need to know and understand:

- K5 how to analyse your current level of knowledge and performance against selected and **the following** recognised standards
- K5.1 job descriptions
 - K5.2 professional institution requirements
 - K5.3 national occupational standards
 - K5.4 industry recognised standards

COSVR740

Manage your personal development

K6 how to develop a profile of your personal development needs based on the following

- K6.1 maintenance of existing competence
- K6.2 improvements to existing skills
- K6.3 improvements to existing knowledge
- K6.4 improvements to existing competence
- K6.5 development of new competence
- K6.6 commitment to professional excellence

K7 why you need to develop a profile of your personal development needs (does the list above need to be repeated here)

Performance Criteria 4

Development plan

You need to know and understand:

K8 how to prepare a personal development plan based on the following

- K8.1 maintenance of existing competence
- K8.2 improvements to existing skills
- K8.3 improvements to existing knowledge
- K8.4 improvements to existing competence
- K8.5 development of new competence
- K8.6 commitment to professional excellence

K9 why you need to prepare a personal development plan (does the list above need to be repeated here)

Performance Criteria 5

Development activities

You need to know and understand:

K10 how to undertake the following development activities to achieve personal development needs

- K10.1 maintenance of existing competence
- K10.2 improvements to existing skills
- K10.3 improvements to existing knowledge
- K10.4 improvements to existing competence
- K10.5 development of new competence
- K10.6 commitment to professional excellence

K11 how to review and record progress and evaluate the effectiveness of the activities

Performance Criteria 6

Measure achievement

You need to know and understand:

K12 how to measure achievement of the following identified personal development needs

- K12.1 maintenance of existing competence
- K12.2 improvements to existing skills
- K12.3 improvements to existing knowledge
- K12.4 improvements to existing competence
- K12.5 development of new competence
- K12.6 commitment to professional excellence

COSVR740

Manage your personal development

K13 how to record evidence of your knowledge and competence against **the following** identified **recognised standards**

K5.1 job descriptions

K5.2 professional institution requirements

K5.3 national occupational standards

K5.4 industry recognised standards

Performance Criteria 7

Review, revise and update

You need to know and understand:

K14 how to review the cycle of **the following** personal development and aims and objectives

Personal development

K14.1 maintenance of existing competence

K14.2 improvements to existing skills

K14.3 improvements to existing knowledge

K14.4 improvements to existing competence

K14.5 development of new competence

K14.6 commitment to professional excellence

Aims and objectives

K14.7 preparation for new job

K14.8 intellectual challenge

K14.9 need for updating

K14.10 professional competence

K14.11 compliance with employer

K14.12 professional body membership requirements

K14.13 promotion

K14.14 job change

K14.15 awareness of shortcomings

K15 how to revise and update aims and objectives to suit changing circumstances ([does the list above need to be repeated here](#))

K16 why you need to review, revise and update your personal development plan ([does the list above need to be repeated here](#))

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

~~1—records of personal aims and objectives~~

~~Performance Criteria 2~~

~~2—records of contact with at least three of the following sources of support and guidance and the standards identified~~

~~2.1—national bodies~~

~~2.2—industry bodies~~

~~2.3—professional institutions~~

~~2.4—further education organisations~~

~~2.5—training providers~~

~~2.6—in-house resources~~

~~2.7—line manager~~

~~2.8—colleagues~~

~~2.9—trade periodicals and journals~~

~~2.10—electronic sources~~

~~Performance Criteria 3~~

~~3—records of the current level of your performance compared against selected and recognised standards~~

~~4—profile of present competence and personal development needs~~

~~Performance Criteria 4~~

~~5—records of a personal development plan~~

~~Performance Criteria 5~~

~~6—records of development activities undertaken~~

~~7—records of the process used to review and record progress and effectiveness~~

~~Performance Criteria 6~~

~~8—records of achievement~~

~~9—records of comparing achievement with selected standards of competence~~

~~Performance Criteria 7~~

~~10—records of reviews conducted on personal aims and objectives~~

~~11—records of updates made to personal development plan~~

COSVR740

Manage your personal development

Scope/range related to knowledge and understanding

Aims and objectives

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

Personal development

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

Sources of support and guidance

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

Recognised standards

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

COSVR741

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



Overview

~~This standard is about~~

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

This standard is about producing work programmes and specifications for maintenance or remedial activities, sequencing resources for the maintenance or remedial activities and ensuring maintenance or remedial activities are completed within the agreed budget, to the agreed quality and within the agreed time ~~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 ~~management which is defined as the management of multiple construction trades and disciplines and can be used by-operatives, supervisors and managers~~

COSVR741

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

Performance criteria

You must be able to:

- P1 implement **and record** regular inspections to confirm the project requirements for **at least three of the following** the maintenance or remedial activities for **the following** property, systems or services
- 1.1 maintenance/remedial activities: scheduled; unscheduled; preventative; corrective; emergency
 - 1.2 property, systems or services: highways; traffic controls; structures; external structure; internal structure; historical or preservation interests; internal fabric; external fabric services; utilities and services; landscaping
- P2 identify, **and** review **and record** the consideration of **at least four of the following** influencing factors and **three of the following** guidance materials about the property, system or service
- Influencing factors**
- 2.1 organisational requirements
 - 2.2 project requirements
 - 2.3 current legislation
 - 2.4 resource allocation
 - 2.5 working requirements
 - 2.6 environmental considerations
 - 2.7 near neighbours
 - 2.8 weather conditions
 - 2.9 ground or site conditions
 - 2.10 sustainability
 - 2.11 client, customer or their representative
- Guidance materials**
- 2.12 plans, drawings or diagrams
 - 2.13 owner's manuals
 - 2.14 log books
 - 2.15 maintenance schedules and manuals
 - 2.16 practice guides and specifications
 - 2.17 current legislation and official guidance
 - 2.18 historical data
 - 2.19 existing records

COSVR741

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

- P3 prioritise **and record the** maintenance or remedial activities to take account of **identified** influencing factors whilst maintaining consistency
- P4 **identify and records of amended priorities, taking account of at least four of the following changing circumstances**
- 5.1 susceptibility to damage
 - 5.2 safety requirements
 - 5.3 need to inhibit, and respond to deterioration
 - 5.4 weather conditions
 - 5.5 ground or site conditions
 - 5.6 environmental conditions
 - 5.7 use or change of use
 - 5.8 changing circumstances
 - 5.9 current legislation
 - 5.10 resources
 - 5.11 security threats
 - 5.12 client, customer or their representative
- P5 ensure maintenance or remedial activity records of actions carried out and data collected **for at least four of the following activities and data** are current?????
- 5.1 inspections
 - 5.2 faults or problems
 - 5.3 corrective actions
 - 5.4 costs
 - 5.5 resources
 - 5.6 complaints
 - 5.7 delays
- P6 identify, assess, **obtain** and maintain **at least two of the following the** necessary resources for maintenance or remedial activities
- 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
- P7 prepare plans and schedules **of for at least three of the following** maintenance or remedial activities and negotiate and agree them with decision-makers
- 8.1 planned maintenance or remedial activities
 - 8.2 tendered works
 - 8.3 responsive works
 - 8.4 preventative maintenance or remedial work
 - 8.5 cost estimated works
 - 8.6 seasonal maintenance
 - 8.7 traffic maintenance (signs, lights and guards)
 - 8.8 emergency works
 - 8.9 contingency plans

COSVR741

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

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Project requirements

K1 how to confirm project requirements for the **following** maintenance or remedial work of **the following property, systems or services**

Maintenance or remedial work

- K1.1 scheduled
- K1.2 unscheduled
- K1.3 preventative
- K1.4 corrective
- K1.5 emergency

Property, systems or services

- K1.6 highways
- K1.7 traffic controls
- K1.8 structures
- K1.9 external structure
- K1.10 internal structure
- K1.11 historical or preservation interests
- K1.12 internal fabric
- K1.13 external fabric
- K1.14 utilities and services
- K1.15 landscaping

K2 who to consult to confirm project requirement

Performance Criteria 2

Identify and review

You need to know and understand:

K3 how to identify and review **the following** influencing factors

- K3.1 organisational requirements
- K3.2 project requirements
- K3.3 current legislation
- K3.4 resource allocation
- K3.5 working requirements
- K3.6 environmental considerations
- K3.7 near neighbours
- K3.8 weather conditions
- K3.9 ground or site conditions
- K3.10 sustainability
- K3.11 client, customer or their representative

K4 how to identify and review **the following** guidance materials

- K4.1 plans, drawings or diagrams
- K4.2 owner's manuals
- K4.3 log books
- K4.4 maintenance schedules and manuals
- K4.5 practice guides and specifications
- K4.6 current legislation and official guidance
- K4.7 historical data
- K4.8 existing records

K5 why you need to identify and review influencing factors against guidance materials **(do the above lists need to be repeated here)**

COSVR741

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

Performance Criteria 3

Prioritise activities

You need to know and understand:

- K6 how to assess and account for **the following** influencing factors
 - K6.1 organisational requirements
 - K6.2 project requirements
 - K6.3 current legislation
 - K6.4 resource allocation
 - K6.5 working requirements
 - K6.6 environmental considerations
 - K6.7 near neighbours
 - K6.8 weather conditions
 - K6.9 ground or site conditions
 - K6.10 sustainability
 - K6.11 client, customer or their representative
- K7 how to prioritise **the following** maintenance or remedial activities
 - K7.12 planned maintenance or remedial work
 - K7.13 tendered works
 - K7.14 responsive works
 - K7.15 preventative maintenance or remedial work
 - K7.16 cost estimated work
 - K7.17 seasonal maintenance
 - K7.18 traffic maintenance (signing, lighting and guarding)
 - K7.19 emergency works
 - K7.20 contingency plans
- K8 why you need to assess and account for influencing factors and prioritise maintenance or remedial activities (do the above lists need to be repeated here)
- K9 how to account for **the following** changing circumstances
 - K9.1 susceptibility to damage
 - K9.2 safety requirements
 - K9.3 need to inhibit, and respond to deterioration
 - K9.4 weather conditions
 - K9.5 ground or site conditions
 - K9.6 environmental conditions
 - K9.7 use or change of use
 - K9.8 current legislation
 - K9.9 resources
 - K9.10 security threats
 - K9.11 client, customer or their representative
- K10 how to amend priorities when reviewing influencing factors
 - K6.1 organisational requirements
 - K6.2 project requirements
 - K6.3 current legislation
 - K6.4 resource allocation
 - K6.5 working requirements
 - K6.6 environmental considerations
 - K6.7 near neighbours
 - K6.8 weather conditions
 - K6.9 ground or site conditions
 - K6.10 sustainability
 - K6.11 client, customer or their representative

COSVR741

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

Performance Criteria 4

Recording systems

You need to know and understand:

K11 why records of **the following** activities and data, carried out and collected, for **the following** maintenance or remedial activities/work need to be current

Activities and data

- K11.1 inspections
- K11.2 faults or problems
- K11.3 corrective actions
- K11.4 costs
- K11.5 resources
- K11.6 complaints
- K11.7 delays

Maintenance or remedial work

- K11.8 scheduled
- K11.9 unscheduled
- K11.10 preventative
- K11.12 corrective
- K11.13 emergency

Maintenance or remedial activities

- K11.14 planned maintenance or remedial work
- K11.15 tendered works
- K11.16 responsive works
- K11.17 preventative maintenance or remedial work
- K11.18 cost estimated work
- K11.19 seasonal maintenance
- K11.20 traffic maintenance (signing, lighting and guarding)
- K11.21 emergency works
- K11.22 contingency plans

K12 how to ensure that records of **the following** activities and data are current

- K12.1 inspections
- K12.2 faults or problems
- K12.3 corrective actions
- K12.4 costs
- K12.5 resources
- K12.6 complaints
- K12.7 delays

Performance Criteria 5

Resources

You need to know and understand:

K13 how to identify the **following** necessary **resources** for maintenance or remedial activities

Resources

- K13.1 people
- K13.2 plant, equipment or machinery
- K13.3 materials and components
- K13.4 sub-contractors
- K13.5 information
- K13.6 work area and facilities
- K13.7 waste management
- K13.8 utility providers

Maintenance or remedial activities

- K13.9 planned maintenance or remedial work

COSVR741

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

- K13.10 tendered works
- K13.11 responsive works
- K13.12 preventative maintenance or remedial work
- K13.13 cost estimated work
- K13.14 seasonal maintenance
- K13.15 traffic maintenance (signing, lighting and guarding)
- K13.16 emergency works
- K13.17 contingency plans
- K14 how to assess the quantity and quality of resources for maintenance or remedial activities (do the above lists need to be repeated here)
- K15 how to maintain the necessary resources for the maintenance or remedial work of **the following property, systems or services**
 - K15.1 highways
 - K15.2 traffic controls
 - K15.3 structures
 - K15.4 external structure
 - K15.5 internal structure
 - K15.6 historical or preservation interests
 - K15.7 internal fabric
 - K15.8 external fabric
 - K15.9 utilities and services
 - K15.10 landscaping

Performance Criteria 6

Plans and schedules

You need to know and understand:

- K16 how to prepare plans and schedules for **the following** maintenance or remedial activities
 - K16.1 planned maintenance or remedial work
 - K16.2 tendered works
 - K16.3 responsive works
 - K16.4 preventative maintenance or remedial work
 - K16.5 cost estimated work
 - K16.6 seasonal maintenance
 - K16.7 traffic maintenance (signing, lighting and guarding)
 - K16.8 emergency works
 - K16.9 contingency plans
- K17 how to negotiate and agree plans and schedules with decision-makers
- K18 why you need plans and schedules for maintenance or remedial activities
 - K18.1 planned maintenance or remedial work
 - K18.2 tendered works
 - K18.3 responsive works
 - K18.4 preventative maintenance or remedial work
 - K18.5 cost estimated work
 - K18.6 seasonal maintenance
 - K18.7 traffic maintenance (signing, lighting and guarding)
 - K18.8 emergency works
 - K18.9 contingency plans

COSVR741

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

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

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

~~Performance Criteria 2~~

- ~~2—records of consideration for at least four of the following influencing factors~~
 - ~~2.1—organisational requirements~~
 - ~~2.2—project requirements~~
 - ~~2.3—current legislation~~
 - ~~2.4—resource allocation~~
 - ~~2.5—working requirements~~
 - ~~2.6—environmental considerations~~
 - ~~2.7—near neighbours~~
 - ~~2.8—weather conditions~~
 - ~~2.9—ground or site conditions~~
 - ~~2.10—sustainability~~
 - ~~2.11—client, customer or their representative~~

- ~~3—records of consultation of at least three of the following guidance materials~~
 - ~~3.1—plans, drawings or diagrams~~
 - ~~3.2—owner's manuals~~
 - ~~3.3—log books~~
 - ~~3.4—maintenance schedules and manuals~~
 - ~~3.5—practice guides and specifications~~
 - ~~3.6—current legislation and official guidance~~
 - ~~3.7—historical data~~
 - ~~3.8—existing records~~

COSVR741

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

~~Performance Criteria 3~~

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

~~Performance Criteria 4~~

- ~~6—maintenance or remedial activity for four of the following activities and data~~
 - ~~6.1—inspections~~
 - ~~5.2—faults or problems~~
 - ~~6.3—corrective actions~~
 - ~~6.4—costs~~
 - ~~6.5—resources~~
 - ~~6.6—complaints~~
 - ~~6.7—delays~~

~~Performance Criteria 5~~

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

COSVR741

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

Performance Criteria 6

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

COSVR741

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

Scope/range related to knowledge and understanding

Activities and data

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

Changing circumstances

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

Guidance materials

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

Influencing factors

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

COSVR741

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

Maintenance or remedial work

38—scheduled

39—unscheduled

40—preventative

41—corrective

42—emergency

Maintenance or remedial activities

43—planned maintenance or remedial work

44—tendered works

45—responsive works

46—preventative maintenance or remedial work

47—cost-estimated work

48—seasonal maintenance

49—traffic maintenance (signing, lighting and guarding)

50—emergency works

51—contingency plans

Property, systems or services

52—highways

53—traffic controls

54—structures

55—external structure

56—internal structure

57—historical or preservation interests

58—internal fabric

59—external fabric

60—utilities and services

61—landscaping

Resources

62—people

63—plant, equipment or machinery

64—materials and components

65—sub-contractors

66—information

67—work area and facilities

68—waste management

69—utility providers

Overview

~~This standard is about~~

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

This standard is about confirming the project requirements meet the stakeholders' expectations, developing, agreeing and following a project handover programme. identifying, agreeing and arranging for the completion of outstanding work and handing over responsibilities and documentation for the project ~~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 management which is defined as the management of multiple construction trades and disciplines and can be used by-operatives, supervisors and managers~~

COSVR742

Manage project handover

Performance criteria

You must be able to:

- P1 confirm project requirements and consult with stakeholders and develop and agree **and record** a handover programme

- P2 check that project requirements have been met, or record outstanding work, **including any remedial activities or defects**, in order to agree and arrange **and record** a satisfactory completion

- P3 carry out **and record** handover inspections and appropriate tests ensuring they are witnessed by stakeholders and certificated in accordance with current legislation

- P4 carry out and record the commissioning activities undertaken**

- P4 record stakeholder concerns during inspection and agree **and record** any required **and agreed** actions

- P5 ensure that **at least three of the following** stakeholders' respective responsibilities are **recorded**, accepted and adopted
 - 5.1 insurance
 - 5.2 security
 - 5.3 operations
 - 5.4 health and safety
 - 5.5 utility supply
 - 5.6 environment
 - 5.7 sustainability

- P6 assemble, **record** and hand over appropriate documentation **for at least one of the following** in accordance with the project
 - 6.1 systems
 - 6.2 services
 - 6.3 equipment

COSVR742

Manage project handover

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Handover programme

- K1 how to confirm **the following** project requirements to develop a handover programme
 - K1.1 time
 - K1.2 quality
 - K1.3 cost
 - K1.4 health and safety
 - K1.5 current legislation
 - K1.6 sustainability
 - K1.7 defects liability period
 - K1.8 warranties
- K2 how to consult with **the following** stakeholders to develop and agree a handover programme
 - K2.1 client, customer or their representative
 - K2.2 users
 - K2.3 consultants
 - K2.4 contractors
 - K2.5 regulatory authorities
- K3 why you need a handover programme

Performance Criteria 2

Project requirements/outstanding work

You need to know and understand:

- K4 how to check **that the following** project requirements have been met
- K5 how to record outstanding work in order to agree and arrange a satisfactory completion
 - K5.1 time
 - K5.2 quality
 - K5.3 cost
 - K5.4 health and safety
 - K5.5 current legislation
 - K5.6 sustainability
 - K5.7 defects liability period
 - K5.8 warranties

Performance Criteria 3

Handover inspections/tests

You need to know and understand:

- K6 how to carry out handover inspections and appropriate tests
- K7 how to ensure appropriate tests are witnessed by **the following** stakeholders
 - K7.1 client, customer or their representative
 - K7.2 users
 - K7.3 consultants
 - K7.4 contractors
 - K7.5 regulatory authorities
- K8 how to ensure appropriate certification is acquired
- K9 why you need handover inspections and certificates

COSVR742

Manage project handover

You need to know and understand:

Performance Criteria 4

Stakeholder concerns

- K10 how to record **the following** stakeholders' concerns during inspections
 - K10.1 client, customer or their representative
 - K10.2 users
 - K10.3 consultants
 - K10.4 contractors
 - K10.5 regulatory authorities
- K11 how to agree appropriate actions during inspections with stakeholders (does the above list need to be repeated here)
- K12 why stakeholders' concerns need to be addressed (does the above list need to be repeated here)

Performance Criteria 5

Stakeholder responsibilities

You need to know and understand:

- K13 how to ensure **the following** accept and adopt **the following** responsibilities on handover
 - Stakeholders**
 - K13.1 client, customer or their representative
 - K13.2 users
 - K13.3 consultants
 - K13.4 contractors
 - K13.5 regulatory authorities
 - Responsibilities**
 - K13.6 insurance
 - K13.7 security
 - K13.8 operations
 - K13.9 health and safety
 - K13.10 utility supply
 - K13.11 environmental
 - K13.12 sustainability
- K14 why you need to ensure stakeholders accept their responsibilities (do the above lists need to be repeated here)

Performance Criteria 6

Documentation

You need to know and understand:

- K15 how to assemble **following** appropriate **documentation** in accordance with the project
 - K15.1 manuals and guidance materials
 - K15.2 plans
 - K15.3 health and safety file
 - K15.4 operating equipment
 - K15.5 security information and equipment
 - K15.6 certificates
 - K15.7 services
 - K15.8 systems
- K16 how to hand over appropriate documentation in accordance with the project (does the above list need to be repeated here)
- K17 why you need to assemble and hand over appropriate documentation for the project (does the above list need to be repeated here)

COSVR742

Manage project handover

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

~~1—records of agreed handover programme~~

~~Performance Criteria 2~~

~~2—records of agreed completion programme~~

~~3—records of any outstanding work, including any remedial activities or defects~~

~~Performance Criteria 3~~

~~4—records of handover inspections and witnessed tests~~

~~5—records of commissioning activities undertaken~~

~~6—records of certificates issued~~

~~Performance Criteria 4~~

~~7—records of stakeholders' concerns~~

~~8—records of agreed actions~~

~~Performance Criteria 5~~

~~9—records of at least three of the following accepted responsibilities~~

~~9.1—insurance~~

~~9.2—security~~

~~9.3—operations~~

~~9.4—health and safety~~

~~9.5—utility supply~~

~~9.6—environment~~

~~9.7—sustainability~~

~~Performance Criteria 6~~

~~10—records of handover documentation for at least one of the following~~

~~10.1—systems~~

~~10.2—services~~

~~10.3—equipment~~

COSVR742

Manage project handover

Scope/range related to knowledge and understanding

Documentation

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

Project requirements

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

Responsibilities

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

Stakeholders

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

Overview

~~This standard is about~~

~~1— implementing tunnelling requirements~~

~~2— prioritising tunnelling activities~~

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

This standard is about implementing tunnelling requirements, prioritising tunnelling activities and identifying and scheduling tunnelling requirements with decision-makers **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 management which is defined as the management of multiple construction trades and disciplines and can be used by-operatives, supervisors and managers

COSVR743

Plan tunnelling activities

Performance criteria

You must be able to:

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

COSVR743

Plan tunnelling activities

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

COSVR743

Plan tunnelling activities

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Confirm work requirements

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

Performance Criteria 2

Identify and review influencing factors and guidance material

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

You need to know and understand:

Performance Criteria 3

Prioritise activities

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

You need to know and understand:

COSVR743

Plan tunnelling activities

You need to know and understand:

Performance Criteria 4

Amend priorities

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

Performance Criteria 5

Prepare plans and schedules

You need to know and understand:

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

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

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

~~Performance Criteria 2~~

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

~~Performance Criteria 3~~

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

COSVR743

Plan tunnelling activities

Performance Criteria 4

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

~~5.1—susceptibility to damage~~

~~5.2—safety requirements~~

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

~~5.4—compromised operational effectiveness~~

~~5.5—weather conditions~~

~~5.6—unidentified obstructions~~

~~5.7—meeting current legislation~~

~~5.8—resources~~

~~5.9—security threats~~

~~5.10—ground conditions~~

Performance Criteria 6

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

~~6.1—mobile plant and machinery operations~~

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

~~6.3—spoil removal~~

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

~~6.5—pipejacking operations~~

~~6.6—micro tunnelling operations~~

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

~~6.8—shaft and tunnel construction~~

~~6.9—tunnel transport~~

~~6.10—spraying concrete lining~~

~~6.11—operating separation plant~~

~~6.12—temporary works~~

~~6.13—lifting loads~~

COSVR743

Plan tunnelling activities

Scope/range related to knowledge and understanding

Activities

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

Changing circumstances

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

Guidance materials

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

Influencing factors

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

COSVR743

Plan tunnelling activities

Information sources

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