

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

Project 2018

(VR700 – VR724)

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

Development Legend

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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25 NOS

COSVR700

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



Overview

~~This standard is about~~

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

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

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

COSVR700

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

Performance criteria

You must be able to:

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

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

~~legislation~~

~~9.2—recognised industry codes of practice~~

~~9.3—organisational procedures~~

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

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

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Encourage awareness

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

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

Performance Criteria 2

Improvement opportunities

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

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

Performance Criteria 3

Workforce and visitors

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

K4.1 health and safety responsibilities

K4.2 welfare facilities

K4.3 sustainability responsibilities

K4.4 health, safety, welfare and environmental protection

K4.5 equipment and resources

K4.6 risk control procedures

K4.7 first aid arrangements

K4.8 fire safety

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

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

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

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

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

You need to know and understand:

You need to know and understand:

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

You need to know and understand:

Performance Criteria 4 Maintain statutory notices

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

You need to know and understand:

Performance Criteria 5 Protection equipment and resources

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

~~or~~

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

You need to know and understand:

Performance Criteria 7 and 8 Implement systems

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

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

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

You need to know and understand:

Performance Criteria 7 Protection systems

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

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

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

~~complies with organisational and statutory requirements~~

Performance Criteria 8

Special?? Site conditions

You need to know and understand:

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

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

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



Additional Information

Scope/range-related to performance criteria

~~Performance Criteria 1~~

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

~~Performance Criteria 2~~

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

~~Performance Criteria 3~~

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

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

~~Performance Criteria 4~~

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

~~Performance Criteria 5~~

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

~~6.1—protective clothing~~

~~6.2—protective equipment~~

~~6.3—first aid facilities and arrangements~~

~~6.4—welfare facilities~~

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

~~6.6—accident and incident reporting system~~

~~6.7—fire fighting equipment~~

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

~~Performance Criteria 6~~

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

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

~~Performance Criteria 7~~

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

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

~~9.2—recognised industry codes of practice~~

~~9.3—organisational procedures~~

~~Performance Criteria 8~~

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

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

Scope/range related to knowledge and understanding

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

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

~~Inductions~~

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

~~Organisational and statutory requirements~~

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

~~People~~

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

~~Statutory notices~~

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

Overview

~~This standard is about~~

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

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

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

COSVR701

Assess and ~~recommend~~ agree work methods

Performance criteria

You must be able to:

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

COSVR701

Assess and ~~recommend~~ agree work methods

4.14 site conditions

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

COSVR701

Assess and ~~recommend~~ agree work methods

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Project data

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

Performance Criteria 2

Obtain information

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

Performance Criteria 3

Evaluate work method

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

You need to know and understand:

You need to know and understand:

COSVR701

Assess and ~~recommend~~ agree work methods

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

K5.1 **cost control,**

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

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

K5.4 **contract requirements,**

K5.5 **third party obligations,**

K5.6 **other related programmes**

K5.7 **supply lead times**

Performance Criteria 4

Recommend Agree the work method

You need to know and understand:

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

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

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

K6.3 **established construction techniques,**

K6.4 **temporary works,**

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

K6.6 **conditions of work**

K7 the potential implications of works impacting on the cultural significance of the historic environment

K8 the specific requirements for building and structures of traditional (pre 1919) construction and archaeological/historical significance

K9 how to ~~recommend agree~~ **the selected** work methods ~~with stakeholders to decision-makers~~

~~Performance Criteria 5~~

~~Analyse Examine the work method~~

You need to know and understand:

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

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

Performance Criteria 6

Method statements

You need to know and understand:

K10 how to ensure an appropriate method statement has been prepared and approved prior to work

~~K11 how to approve method statements~~

COSVR701

Assess and ~~recommend~~ agree work methods

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

- ~~1—records showing assessment of at least four of the following project data
 - ~~1.1—conditions of contract~~
 - ~~1.2—bills of quantities or methods of measurement~~
 - ~~1.3—specifications~~
 - ~~1.4—drawings~~
 - ~~1.5—health, safety and environmental plans~~
 - ~~1.6—programmes~~
 - ~~1.7—organisational requirements~~
 - ~~1.8—instructions and variations~~~~
- ~~2—records showing consideration of at least three of the following work methods:
 - ~~2.1—sequencing and integration of work operations~~
 - ~~2.2—organisation of resources (people, plant, materials and finance)~~
 - ~~2.3—established construction techniques~~
 - ~~2.4—temporary works~~
 - ~~2.5—prefabrication and standardisation~~
 - ~~2.6—working conditions~~~~

~~Performance Criteria 2~~

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

~~Performance Criteria 3~~

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

~~Performance Criteria 4~~

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

COSVR701

Assess and ~~recommend~~ agree work methods

~~Performance Criteria 5~~

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

~~Performance Criteria 6~~

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

COSVR701

Assess and recommend agree work methods

Scope/range related to knowledge and understanding

Other sources

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

Project criteria

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

Project data

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

Technical criteria

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

Work methods

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

COSVR702

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



Overview

~~This standard is about~~

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

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

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

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

COSVR702

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

Performance criteria

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

COSVR702

Plan work activities and resources to meet [work project](#) requirements
[5.5 risk assessments](#)

COSVR702

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

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

COSVR702

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

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Organise activities

K1 how **and why** to organise **and record work** activities to make best use of **the following** resources,

K1.1 **people, plant, equipment or machinery,**

K1.2 **materials and components,**

K1.3 **sub-contractors,**

K1.4 **information,**

K1.5 **work area and facilities,**

K1.6 **waste management and utility providers**

K2 the potential implications of works impacting on the cultural significance of the historic environment

K3 the specific requirements for building and structures of traditional (pre 1919) construction and archaeological/historical significance

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

Performance Criteria 2

Evaluate alternative methods

K4 how to **evaluate** recommend alternative resources, methods and systems to meet programmes and schedules

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

Performance Criteria 3

Obtain ~~clarification or~~ advice

K5 how to identify potential sources for ~~clarification or~~ advice

K6 how to obtain ~~clarification or~~ advice **from stakeholders** **members of the public** ~~the client, customer or their representative, consultants, the project team, practice research,~~ and trade and **technical** guidance ~~and other team members where~~ when required resources ~~needed~~ are not available

Performance Criteria 4

Analyse **Examine** activities

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

K7 how to identify **the following** external factors

K5.1 **other related programmes,**

K5.2 **supply lead times,**

K5.3 **contingencies,**

K5.4 **special working conditions,**

K5.5 **weather conditions,**

K5.6 **statutory limitations,**

K5.7 **site conditions**

K5.8 **the availability of resources**

K8 how to **analyse** **examine work** activities against **the following** project data **and the** requirements of external factors

K6.1 **contract conditions,**

K6.2 **bills of quantities or methods of measurements,**

K6.3 **specifications/schedules of work,**

You need to know and understand:

You need to know and understand:

You need to know and understand:

COSVR702

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

K6.4 drawings,

K6.5 survey reports

K6.6 health, safety and environmental plans,

K6.7 programmes,

K6.8 organisational requirements,

K6.9 instructions and variations

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

K9 how to **analyse examine work** activities against resources and related information

Performance Criteria 5

Update programmes and schedules

You need to know and understand:

K10 how to update existing ~~the following~~ programmes and schedules, **bar charts, critical activities, action lists and method statements and risk assessments**

K11 how to ~~suggest~~ **recommend** updates to existing programmes and schedules to ~~stakeholders~~ **decision makers**

Performance Criteria 6

Monitor, review and record

You need to know and understand:

K12 ~~what the~~ systems **which** are available for monitoring and recording the works programmes and schedules **and how to implement them**

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

K13 why it is necessary to monitor and record the works against programmes and schedules

K14 how to review recorded results of works against programmes and schedules ~~to improve future production and planning~~

COSVR702

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

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

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

~~1.1—people~~

~~1.2—plant, equipment or machinery~~

~~1.3—materials and components~~

~~1.4—sub-contractors~~

~~1.5—information~~

~~1.6—work area and facilities~~

~~1.7—waste management~~

~~1.8—utility providers~~

Performance Criteria 2

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

Performance Criteria 3

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

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

~~3.2—consultants~~

~~3.3—project team~~

~~3.4—practice research~~

~~3.5—technical publications~~

~~3.6—trade literature~~

~~3.7—other team members~~

Performance Criteria 4

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

~~4.1—other related programmes~~

~~4.2—supply lead times~~

~~4.3—contingencies~~

~~4.4—special working conditions~~

~~4.5—weather conditions~~

~~4.6—statutory limitations~~

~~4.7—site conditions~~

~~4.8—availability of resources~~

COSVR702

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

~~Performance Criteria 5~~

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

~~5.1—bar charts~~

~~5.2—critical analysis~~

~~5.3—action lists~~

~~5.4—method statements~~

~~Performance Criteria 6~~

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

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

COSVR702

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

Scope/range related to knowledge and understanding

Clarification or advice

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

External factors

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

Programmes and schedules

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

Project data

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

Resources

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

COSVR703

Co-ordinate work control

Overview

~~This standard is about~~

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

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

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

COSVR703

Co-ordinate work control

Performance criteria

You must be able to:

P1 ~~assemble~~ collate and review relevant information ~~from at least three~~ four of the following sources and record the findings ~~used in~~ to contribute to ~~preparation of~~ the project plan:

- 1.1 surveys and reports
- 1.2 design
- 1.3 contractual
- 1.4 statutory consents
- 1.5 contractor's pre-planning information
- 1.6 health, safety and environmental plans
- 1.7 risk assessments and method statements
- 1.8 programmes and schedules
- 1.9 resources and materials about competent people
- 1.10 sub-contractor arrangements and attendance

P2 clarify any information which is not clear

P3 communicate and ~~record the~~ agreed programme, methods and attendance ~~that will~~ coordinate construction operations ~~with the people who will be doing the work~~

P4 ~~produce~~ develop and implement plans detailing the requirements and timescales used to ~~secure~~ obtain at least six of the following ~~and obtain sufficient~~ resources ~~and attendance of the appropriate type~~ which will meet the project requirements and timescales

- 4.1 people
- 4.2 plant, machinery or equipment
- 4.3 materials and components
- 4.4 sub-contractors
- 4.5 trade and technical literature information
- 4.6 work area and facilities
- 4.7 waste management environmental control equipment
- 4.8 health and safety control equipment
- 4.9 utility providers

~~P5 organise and control the site and resources so that conditions are safe, the site is tidy and creates a favourable image of the organisation, its products, its services and the project~~

P5 organise work activities, ~~record~~ and implement measures that take into account ~~at least four~~ of the following ~~appropriate~~ factors:

- 5.1 occupiers
- 5.2 near neighbours
- 5.3 public access
- 5.4 site conditions
- 5.5 environmental considerations
- 5.6 vehicular access and egress
- 5.7 security and trespass
- 5.8 public utilities

COSVR703

Co-ordinate work control

6.9 heritage status

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Assemble Collate and review information

- K1 how to assemble locate, collate and review relevant information from, including but not limited to, surveys and reports, designs, contractual documents, statutory consents, contractor's pre-planning information, health, safety and environmental plans, risk assessments and method statements, programmes, sub-contractor arrangements and attendance
- K2 how to clarify any information that is unclear

Performance Criteria 2

Communicate and agree

You need to know and understand:

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

Performance Criteria 3

Plan and obtain resources

You need to know and understand:

- K5 how to develop and implement plan to obtain sufficient and appropriate types of resources and attendance relating to including but not limited to, people, plant, equipment and machinery, materials and components, sub-contractors, information, trade and technical literature, work area and facilities, waste management environmental considerations, health and safety control equipment and utility providers to ensure project requirements and timescales are met

Performance Criteria 4

Organise and control the site and resources

You need to know and understand:

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

Performance Criteria 5

Organise work activities

You need to know and understand:

- K6 how to organise activities and implement measures taking into account appropriate the following factors,
- 6.1 occupiers
 - 6.2 near neighbours
 - 6.3 public access

COSVR703

Co-ordinate work control

- 6.4 site conditions
- 6.5 environmental considerations
- 6.6 vehicular access [and egress](#)
- 6.7 security and trespass
- 6.8 public utilities
- 6.9 heritage status

[K11—how to implement measures, taking into account appropriate factors](#)

COSVR703

Co-ordinate work control

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

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

Performance Criteria 2

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

Performance Criteria 3

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

Performance Criteria 4

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

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Co-ordinate work control

Performance Criteria 5

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

~~5.1—occupiers~~

~~5.2—near neighbours~~

~~5.3—public access~~

~~5.4—site conditions~~

~~5.5—environmental considerations~~

~~5.6—vehicular access~~

~~5.7—security and trespass~~

~~5.8—public utilities~~

~~5.9—heritage status~~

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Co-ordinate work control

Scope/range related to knowledge and understanding

Factors

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

Information

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

Resources

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

COSVR704

Control work progress against agreed programmes

Overview

~~This standard is about~~

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

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

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

COSVR704

Control work progress against agreed programmes

Performance criteria

You must be able to:

- P1 implement **at least five of the following** systems to monitor and record the progress of the work against the agreed programme
- 1.1 **visual checks inspection**
 - 1.2 **resource records**
 - 1.3 **site tests and inspections**
 - 1.4 **third party endorsement**
 - 1.5 **contractors' reports**
 - 1.6 **certified payments**
 - 1.7 **written, graphical and electronic records of actual work against the programmed work**
 - 1.8 **site meetings**
 - 1.9 **organisational procedures**
 - 1.10 **management reports**
 - 1.11 **benchmarks and milestones**
 - 1.12 **comparison with project requirements**
 - 1.13 **measurements**
- P2 identify **and record any at least seven five of the following** deviations from planned progress which have occurred, or which may occur, **and any** which could disrupt the programme and schedule
- 2.1 **resource shortages**
 - 2.2 **design problems and constraints**
 - 2.3 **industrial disputes**
 - 2.4 **lack of essential construction information**
 - 2.5 **construction errors and non-conformance**
 - 2.6 **weather conditions**
 - 2.7 **site constraints**
 - 2.8 **legal disputes or issues**
 - 2.9 **social disputes or issues**
 - 2.10 **health, safety and environmental issues**
 - 2.11 **discovery of archaeological/historical finds**
 - 2.12 **regulatory enforcement**
- P3 **investigate review** the circumstances of any deviations thoroughly, **record findings, agree and implement at least one of the following appropriate** corrective actions
- 3.1 **restore progress in accordance with agreed programme**
 - 3.2 **agree new completion dates**
 - 3.3 **initiate contract claim**
 - 3.4 **secure additional resources**
 - 3.5 **alter planned work hours**
 - 3.6 **resequencing of work activities**

COSVR704

Control work progress against agreed programmes

- P4 ~~recommend~~ identify and record options measures which are most likely to could reduce minimise increases in cost and time and to help the work progress, and pass communicate with these on to at least two of the following ~~the people responsible~~
- 4.1 the client, customer or their representative
 - 4.2. contractors
 - 4.3 consultants
 - 4.4 sub-contractors
 - 4.5 suppliers
 - 4.6 workforce
 - 4.7 internal management
 - 4.8 designers
- P5 regularly inform the people responsible about progress, any changes to the operational programme and resource needs ~~and~~
- P6 ~~suggest~~ communicate the decisions and actions that need to be taken to maintain the programme ~~and record the information provided~~
- P7 identify improvements from feedback received, ~~record~~ and recommend them to the people responsible

COSVR704

Control work progress against agreed programmes

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Implement systems

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

Performance Criteria 2

Identify deviations

You need to know and understand:

- K3 how to identify when resource shortages, design problems and constraints, industrial disputes, lack of essential construction information, construction errors and non-conformance, weather conditions, site constraints, legal disputes or issues, social disputes or issues and health, safety and environmental issues, discovery of archaeological/historical finds, and regulatory enforcement can cause deviations from planned progress
- K4 how to identify forecast deviations that may occur and could disrupt the programmes and schedules

Performance Criteria 3

Deviations

You need to know and understand:

- K5 how to investigate review deviations from planned progress
- K6 how to agree implement appropriate, agreeing new completion date(s), initiating contract claims, securing additional resource(s), and alterations of work hours and resequencing of work activities as corrective action in restoring progress in accordance with agreed programme
- ~~K7 how to implement appropriate corrective action for deviations from planned progress~~

Performance Criteria 4

Identify and recommend options measures

You need to know and understand:

- K7 how to identify options measures which are most likely to minimise increases in reduce cost and time and help work to progress
- K8 how to recommend communicate identified options measures to the client, customer or their representative, contractors, consultants, sub-contractors, suppliers, workforce and the internal management people responsible

COSVR704

Control work progress against agreed programmes

You need to know and understand:

Performance Criteria 5

Inform the people responsible

- K9 how to **implement communication systems** to keep the **client, customer or their representative, contractors, consultants, sub-contractors, suppliers, workforce and the internal management people responsible** regularly informed about progress, changes to the operational programme and resource needs
- K10 how to suggest communicate decisions and actions that need to be taken, to maintain planned progress, to the people responsible

You need to know and understand:

Performance Criteria 6

Identify improvements

- K11 how to collect, collate and analyse review feedback on work progress against agreed programme
- K12 how to identify possible improvements from feedback received.
- K13 how to recommend identified improvements to the people responsible

COSVR704

Control work progress against agreed programmes

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

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

~~Performance Criteria 2~~

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

~~Performance Criteria 3~~

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

~~Performance Criteria 4~~

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

COSVR704

Control work progress against agreed programmes

Performance Criteria 5

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

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

Performance Criteria 6

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

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

COSVR704

Control work progress against agreed programmes

Scope/range related to knowledge and understanding

Corrective action

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

Deviations

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

People responsible

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

Programmes and schedules

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

System(s) to monitor and record

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

COSVR705

Allocate and monitor the use of plant, equipment or machinery



Overview

~~This standard is about~~

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

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

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

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

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

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

COSVR705

Allocate and monitor the use of plant, equipment or machinery

Performance criteria

You must be able to:

- P1 ~~produce clear identify and~~ requests for ~~at least four of the following~~ plant, equipment or machinery ~~which meet to meet~~ the needs of the project and organisational requirements
- ~~4.1 static~~
 - ~~4.2 mobile~~
 - ~~4.3 accessories~~
 - ~~4.4 consumable~~
 - ~~4.5 health and safety equipment~~
 - ~~4.6 specialised hand tools~~
 - ~~4.7 standard plant, equipment or machinery~~
 - 1.8 non-standard plant, equipment or machinery
- P2 ~~carry out confirm and record that checks implemented are undertaken to~~ ensure ~~and record~~ that plant, equipment or machinery meets operational and ~~statutory organisational~~ requirements prior to use on site. ~~and~~
- ~~P3~~ allocate ~~plant, equipment or machinery~~ to the operations for which it is suitable
- P3 identify hazards and assess risks arising from the use of plant, equipment or machinery and ~~record and~~ implement measures that protect people and the environment ~~using at least three of the following measures~~
- 3.1 methods of work
 - 3.2 risk assessments
 - 3.3 safe use and storage of tools and materials
 - 3.4 traffic control
 - 3.5 emergency plans
- P4 ~~keep maintain~~ records on how and when of the ~~use of~~ plant, equipment or machinery ~~was utilised during the project~~
- P5 recommend alternative types of plant, equipment or machinery to decision-makers where existing plant, equipment or machinery is less suitable for use on site ~~and record outcomes~~
- P6 issue ~~and record the~~ instructions ~~provided to operators for the~~ using the ~~of~~ plant, equipment or machinery ~~to operators~~
- P7 check, ~~record~~ and confirm that operators are allowed to use plant, equipment or machinery for which they have the required level of training and certification and monitor that they are working safely
- P8 ~~arrange and record that ensure the~~ appropriate storage, servicing and maintenance of plant, equipment or machinery to meet ~~at least three of the following~~ operational and statutory requirements
- 8.1 health, safety and welfare of the workforce and others
 - 8.2 operational efficiency
 - 8.3 security of resources
 - 8.4 obligations to third parties
 - 8.5 regulatory authorities
 - 8.6 contractual commitments
- P9 inform decision-makers promptly when plant, equipment or machinery is no longer required ~~and maintain records~~

COSVR705

Allocate and monitor the use of plant, equipment or machinery

COSVR705

Allocate and monitor the use of plant, equipment or machinery

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Requests for plant, equipment or machinery

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

Performance Criteria 2

Operational and statutory requirements

You need to know and understand:

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

Performance Criteria 3

Identify hazards and assess risks

You need to know and understand:

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

COSVR705

Allocate and monitor the use of plant, equipment or machinery

Performance Criteria 4

Keep records

You need to know and understand:

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

Performance Criteria 5

Recommend alternative plant, equipment or machinery

You need to know and understand:

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

Performance Criteria 6

Issue instructions

You need to know and understand:

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

Performance Criteria 7

Check operators and monitor safe use

You need to know and understand:

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

Performance Criteria 8

Ensure storage, service and maintenance

You need to know and understand:

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

Performance Criteria 9

Inform decision-makers

You need to know and understand:

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

COSVR705

Allocate and monitor the use of plant, equipment or machinery

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

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

~~Performance Criteria 2~~

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

~~Performance Criteria 3~~

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

~~Performance Criteria 4~~

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

~~Performance Criteria 5~~

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

~~Performance Criteria 6~~

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

~~Performance Criteria 7~~

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

COSVR705

Allocate and monitor the use of plant, equipment or machinery

~~Performance Criteria 8~~

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

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

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

~~11.2—operational efficiency~~

~~11.3—security of resources~~

~~11.4—obligations to third parties~~

~~11.5—regulatory authorities~~

~~11.6—contractual commitments~~

~~Performance Criteria 9~~

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

COSVR705

Allocate and monitor the use of plant, equipment or machinery

Scope/range related to knowledge and understanding

Decision-makers

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

Measures

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

Operational and statutory requirements

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

People

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

Plant, equipment or machinery

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

Records

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

COSVR706

Maintain supplies of materials to meet project requirements



Overview

~~This standard is about~~

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

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

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

COSVR706

Maintain supplies of materials to meet project requirements



Performance criteria

You must be able to:

- P1 supervise **and record** the storage and use of **at least one of the following** materials and components so that material handling and movement is **recorded**, efficient and wastage is minimised
- 1.2 raw materials
 - 1.3 manufactured materials
 - 1.4 components
 - 1.5 prefabricated systems
- P2 calculate and keep accurate records, of deliveries and stock position, **using at least one the following**, and pass the information to decision-makers
- 2.1 manual
 - 3.2 electronic
- P3 identify and record problems with supply **of at least four of the following**, discuss the information with suppliers of materials and pass it on to decision-makers
- 4.1 price
 - 4.2 quantity
 - 4.3 quality
 - 4.4 availability
 - 4.5 schedule of delivery
 - 4.6 life expectancy
 - 4.7 storage and handling facilities
 - 4.8 environmental issues
 - 4.9 sustainability
 - 4.10 health, safety and welfare issues
 - 4.11 transportation
 - 4.12 deterioration or damage
 - 4.13 loss and theft
 - 4.14 payment terms
 - 4.15 cash flow
 - 4.16 contract variations
- P4 check stock records regularly and calculate what replacement stock will be needed **and record the outcomes**
- P5 identify opportunities for improving the use of stock and stock turnover, **record** and recommend improvements to decision-makers

COSVR706

Maintain supplies of materials to meet project requirements



Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Supervise storage and use of materials

K1 how to supervise storage areas or facilities for supplies of **the following** materials so that they are effective for the project

- K1 raw materials
- K2 manufactured materials
- K3 components
- K4 prefabricated systems

K2 how to minimise material and component handling, movement and wastage

Performance Criteria 2

Deliveries and stock position

K3 how to keep accurate **manual and electronic** records of deliveries

K4 how to keep accurate **manual and electronic** records of stock position

K5 why you need to keep accurate **manual and electronic** records of deliveries and stock position

Performance Criteria 3

Identify, record and discuss problems

You need to know and understand:

K6 how to identify **the following** problems with supply

- K6.1 price
- K6.2 quantity
- K6.3 quality
- K6.4 availability
- K6.5 schedule of delivery
- K6.6 life expectancy
- K6.7 storage and handling facilities
- K6.8 environmental issues
- K6.9 sustainability
- K6.10 health, safety and welfare issues
- K6.11 transportation
- K6.12 deterioration and damage
- K6.13 loss and theft
- K6.14 payment terms
- K6.15 cash flow
- K6.16 contract variations

You need to know and understand:

K7 how to discuss problems with supply (**does the above list need to be repeated here**) with suppliers of **the following** materials

- K1 raw materials
- K2 manufactured materials
- K3 components
- K4 prefabricated systems

K8 how to pass on information on problems with supply (**does the above list need to be repeated here**) to decision-makers

COSVR706

Maintain supplies of materials to meet project requirements



Performance Criteria 4

Stock records

You need to know and understand:

K9 how to calculate **the following** stock turnover **processes** for a project

K9.1 usage rates

K9.2 initial impressed

K9.3 just-in-time systems

K9.4 call or draw-down systems

K10 how to check stock records to calculate replacement stock

Performance Criteria 5

Identify improvement

You need to know and understand:

K11 how to identify opportunities to improve the use of stock

K12 how to identify opportunities to improve **the following** stock turnover **processes**

K12.1 usage rates

K12.2 initial impressed

K12.3 just-in-time systems

K12.4 call or draw-down systems

K13 how to make recommendations for improvements to decision-makers

COSVR706

Maintain supplies of materials to meet project requirements



Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

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

~~Performance Criteria 2~~

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

~~Performance Criteria 3~~

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

~~Performance Criteria 4~~

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

~~Performance Criteria 5~~

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

COSVR706

Maintain supplies of materials to meet project requirements



Scope/range related to knowledge and understanding

Materials

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

Problems with supply

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

Records

- 21—manual
- 22—electronic

Stock turnover

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

Overview

~~This standard is about~~

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

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

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

This standard is about providing information to all workplace personnel, maintaining the communication systems and procedures used to pass information to workplace personnel and ensuring workplace personnel know their job responsibilities **in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements**

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

Performance criteria

You must be able to:

- P1 implement **and record** the organisational and communication systems **with or for four of the following**, for the project
- 1.1 site management
 - 1.2 site or head office interface
 - 1.3 contract administration
 - 1.4 health, safety, welfare and environment
 - 1.5 project team interfaces
 - 1.6 sharing of project data
 - 1.7 team working
 - 1.8 the client, customer or their representative
- P2 maintain **and record** how the communication systems confirm the methods of communication, reporting, recording and retrieving information between **at least three of the following** people and organisations that may have an interest **and** which are appropriate to the needs of the project
- 2.1 the client, customer or their representatives
 - 2.2 consultants
 - 2.3 contractors
 - 2.4 sub-contractors
 - 2.5 third parties
 - 2.6 public utilities
 - 2.7 emergency services
 - 2.8 people working on site
 - 2.9 statutory authorities
- P3 **regularly monitor and record** the checks carried out on the adopted organisational and communication systems **regularly to ensure continued for** effectiveness
- P4 identify, **and** investigate **and record** breakdowns in **at least two of the following methods of** communication and **implement and record the action** taken ~~action~~ to restore effective communication
- 4.1 oral
 - 4.2 written
 - 4.3 graphic
 - 4.4 electronic
- P5 set up systems to record and provide feedback on the ways in which communications can be improved

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Implement systems

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

- K1.1 site management
- K1.2 site or head office interface
- K1.3 contract administration
- K1.4 health, safety, welfare and environment
- K1.5 project team interfaces
- K1.6 sharing of project data
- K1.7 team working
- K1.7 the client, customer or their representative

Performance Criteria 2

Maintain methods of communication

You need to know and understand:

K2 how to maintain **oral, written, graphic and electronic** methods of communication between **the following** people and organisations that may have an interest

- K2.1 the client, customer or their representatives
- K2.2 consultants
- K2.3 contractors
- K2.4 sub-contractors
- K2.5 third parties
- K2.6 public utilities
- K2.7 emergency services
- K2.7 people working on site
- K2.8 statutory authorities

K3 how to report **oral, written, graphic and electronic** communication information

K4 how to record **oral, written, graphic and electronic** communication information

K5 how to retrieve **oral, written, graphic and electronic** communication information

K6 why you need to maintain methods of **oral, written, graphic and electronic** communication between people and organisations (**does the above list need to be repeated here**) that may have an interest

Performance Criteria 3

Monitor communication systems

You need to know and understand:

- K7 how to monitor the **following** organisational and communication systems for effectiveness
- K1.1 site management
 - K1.2 site or head office interface
 - K1.3 contract administration
 - K1.4 health, safety, welfare and environment
 - K1.5 project team interfaces
 - K1.6 sharing of project data
 - K1.7 team working
 - K1.7 the client, customer or their representative

Performance Criteria 4

Identify and investigate communication breakdowns

You need to know and understand:

- K8 how to monitor and investigate breakdowns in **oral, written, graphic and electronic** communication
- K9 how to take action to restore effective **oral, written, graphic and electronic** communication

Performance Criteria 5

Set up systems for feedback

You need to know and understand:

- K10 how to collect feedback on **oral, written, graphic and electronic** communication systems
- K11 how to use the feedback to identify ways of improving **oral, written, graphic and electronic** communication

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

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

Performance Criteria 2

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

Performance Criteria 3

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

Performance Criteria 4

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

Performance Criteria 5

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

Scope/range related to knowledge and understanding

Communication

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

Organisational and communication systems

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

People and organisations

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

COSVR708

Maintain the dimensional accuracy of the work



Overview

~~This standard is about~~

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

~~2— observing and checking dimensional controls~~

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

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

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

COSVR708

Maintain the dimensional accuracy of the work

Performance criteria

You must be able to:

- P1 ensure the workforce is provided with **at least four of the following, sufficient** clear and accurate **dimensional** information to enable them to position, align and/or level the work
- 1.1 lines
 - 1.2 levels
 - 1.3 angles
 - 1.4 distances
 - 1.5 curves
 - 1.6 position
 - 1.7 setting out points
 - 1.8 loads
 - 1.9 centres of gravity
- P2 observe and **record the checks carried out on the** dimensional controls and record the results to meet **the** quality standards **provided for the project**
- P3 identify **and record** any deviations in position, alignment or level **arising in at least one of the following** and take measures to correct them promptly
- 3.1 transfer of lines and levels
 - 3.2 use of incorrect lines and levels
 - 3.3 calculations
 - 3.4 given information
- P4 recommend **and record** revised work procedures and practices to minimise deviations and to allow for **at least one of the following different** circumstances and conditions
- 4.1 environment
 - 4.2 unforeseen
 - 4.3 planned

COSVR708

Maintain the dimensional accuracy of the work

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Provide dimensional information

- K1 how to provide, clear and accurate information on **the following** dimensional controls
 - K1.1 lines
 - K1.2 levels
 - K1.3 angles
 - K1.4 distances
 - K1.5 curves
 - K1.6 position
 - K1.7 setting out points
 - K1.8 loads
 - K1.9 centres of gravity
- K2 how to ensure the dimensional information is sufficient

Performance Criteria 2

Observe and check dimensional information

- K3 how to observe and check **the following** dimensional controls
 - K3.1 lines
 - K3.2 levels
 - K3.3 angles
 - K3.4 distances
 - K3.5 curves
 - K3.6 position
 - K3.7 setting out points
 - K3.8 loads
 - K3.9 centres of gravity
- K4 how to record observed results
- K5 how to compare observed results against given quality standards

Performance Criteria 3

Identify deviations

- K6 how to identify **the following deviations** in **dimensional controls**
- K7 how to correct **deviations**
 - Deviations** (arising from)
 - K7.1 transfer of lines and levels
 - K7.2 use of incorrect lines and levels
 - K7.3 calculations
 - K7.4 given information
 - Dimensional controls**
 - K7.1 lines
 - K7.2 levels
 - K7.3 angles
 - K7.4 distances
 - K7.5 curves
 - K7.6 position
 - K7.7 setting out points
 - K7.8 loads
 - K7.9 centres of gravity

You need to know and understand:

You need to know and understand:

COSVR708

Maintain the dimensional accuracy of the work

Performance Criteria 4

Recommend revised work procedures and practices

You need to know and understand:

- K8 how to revise work procedures for **the following** dimensional controls
 - K8.1 lines
 - K8.2 levels
 - K8.3 angles
 - K8.4 distances
 - K8.5 curves
 - K8.6 position
 - K8.7 setting out points
 - K8.8 loads
 - K8.9 centres of gravity
- K9 how to recommend revised procedures for **the following different** circumstances and conditions
 - K9.1 environmental
 - K9.2 unforeseen
 - K9.3 planned
- K10 why you need to revise work procedures to minimise **the following** deviations in dimensional control
 - K10.1 transfer of lines and levels
 - K10.2 use of incorrect lines and levels
 - K10.3 calculations
 - K10.4 given information

COSVR708

Maintain the dimensional accuracy of the work

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

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

~~Performance Criteria 2~~

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

~~Performance Criteria 3~~

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

~~Performance Criteria 4~~

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

COSVR708

Maintain the dimensional accuracy of the work

Scope/range related to knowledge and understanding

Circumstances and conditions

1—environmental

2—unforeseen

3—planned

Deviations (arising from)

4—transfer of lines and levels

5—use of incorrect lines and levels

6—calculations

7—given information

Dimensional controls

8—lines

9—levels

10—angles

11—distances

12—curves

13—position

14—setting out points

15—loads

16—centres of gravity

Overview

~~This standard is about~~

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

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

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

Performance criteria

You must be able to:

- P1 identify quality standards ~~and record from available~~ the information sourced from at least three of the following, and before work starts pass ~~them~~ to the people responsible for their implementation
- 1.1 statutory requirements
 - 1.2 project specifications
 - 1.3 British Standards
 - 1.4 International Standards
 - 1.5 Codes of Practice
 - 1.6 organisational standards
 - 1.7 trade advisory guidance and best practice
 - 1.8 benchmarks and key performance indicators
- P2 clearly ~~record and~~ communicate the ~~areas of~~ responsibility ~~ies which~~ individuals have for maintaining quality standards ~~for the work or task~~
- P3 implement ~~at least six of the following~~ systems to inspect and control the quality of work and record the outcomes
- 3.1 visual inspection
 - 3.2 checks with design requirements
 - 3.3 checks with standard documentation
 - 3.4 checks with manufacturer's documentation
 - 3.5 checks with delivery notes
 - 3.6 sampling and mock-ups
 - 3.7 testing
 - 3.8 site inspection reports
 - 3.9 contractor's reports
 - 3.10 site meetings
 - 3.11 dimension checks
 - 3.12 handover checks
- P4 ensure that regular checks are undertaken and recorded to confirm ~~check regularly~~ that work conforms to the design requirements and the specified quality standards
- P5 identify ~~and record~~ work which fails the requirements and specified quality standards and ensure corrective action ~~of faults found in at least one of the following is undertaken~~
- 5.1 materials and components and their use
 - 5.2 methods of construction
- P6 ~~inform decision-makers regularly about~~ identify and record significant variations in quality standards, programme and safety implications, ~~inform decision-makers regularly~~ and suggest improvements ~~to ensure project requirements are met~~

P7 identify and record improvements from feedback received and record how they were recommended them to at least two of 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

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Identify quality standards

- K1 how to identify **the following** quality standards
 - K1.1 statutory requirements
 - K1.2 project specifications
 - K1.3 British Standards
 - K1.4 International Standards
 - K1.5 Codes of Practice
 - K1.6 organisational standards
 - K1.7 trade advisory guidance and best practice
 - K1.8 benchmarks or key performance indicators
- K2 how ensure the **following** people responsible receive appropriate information on quality standards (**does the list above need to be repeated here**)
 - K2.1 the client, customer or their representative
 - K2.2 contractors
 - K2.3 consultants
 - K2.4 sub-contractors
 - K2.5 suppliers
 - K2.6 workforce
 - K2.7 internal management
- K3 how to ensure the people responsible (**does the list above need to be repeated here**) implement appropriate quality standards (**does the list above need to be repeated here**) before they start work

Performance Criteria 2

Communicate responsibilities

You need to know and understand:

- K4 how to communicate individual responsibilities for maintaining **the following** quality standards clearly
 - K4.1 statutory requirements
 - K4.2 project specifications
 - K4.3 British Standards
 - K4.4 International Standards
 - K4.5 Codes of Practice
 - K4.6 organisational standards
 - K4.7 trade advisory guidance and best practice
 - K4.8 benchmarks or key performance indicators

Performance Criteria 3**Implement systems**

You need to know and understand:

- K5 how to implement **the following** systems for controlling the quality of work **relating to methods of construction and materials, components and their use**
- K5.1 visual inspections
 - K5.2 checks with design requirements
 - K5.3 checks with standard documentation
 - K5.4 checks with manufacturer's documentation
 - K5.6 checks with delivery notes
 - K5.6 sampling and mock-ups
 - K5.7 testing
 - K5.8 site inspection reports
 - K5.9 contractor's reports
 - K5.10 site meetings
 - K5.11 dimensional checks
 - K5.12 handover checks
- K6 how to check the quality of work **relating to methods of construction and materials, components and their use** against the agreed quality standards **(does the list above need to be repeated here)**
- K7 how to record findings from quality inspections
- K8 why you need to implement a system to control and record the quality of work **relating to methods of construction and materials, components and their use**

Performance Criteria 4**Check conformity of work**

You need to know and understand:

- K9 how to check that the work **relating to methods of construction and materials, components and their use** conforms to the design requirements and **the following** specified quality standards
- K9.1 statutory requirements
 - K9.2 project specifications
 - K9.3 British Standards
 - K9.4 International Standards
 - K9.5 Codes of Practice
 - K9.6 organisational standards
 - K9.7 trade advisory guidance and best practice
 - K9.8 benchmarks or key performance indicators
- K10 the potential implications of works impacting on the cultural significance of the historic environment
- K11 the specific requirements for buildings and structures of traditional (pre-1919) construction or of architectural, historical or archaeological significance

Performance Criteria 5

Identify failed work and take corrective action

You need to know and understand:

- K10 how to identify quality faults in work relating to methods of construction and materials, components and their use
- K11 how to ensure corrective action is taken when faults in work are identified

Performance Criteria 6

Inform decision-makers about significant variations

You need to know and understand:

- K12 how to regularly inform decision-makers about significant variation in the following quality standards
 - K9.1 statutory requirements
 - K9.2 project specifications
 - K9.3 British Standards
 - K9.4 International Standards
 - K9.5 Codes of Practice
 - K9.6 organisational standards
 - K9.7 trade advisory guidance and best practice
 - K9.8 benchmarks or key performance indicators
- K13 how to inform decision-makers about significant variations in programme and safety implications
- K14 how to suggest improvements to decision-makers

Performance Criteria 7

Identify improvements from feedback

You need to know and understand:

- K15 how to identify improvements in quality from feedback received
- K16 how to make recommendations for improvement in quality to the people responsible

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

1—records of information related to at least three of the following quality standards

1.1—statutory requirements

1.2—project specifications

1.3—British Standards

1.4—International Standards

1.5—Codes of Practice

1.6—organisational standards

1.7—trade advisory guidance and best practice

1.8—benchmarks and key performance indicators

Performance Criteria 2

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

Performance Criteria 3

3—details of at least six of the following systems employed to measure quality and record the outcome

3.1—visual inspection

3.2—checks with design requirements

3.3—checks with standard documentation

3.4—checks with manufacturer's documentation

3.5—checks with delivery notes

3.6—sampling and mock-ups

3.7—testing

3.8—site inspection reports

3.9—contractor's reports

3.10—site meetings

3.11—dimension checks

3.12—handover checks

Performance Criteria 4

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

Performance Criteria 5

5—records of corrective action of faults found in at least one of the following

5.1—materials and components and their use

5.2—methods of construction

Performance Criteria 6

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

Performance Criteria 7

~~7—records of feedback received and improvements identified~~

~~8—records of recommendations from feedback received made to at least two of the following people responsible~~

~~8.1—the client, customer or their representative~~

~~8.2—contractors~~

~~8.3—consultants~~

~~8.4—sub-contractors~~

~~8.5—suppliers~~

~~8.6—workforce~~

~~8.7—internal management~~

Scope/range related to knowledge and understanding

People responsible

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

Quality standards

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

Systems

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

Work

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

COSVR710

Contribute to controlling work quantities and costs



Overview

~~This standard is about~~

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

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

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

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

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

Performance criteria

You must be able to:

- P1 implement **and record at least one of the following appropriate** works quantities and cost control systems which are able to provide early warnings of problems
- 1.1 contractual procedures and meetings
 - 1.2 operational procedures and meetings
 - 1.3 electronic recording
- P2 collect **at least three of the following** quantities and cost data regularly, record it and pass it on to the people who need it in time for them to be able to use it
- 2.1 materials
 - 2.2 plant
 - 2.3 people
 - 2.4 sub-contractors
 - 2.5 day works
 - 2.6 programme and schedule
- P3 identify **and record at least two of the following** opportunities for cost savings and recommend them to the people responsible
- 3.1 waste reduction
 - 3.2 resource management and logistics
 - 3.3 applications of new technologies and materials
 - 3.4 energy and utility management
 - 3.5 recyclable and recoverable materials
 - 3.6 alternative sources and types of materials
 - 3.7 variations in quality
 - 3.8 standardisation
 - 3.9 revenue generation
- P4 investigate any variations, **record the outcomes** and agree, **and** implement **and record the** appropriate corrective action with the people responsible
- 4.1 restore progress in accordance with agreed programme
 - 4.2 agree new completion dates
 - 4.3 initiate contract claim
 - 4.4 secure additional resources
 - 4.5 alter planned work

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Implement works quantities and cost control systems

- K1 how to implement **the following** works quantities and cost control systems
 - K1.1 contractual procedures and meetings
 - K1.2 operational procedures and meetings
 - K1.3 electronic recording
- K2 how to use the systems implemented to provide early warning of problems

Performance Criteria 2

Collect quantity and cost data

You need to know and understand:

- K3 how to collect and record **the following** quantities and cost data
 - K2.1 materials
 - K2.2 plant
 - K2.3 people
 - K2.4 sub-contractors
 - K2.5 day works
 - K2.6 programme and schedules
- K4 how to pass quantities and cost data (**does the above list need to be repeated here**) to people who need it in time to be able to use it
- K5 why you need to collect and record quantities and cost data (**does the above list need to be repeated here**)

Performance Criteria 3

Identify opportunities for cost savings

You need to know and understand:

- K6 how to identify **the following** opportunities for cost saving
 - K6.1 waste reduction
 - K6.2 resource management and logistics
 - K6.3 applications of new technologies and materials
 - K6.4 energy and utility management
 - K6.5 recyclable and recoverable materials
 - K6.6 alternative sources and types of materials
 - K6.7 variations in quality
 - K6.8 standardisation
 - K6.9 revenue generation
- K7 how to recommend opportunities for cost saving (**does the above list need to be repeated here**) and recommend them to **the following** people responsible
 - K7.1 the client, customer or their representative
 - K7.2 contractors
 - K7.3 consultants
 - K7.4 sub-contractors
 - K7.5 suppliers
 - K7.6 workforce
 - K7.8 internal management

Performance Criteria 4

Investigate variations and implement corrective action

You need to know and understand:

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

Corrective action

- K9.1 restore progress in accordance with agreed programme
- K9.2 agree new completion date(s)
- K9.3 initiate contract claim
- K9.4 secure additional resource(s)
- K9.5 alter planned work

People responsible

- K9.6 the client, customer or their representative
- K9.7 contractors
- K9.8 consultants
- K9.9 sub-contractors
- K9.10 suppliers
- K9.11 workforce
- K9.12 internal management

Additional Information**Scope/range
related to
performance
criteria****Performance Criteria 1**

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

Performance Criteria 2

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

Performance Criteria 3

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

Performance Criteria 4

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

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

Corrective action

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

Opportunities for cost saving

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

People responsible

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

Quantities and cost data

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

Works quantities and cost control systems

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

COSVR711

Co-ordinate preparation for site operations



Overview

~~This standard is about~~

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

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

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

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

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

**Performance
criteria**

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

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

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Information used in preparation

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

Performance Criteria 2

Factors that might affect the proposed works

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

Performance Criteria 3

Confirm access points

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

Performance Criteria 4

Confirm adequate site safety

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

You need to know and understand:

You need to know and understand:

You need to know and understand:

Performance Criteria 5

Confirm available resources

You need to know and understand:

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

Performance Criteria 6

Implement the site layout

You need to know and understand:

K14 how to implement **facilities for storage, temporary accommodation, work areas, plant, temporary services, access and egress, security, continuing use by occupiers, waste management, pollution control, provision for pre-fabricated components and systems and the existing fabric to ensure the site layout is satisfactory???** for operational purposes

K15 how to pass on information **about the plans** sourced from survey reports, design documents, contractual documents, statutory consents, contractor's pre-planning information, health, safety and environmental plans, risk assessments and/or method statements, programmes, records on the competence of people, sub-contractor arrangements and **attendance and safe systems of work** to the people who will be working on the site

Performance Criteria 7

Implement the storage and use of materials

You need to know and understand:

K16 how to implement the storage of materials and components so that material handling and movement is efficient

K17 how to implement the use of materials and components to minimise wastage

Performance Criteria 8

Place and maintain notices

You need to know and understand:

K18 where to place notices that provide accurate information for the work force

K19 how to ensure notices conform to statutory and site requirements

K20 how to maintain notices

Performance Criteria 9

Give notice to people affected by the work

You need to know and understand:

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

K22 how to communicate adequate notice to relevant people accordingly

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

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

Performance Criteria 2

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

Performance Criteria 3

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

Performance Criteria 4

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

Performance Criteria 5

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

Performance Criteria 6

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

- ~~8—records showing the passage of information about the plans to people who will be working on site~~

Performance Criteria 7

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

Performance Criteria 8

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

Performance Criteria 9

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

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

Factors

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

Information

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

Resources

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

Site layout

~~29—storage~~

~~30—temporary accommodation~~

~~31—work areas~~

~~32—plant~~

~~33—temporary services~~

~~34—access and egress~~

~~35—security~~

~~36—continuing use by occupiers~~

~~37—waste management~~

~~38—pollution control~~

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

~~40—existing fabric~~

COSVR712

Manage own professional development



Overview

~~This standard is about~~

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

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

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

COSVR712

Manage own professional development

Performance criteria

You must be able to:

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

COSVR712

Manage own professional development

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Evaluate current and future requirements

- K1 how to evaluate the **following** current and future requirements of your work role
 - K1.1 new skills
 - K1.2 new soft skills
 - K1.3 new knowledge
 - K1.4 external information
 - K1.5 internal information
 - K1.6 specialist skills or knowledge
 - K1.7 revision of existing skills or knowledge
- K2 how to take account of your organisations objectives when evaluating current and future requirements (**Does the above list need to be repeated here?**)

Performance Criteria 2

Identify development needs

You need to know and understand:

- K3 how to identify development needs between current and future requirements **from the following**
 - K3.1 new skills
 - K3.2 new soft skills
 - K3.3 new knowledge
 - K3.4 external information
 - K3.5 internal information
 - K3.6 specialist skills or knowledge
 - K3.7 revision of existing skills or knowledge
- K4 how to discuss development needs with **the following stakeholders** (**or just stakeholders**) ~~people responsible~~ in order to complete a development plan
 - K4.1 the client, customer or their representative
 - K4.2 contractors
 - K4.3 consultants
 - K4.4 sub-contractors
 - K4.5 suppliers
 - K4.6 workforce
 - K4.7 internal management
- K5 how to complete a development plan

COSVR712

Manage own professional development

Performance Criteria 3

Undertake development activities

You need to know and understand:

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

- K6.1 new skills
- K6.2 new soft skills
- K6.3 new knowledge
- K6.4 external information
- K6.5 internal information
- K6.6 specialist skills or knowledge
- K6.7 revision of existing skills or knowledge

Performance Criteria 4

Obtain feedback

You need to know and understand:

K7 how to identify the **following stakeholders (or just stakeholders)** ~~people responsible~~, who are in a position to judge your performance and who can provide objective, valid feedback to you

- K7.1 the client, customer or their representative
- K7.2 contractors
- K7.3 consultants
- K7.4 sub-contractors
- K7.5 suppliers
- K7.6 workforce
- K7.7 internal management

K8 how to accept and record valid, objective feedback **in the following forms**

- K8.1 formal appraisal
- K8.2 interim appraisal
- K8.3 verbal report
- K8.4 written report
- K8.5 reference
- K8.6 report

Performance Criteria 5

Ensure consistent performance

You need to know and understand:

K9 how to agree the requirements of consistent performance with the **following stakeholders (or just stakeholders)** ~~people responsible~~

- K7.1 the client, customer or their representative
- K7.2 contractors
- K7.3 consultants
- K7.4 sub-contractors
- K7.5 suppliers
- K7.6 workforce
- K7.7 internal management

COSVR712

Manage own professional development

K10 how to ensure your performance consistently meets, or goes beyond, agreed requirements **including, being on time, the quality and the quantity**

COSVR712

Manage own professional development

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

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

~~Performance Criteria 2~~

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

~~3—records of a completed development plan~~

~~Performance Criteria 3~~

~~4—records of activities undertaken~~

~~5—records of evaluation of activities undertaken~~

~~Performance Criteria 4~~

~~6—records of feedback on your performance~~

~~Performance Criteria 5~~

~~7—records of feedback on your performance~~

~~8—records of reviewing your development plan~~

COSVR712

Manage own professional development

Scope/range related to knowledge and understanding

Agreed requirements

- 1—on time
- 2—quality
- 3—quantity

Current and future requirements

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

Feedback

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

People responsible

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

COSVR713

Allocate work and check people's performance



Overview

~~This standard is about~~

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

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

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

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

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

COSVR713

Allocate work and check people's performance

Performance criteria

You must be able to:

- P1 confirm the programmes and schedules, identify **and record the** priorities and critical activities, and plan how the work will be undertaken
- P2 allocate work to team members, taking account of their current circumstances, **in regard to skills, knowledge, experience and workload, and record the outcomes and**
- P3 brief **team members them** on the quality standards or level **(??? of what)** expected
- P4 monitor **and record both** the progress and quality of the work
- P5 provide prompt and constructive feedback
- P6 motivate team members to complete the work they have been allocated and provide, where requested and possible, any additional support and/or resources
- P7 provide, where requested **and possible ???**, any additional support and/or resources **and record feedback from the team members**
- P8 identify **and record any** unacceptable or poor performance, discuss the cause(s) and agree **and record recommendations to ways of** improving performance with team members
- P9 recognise successful completion of significant pieces of work, or work activities, by team/team members, **record the praise and recognition provided** and advise responsible people

COSVR713

Allocate work and check people's performance

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Confirm work required and plan

- K1 how to confirm **the following** programmes and schedules
 - K1.1 bar charts
 - K1.2 critical activities
 - K1.3 action lists
 - K1.4 method statements
- K2 how to identify priorities and critical activities in programmes and schedules **(does the list above need to be repeated here?)**
- K3 how to plan how work will be undertaken

Performance Criteria 2

Allocate work

You need to know and understand:

- K4 how to allocate work fairly to team members
- K5 how to take account of team member's current circumstances **in regard to skills, knowledge, experience and work load**
- K6 how to brief team members on the **following** quality standards or level **of what?** Expected
 - K2.1 statutory requirements
 - K2.2 project specifications
 - K2.3 British Standards
 - K2.4 International Standards
 - K2.5 Codes of Practice
 - K2.6 organisational standards
 - K2.7 trade advisory guidance and best practice
 - K2.8 benchmarks or key performance indicators

Performance Criteria 3

Check progress and quality

You need to know and understand:

- K7 how to check the progress of work against **the following** programmes and schedules
 - K7.1 bar charts
 - K7.2 critical activities
 - K7.3 action lists
 - K7.4 method statements
- K8 how to check work against **the following** required quality standards
 - K8.1 statutory requirements
 - K8.2 project specifications
 - K8.3 British Standards
 - K8.4 International Standards
 - K8.5 Codes of Practice
 - K8.6 organisational standards
 - K8.7 trade advisory guidance and best practice
 - K8.8 benchmarks or key performance indicators

COSVR713

Allocate work and check people's performance

- K9 how to provide constructive feedback **by the following**
 - K9.1 formal appraisal
 - K9.2 interim appraisal
 - K9.3 verbal report
 - K9.4 written report
 - K9.5 reference
 - K9.7 report

Performance Criteria 4

Motivate team members to complete work

You need to know and understand:

- K10 how to motivate team members **using the following means**
 - K8.1 inspire
 - K8.2 stimulate
 - K8.3 prompt
 - K8.4 encourage
 - K8.5 induce
 - K8.6 cause
 - K8.7 provoke
- K11 how to provide, where requested **and available?**, additional support and/or **the following** resources
 - K8.1 people
 - K8.2 plant, equipment or machinery
 - K8.3 materials and components
 - K8.4 sub-contractors
 - K8.5 information
 - K8.6 work area and facilities
 - K8.7 waste management
 - K8.8 utility providers
- K12 how to get feedback on additional support provided from team members

Performance Criteria 5

Identify unacceptable or poor performance

You need to know and understand:

- K13 how to identify unacceptable or poor performance
- K14 how to discuss the **following** causes of poor performance with team members
 - K14.1 external factors
 - K14.2 internal factors
 - K14.3 social factors
 - K14.4 personal circumstances
 - K14.5 skills and knowledge deficiencies
 - K14.6 lack of support
 - K14.7 lack of resources
- K15 how to agree ways of improving performance with team members

COSVR713

Allocate work and check people's performance

Performance Criteria 6

Recognise success

You need to know and understand:

how to recognise successful completion of significant pieces of work, or work activities

K17 how to advise the following stakeholders (or just stakeholders) people responsible of team/team member's successes

K17.1 the client, customer or their representative

K17.2 contractors

K17.3 consultants

K17.4 sub-contractors

K17.5 suppliers

K17.6 workforce

K17.7 internal management

COSVR713

Allocate work and check people's performance

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

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

~~Performance Criteria 2~~

~~2—records of the work allocated and briefings given to team members, taking account of the following current circumstances~~

~~2.1—skills~~

~~2.2—knowledge~~

~~2.3—experience~~

~~2.4—workload~~

~~Performance Criteria 3~~

~~3—records of progress checks undertaken~~

~~4—records of quality checks undertaken~~

~~5—records of feedback given to team members~~

~~Performance Criteria 4~~

~~6—records of requests for additional support and/or resources~~

~~7—records of feedback from team members~~

~~Performance Criteria 5~~

~~8—records of unacceptable or poor performance~~

~~9—records of agreed ways of improving performance~~

~~Performance Criteria 6~~

~~10—records of praise and recognition for success~~

~~11—records of advice on success given to responsible people~~

COSVR713

Allocate work and check people's performance

Scope/range related to knowledge and understanding

Causes of poor performance

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

Current circumstances

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

Feedback

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

Motivate

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

People responsible

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

COSVR713

Allocate work and check people's performance

Programmes and schedules

32—bar charts

33—critical activities

34—action lists

35—method statements

Quality standards

36—statutory requirements

37—project specifications

38—British Standards

39—International Standards

40—Codes of Practice

41—organisational standards

42—trade advisory guidance and best practice

43—benchmarks or key performance indicators

Resources

44—people

45—plant, equipment or machinery

46—materials and components

47—sub-contractors

48—information

49—work area and facilities

50—waste management

51—utility providers

COSVR714

Enable learning opportunities



Overview

~~This standard is about~~

~~1—identifying learning activities for the team~~

~~2—encouraging the team, the people you are responsible for, to be accountable for their own learning~~

~~3—providing opportunities to address learning needs~~

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

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

COSVR714

Enable learning opportunities

Performance criteria

You must be able to:

- P1 promote the benefits of learning by giving fair, regular and useful **and recorded** feedback on work performance
- P2 work with the team to identify, **record** and prioritise learning needs **and**
- P3 identify, **and** obtain **and record** information ~~on a range~~ from at least two of the ~~of possible~~ following learning activities
 - 3.1 formal
 - 3.2 informal
 - 3.3 coached
 - 3.4 mentored
 - 3.5 vocationally qualifying
 - 3.6 continuous professional development
 - 3.7 professional membership
- P4 discuss development needs with team members **comprising of the following**
 - 4.1 current skills and knowledge
 - 4.2 learning activities undertaken
 - 4.3 learning objectives to be achieved
 - 4.4 resource requirements for development
 - 4.5 timescales
- P5 support team members in undertaking learning activities **and record the help provided**
 - P6 ~~by making efforts to remove~~ identify any obstacles to learning **and record the actions taken to remove them**
- P6 evaluate **and record** the learning activity undertaken with team members to ensure the desired outcomes have been achieved **after completion by team members**
- P7 update development plans with team members **and record the outcomes**

COSVR714

Enable learning opportunities

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Promote the benefits of learning

- K1 how to promote the benefits of learning
- K2 how to give fair, regular and useful feedback **through the following means**
 - K2.1 formal appraisal
 - K2.2 interim appraisal
 - K2.3 verbal report
 - K2.4 written report
 - K2.5 reference
 - K2.6 report

Performance Criteria 2

Identify learning needs

You need to know and understand:

- K3 how to work with your team to identify and prioritise learning needs
- K4 how to obtain information on **the following** ranges of learning activities
 - K4.1 formal
 - K4.2 informal
 - K4.3 coached
 - K4.4 mentored
 - K4.5 vocationally qualifying
 - K4.6 continuous professional development
 - K4.7 professional membership

Performance Criteria 3

Development, learning plans and learning activities

You need to know and understand:

- K5 how to discuss and agree development needs, **relating to the following**, with team members
 - K5.1 current skills and knowledge
 - K5.2 learning activities undertaken
 - K5.3 learning objectives to be achieved
 - K5.4 resource requirements for development
 - K5.5 timescales

Performance Criteria 4

Support team members

You need to know and understand:

- K6 how to support team members in undertaking **the following learning activities**
 - K6.1 formal
 - K6.2 informal
 - K6.3 coached
 - K6.4 mentored
 - K6.5 vocationally qualifying
 - K6.6 continuous professional development
 - K6.7 professional membership
- K7 how to identify and remove obstacles to learning

COSVR714

Enable learning opportunities

Performance Criteria 5

Evaluate the learning activities

You need to know and understand:

- K8 how to evaluate with team members **the** learning activities undertaken
- K8.1 formal
 - K8.2 informal
 - K8.3 coached
 - K8.4 mentored
 - K8.5 vocationally qualifying
 - K8.6 continuous professional development
 - K8.7 professional membership
- K9 how to ensure desired outcomes from **the** learning activities have been achieved **(Does the above list need to be repeated here)**

Performance Criteria 5

Update learning plans

You need to know and understand:

- K10 how to update team member's development needs **in regard to the following**
- K10.1 current skills and knowledge
 - K10.2 learning activities undertaken
 - K10.3 learning objectives to be achieved
 - K10.4 resource requirements for development
 - K10.5 timescales

COSVR714

Enable learning opportunities

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

~~1—records of feedback given, promoting the benefits of learning~~

~~Performance Criteria 2~~

~~2—records of learning needs identified, and information obtained, for at least two of the following learning activities~~

~~2.1—formal~~

~~2.2—informal~~

~~2.3—coached~~

~~2.4—mentored~~

~~2.5—vocationally qualifying~~

~~2.6—continuous professional development~~

~~2.7—professional membership~~

~~Performance Criteria 3~~

~~3—development needs for team members comprising of the following~~

~~3.1—current skills and knowledge~~

~~3.2—learning activities undertaken~~

~~3.3—learning objectives to be achieved~~

~~3.4—resource requirements for development~~

~~3.5—timescales~~

~~Performance Criteria 4~~

~~4—records of support provided to team members~~

~~5—records of identified obstacles to learning and actions taken to remove them~~

~~Performance Criteria 5~~

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

~~Performance Criteria 6~~

~~7—records of development plans updated with team members~~

COSVR714

Enable learning opportunities

Scope/range related to knowledge and understanding

Development needs

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

Feedback

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

Learning activities

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

COSVR715

Contribute to the identification of a work team



Overview

~~This standard is about~~

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

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

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

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

COSVR715

Contribute to the identification of a work team

Performance criteria

You must be able to:

- P1 identify **and record at least three of the following** any significant factors which will affect the number, type and availability of people and services
- 1.1 location
 - 1.2 cost
 - 1.3 time
 - 1.4 skills, experience and knowledge required and available
 - 1.5 training and development requirements
 - 1.6 current legislation
- P2 evaluate and record the quality and potential reliability of **at least two of the following** people or services, and circulate the results to decision-makers
- 2.1 technical staff
 - 2.2 sub-contractors
 - 2.3 specialist services
 - 2.4 operatives
- P3 negotiate, ~~and~~ agree **and** proposals which are likely to produce an effective team **membership**
- P4 **consider and follow at least two of the following ~~the~~** rules and formalities for obtaining people and services **and record the findings**
- 4.1 contractual
 - 4.2 current legislation
 - 4.3 codes of practice
 - 4.4 organisational procedures
 - 4.5 certification of competence

COSVR715

Contribute to the identification of a work team

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Identify significant factors

- K1 what are **significant factors** involved in the identification of work teams (Is this required in light of the next requirement)
- K1 how to identify **the following** significant factors which will affect numbers, types and availability of people or services **including technical staff, sub-contractors, specialist services and operatives**
 - K1.1 location
 - K1.2 cost
 - K1.3 time
 - K1.4 skills, experience and knowledge required and available
 - K1.5 training and development requirements
 - K1.6 current legislation

Performance Criteria 2

Evaluate and record quality and potential reliability

You need to know and understand:

- K3 how to evaluate and record the quality of people or services **including technical staff, sub-contractors, specialist services and operatives**
- K4 how to evaluate and record the potential reliability of people or services **including technical staff, sub-contractors, specialist services and operatives**
- K5 how to circulate results from evaluations of quality and potential reliability to decision-makers

Performance Criteria 3

Negotiate and agree proposals

You need to know and understand:

- K6 how to make proposals for team membership
- K7 how to negotiate to get appropriate people or services, **including technical staff, sub-contractors, specialist services and operatives** for your team

Performance Criteria 4

Follow rules and formalities

You need to know and understand:

- K8 how to work within the **following** current rules and formalities governing the identification of teams
 - K8.1 contractual
 - K8.2 current legislation
 - K8.3 Codes of Practice
 - K8.4 organisational procedures
 - K8.5 certification of competence
- K9 why you need to work within the current rules and formalities for the identification of teams (Does the above list need to be repeated here)

COSVR715

Contribute to the identification of a work team

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

1—records of at least three of the following significant factors

1.1—location

1.2—cost

1.3—time

1.4—skills, experience and knowledge required and available

1.5—training and development requirements

1.6—current legislation

Performance Criteria 2

2—records of evaluation for at least two of the following people or services

2.1—technical staff

2.2—sub-contractors

2.3—specialist services

2.4—operatives

Performance Criteria 3

3—records of negotiation of proposals for effective team membership

4—records of agreed proposals

Performance Criteria 4

5—records of consideration for at least two of the following rules and formalities

5.1—contractual

5.2—current legislation

5.3—codes of practice

5.4—organisational procedures

5.5—certification of competence

COSVR715

Contribute to the identification of a work team

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

People or services

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

Rules and formalities

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

Significant factors

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

COSVR716

Plan highways maintenance or repair activities



Overview

~~This standard is about~~

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

~~2—prioritising maintenance or repair activities~~

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

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

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

COSVR716

Plan highways maintenance or repair activities

Performance criteria

You must be able to:

- P1 confirm and record the work requirements for at least two of the following maintenance activities and at least five of the following repair activities on at least one of the following highways
- 1.1 maintenance activities: scheduled and preventative; unscheduled and corrective; emergency
 - 1.2 repair activities: structure; surface; materials; markings; fittings; power and light; drainage; telecommunications; special services and equipment; landscaping; traffic controls; fencing
 - 1.3 highways: dual carriageway; single carriageway; carriageway with footway; motorway; cycle way; carriageway with hard shoulder
- P2 identify, record and review at least three of the following influencing factors ~~and guidance materials about~~ relating to the work environment
- 2.1 organisational requirements
 - 2.2 contractual requirements
 - 2.3 statutory requirements
 - 2.4 resource allocation
 - 2.5 working requirements
 - 2.6 environmental considerations
 - 2.7 weather conditions
- P3 ~~records of consultation~~ and record the outcomes from ~~of~~ at least two of the following guidance materials
- 3.1 owner's manuals
 - 3.2 log books
 - 3.3 maintenance schedules and manuals
 - 3.4 practice guides and specifications
 - 3.5 current legislation and official guidance
- P4 prioritise and record the maintenance activities by assessing and accounting for all the following influencing factors
- 4.1 organisational requirements
 - 4.2 contractual requirements
 - 4.3 statutory requirements
 - 4.4 resource allocation
 - 4.5 working requirements
 - 4.6 environmental considerations
 - 4.7 weather conditions
- P5 amend priorities to take account of the following changing circumstances whilst maintaining consistency with the influencing factors
- 5.1 susceptibility to damage
 - 5.2 safety requirements
 - 5.3 need to inhibit, and respond to deterioration
 - 5.4 compromised operational effectiveness
 - 5.5 weather conditions
 - 5.6 use or change of use
 - 5.7 current legislation
 - 5.8 resources
 - 5.9 security threats

COSVR716

Plan highways maintenance or repair activities

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

COSVR716

Plan highways maintenance or repair activities

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Confirm work requirements

- K1 how to confirm work requirements for the following highways, **dual carriageways, single carriageways, carriageways with footways, motorways, cycle ways carriageways with hard shoulders** and ~~its~~ their maintenance or repair **in relation to** scheduled and preventative, unscheduled and corrective **and** emergency
- K2 who to consult to confirm work requirements

Performance Criteria 2

Identify and review influencing factors and guidance materials

You need to know and understand:

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

Performance Criteria 3

Prioritise maintenance activities

You need to know and understand:

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

Performance Criteria 4

Amend priorities for changing circumstances

You need to know and understand:

- K7 how to account for **the following** changing circumstances, **susceptibility to damage, safety requirements, need to inhibit and respond to deterioration, compromised operational effectiveness, weather conditions, use or change of use, current legislation, resources and security threats**
- K8 how to amend priorities when reviewing **the following** influencing factors, **organisational requirements, contractual requirements, statutory requirements, resource allocation, working requirements, environmental considerations and weather conditions**
- K9 the potential implications of works impacting on the cultural significance of the historic environment
- K10 the specific requirements for building and structures of traditional (pre 1919) construction and archaeological/historical significance

COSVR716

Plan highways maintenance or repair activities

Performance Criteria 5

Prepare plans or schedules

You need to know and understand:

K11 how to prepare plans or schedules for **scheduled and preventative, unscheduled and corrective and emergency** maintenance activities

K12 how to negotiate and agree plans and schedules with decision-makers

COSVR716

Plan highways maintenance or repair activities

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

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

Performance Criteria 2

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

Performance Criteria 3

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

Performance Criteria 4

- ~~5—records of amended priorities, taking account of at least four of the following changing circumstances~~
 - ~~5.1—susceptibility to damage~~
 - ~~5.2—safety requirements~~
 - ~~5.3—need to inhibit, and respond to deterioration~~
 - ~~5.4—compromised operational effectiveness~~
 - ~~5.5—weather conditions~~
 - ~~5.6—use or change of use~~
 - ~~5.7—current legislation~~
 - ~~5.8—resources~~
 - ~~5.9—security threats~~

COSVR716

Plan highways maintenance or repair activities

~~Performance Criteria 5~~

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

COSVR716

Plan highways maintenance or repair activities

Scope/range related to knowledge and understanding

Changing circumstances

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

Guidance materials

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

highways

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

Influencing factors

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

Maintenance

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

Overview

~~This standard is about~~

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

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

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

COSVR717

Supervise highways maintenance or repair activities

Performance criteria

You must be able to:

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

COSVR717

Supervise highways maintenance or repair activities

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

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

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

COSVR717

Supervise highways maintenance or repair activities

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Carry out maintenance or repair

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

Performance Criteria 2

Observe legislation and guidance

You need to know and understand:

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

Performance Criteria 3

Identify and assess faults and problems

You need to know and understand:

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

COSVR717

Supervise highways maintenance or repair activities

Performance Criteria 4

Update maintenance record systems

You need to know and understand:

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

Performance Criteria 5

Conduct inspections

You need to know and understand:

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

Performance Criteria 6

Keep accurate records

You need to know and understand:

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

Performance Criteria 7

Identify, assess and maintain resources

You need to know and understand:

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

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

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

Performance Criteria 2

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

Performance Criteria 3

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

Performance Criteria 4

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

Performance Criteria 5

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

Performance Criteria 6

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

COSVR717

Supervise highways maintenance or repair activities

~~Performance Criteria 7~~

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

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

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

COSVR717

Supervise highways maintenance or repair activities

Scope/range related to knowledge and understanding

Checks

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

Corrective action

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

Faults and problems

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

Highways

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

Maintenance

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

Maintenance activities

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

COSVR717

Supervise highways maintenance or repair activities

Repair

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

Resources

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

Statutory requirements

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

COSVR718

Hand over property



Overview

This standard is about

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

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

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

COSVR718

Hand over property

Performance criteria

You must be able to:

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

COSVR718

Hand over property

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Confirm procedures

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

Performance Criteria 2

Analyse property specifications

You need to know and understand:

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

Performance Criteria 3

Resolve problems

You need to know and understand:

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

Performance Criteria 4

Ensure property is clean and tidy

You need to know and understand:

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

Performance Criteria 5

Observe legislation and guidance

You need to know and understand:

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

COSVR718

Hand over property

You need to know and understand:

Performance Criteria 6

Provide information

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

Performance Criteria 7

Advise the recipient

You need to know and understand:

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

COSVR718

Hand over property

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

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

~~Performance Criteria 2~~

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

~~Performance Criteria 3~~

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

~~Performance Criteria 4~~

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

~~Performance Criteria 5~~

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

~~5.1—methods of work~~

~~5.2—risk assessment~~

~~5.3—safe use and storage of tools~~

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

~~5.5—traffic control~~

~~5.6—emergency plans~~

~~Performance Criteria~~

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

~~Performance Criteria~~

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

COSVR718

Hand over property

Scope/range related to knowledge and understanding

Completed tasks

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

Discrepancies

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

Problems

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

Legislation and official guidance

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

People responsible

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

COSVR718

Hand over property

Recipient

35 — the client, the customer or their representative

36 — internal representative

37 — new owner

38 — existing owner

39 — main contractor

40 — sub-contractors

41 — third parties

42 — local authority

Relevant information

43 — utility meter(s) location

44 — communication systems

45 — appliance operation details

46 — access and egress systems

47 — security

48 — arrangements for refuse collection

49 — local amenities

50 — danger zones

COSVR719

Provide customer service in construction



Overview

~~This standard is about~~

~~1—contributing to customer service systems~~

~~2—delivering reliable customer service~~

~~3—monitoring customer service~~

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

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

Performance criteria

You must be able to:

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

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Identify Notify and use legislation and guidance

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

Performance Criteria 2

Prepare to deal with customers

You need to know and understand:

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

Performance Criteria 3

Work with others to resolve customer problems

You need to know and understand:

- K6 how to work with others to resolve customer service problems
- K7 how to communicate and share information with the client, customer or their representative, contractors, consultants, sub-contractors, workforce and internal management ~~customers~~ **using electronic, verbal, written, via a second person and group meetings** to maintain and improve standards of service delivery and check that they are satisfied with the information provided and action taken
- ~~K8 how to check that the customer is satisfied with the corrective, referral, investigative, reactive and proactive action taken~~

Performance Criteria 4

Solve problems within systems and procedures

You need to know and understand:

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

Performance Criteria 5

Confirm the service meets customer needs

You need to know and understand:

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

Performance Criteria 6

Inform people of changes

You need to know and understand:

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

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

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

Performance Criteria 7

Share information

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

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

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

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

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

~~2.1—current legislation~~

~~2.2—official guidance~~

~~2.3—organisational procedures~~

~~2.4—specifications~~

~~2.5—drawing~~

~~2.6—instructions and variations~~

~~2.7—feedback processes~~

~~Performance Criteria 2~~

~~3—records of consistent customer service~~

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

~~Performance Criteria 3~~

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

~~5.1—electronic~~

~~5.2—verbal~~

~~5.3—written~~

~~5.4—via a second person~~

~~5.5—feedback documents~~

~~5.6—feedback documents~~

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

~~6.1—corrective~~

~~6.2—referral~~

~~6.3—investigative~~

~~6.4—reactive~~

~~6.5—proactive~~

~~Performance Criteria 4~~

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

Performance Criteria 5

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

Performance Criteria 6

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

~~9.1 the client, customer or their representative~~

~~9.2 contractors~~

~~9.3 consultants~~

~~9.4 sub-contractors~~

~~9.5 suppliers~~

~~9.6 workforce~~

~~9.7 internal management~~

Performance Criteria 7

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

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

Action taken

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

Communicate with customers

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

People responsible

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

System or procedures

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

COSVR720

Plan historical conservation/restoration activities



Overview

~~This standard is about~~

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

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

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

COSVR720

Plan historical conservation/restoration activities

Performance criteria

You must be able to:

- P1 confirm and record the work requirements for at least two of the following historical conservation/restoration activities against at least five of the following information sources supplied
- 1.1 activities: roofing; lead work; bricklaying and craft masonry; earth walling; stonemasonry; decoration; plastering; wall and floor tiling; carpentry and joinery; specialist heritage activities
 - 1.2 information sources: survey reports; drawings, schedules and specifications; contractual; statutory consents; risk assessments and method statements; programmes; records about the competence of people; sub-contractor arrangements; health, safety and environmental plan; archaeological watching brief; material suppliers; historical conservation plans
- P2 identify, ~~and~~ review and record the outcomes from at least three of the following influencing factors ~~and guidance materials about~~ relating to the work environment
- 2.1 organisational requirements
 - 2.2 contractual requirements
 - 2.3 statutory requirements
 - 2.4 resource allocation
 - 2.5 working requirements
 - 2.6 environmental considerations
 - 2.7 weather conditions
- P3 ~~consultation~~ and record the information sourced from ~~of~~ at least two of the following guidance materials
- 3.1 owner's manuals
 - 3.2 log books
 - 3.3 maintenance schedules and manuals
 - 3.4 practice guides and specifications
 - 3.5 current legislation and official guidance
- P4 prioritise activities by assessing and accounting for all the influencing factors and record outcomes
- P5 amend priorities and record the decisions taken to take account of at least four of the following changing circumstances whilst maintaining consistency with the influencing factors
- 5.1 susceptibility to damage
 - 5.2 safety requirements
 - 5.3 need to inhibit and respond to deterioration
 - 5.4 compromised operational effectiveness
 - 5.5 weather conditions
 - 5.6 use or change of use
 - 5.7 meeting current legislation
 - 5.8 resources
 - 5.9 security threats

COSVR720

Plan historical conservation/restoration activities

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

COSVR720

Plan historical conservation/restoration activities

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Confirm work requirements

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

Performance Criteria 2

Identify and review influencing factors and guidance materials

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

You need to know and understand:

Performance Criteria 3

Prioritise activities

- K6 how to assess and account for influencing factors in order to prioritise historical conservation/restoration activities included in K6
- ~~K7 how to prioritise historical conservation/restoration activities~~
- K8 why you need to prioritise historical conservation/restoration activities

You need to know and understand:

Performance Criteria 4

Amend priorities

- K9 how to take account of the following changing circumstances, susceptibility to damage, safety requirements, need to inhibit, and respond to deterioration, compromised operational effectiveness, weather conditions, use or change of use, meeting current legislation and resources in order to amend priorities when reviewing influencing factors
- ~~K10 how to amend priorities when reviewing influencing factors included in K8~~

You need to know and understand:

COSVR720

Plan historical conservation/restoration activities

Performance Criteria 5

Prepare plans and schedules

You need to know and understand:

K11 how to prepare plans and schedules for historical conservation/restoration roofing, lead work, bricklaying and craft masonry, specialist heritage activities, earth walling, stonemasonry, decoration, plastering, wall and floor tiling and carpentry and joinery activities

K12 the specific requirements for building and structures of traditional (pre 1919) construction and archaeological/historical significance

K13 how to negotiate and agree plans and schedules with decision-makers

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1—records of confirming at least two of the following historical conservation/restoration activities against at least five of the following information sources
 - 1.1—activities: roofing; lead work; bricklaying and craft masonry; earth walling; stonemasonry; decoration; plastering; wall and floor tiling; carpentry and joinery; specialist heritage activities
 - 1.2—information sources: survey reports; drawings, schedules and specifications; contractual; statutory consents; risk assessments and method statements; programmes; records about the competence of people; sub-contractor arrangements; health, safety and environmental plan; archaeological watching brief; material suppliers; historical conservation plans

Performance Criteria 2

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

Performance Criteria 3

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

Performance Criteria 4

- 5—records of amended priorities taking account of at least four of the following changing circumstances
 - 5.1—susceptibility to damage
 - 5.2—safety requirements
 - 5.3—need to inhibit and respond to deterioration
 - 5.4—compromised operational effectiveness
 - 5.5—weather conditions
 - 5.6—use or change of use
 - 5.7—meeting current legislation
 - 5.8—resources
 - 5.9—security threats

COSVR720

Plan historical conservation/restoration activities

Performance Criteria 5

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

~~6.1—roofing~~

~~6.2—lead work~~

~~6.3—bricklaying and craft masonry~~

~~6.4—earth walling~~

~~6.5—stonemasonry~~

~~6.6—decoration~~

~~6.7—plastering~~

~~6.8—wall and floor tiling~~

~~6.9—carpentry and joinery~~

~~6.10—specialist heritage activities~~

COSVR720

Plan historical conservation/restoration activities

Scope/range related to knowledge and understanding

Activities

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

Changing circumstances

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

Guidance materials

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

Influencing factors

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

Information sources

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

COSVR720

Plan historical conservation/restoration activities

~~40—archaeological watching brief~~

~~41—material suppliers~~

~~42—historical conservation/restoration plans~~

COSVR721

Supervise historical conservation/restoration activities



Overview

~~This standard is about~~

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

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

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

COSVR721

Supervise historical conservation/restoration activities

Performance criteria

You must be able to:

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

COSVR721

Supervise historical conservation/restoration activities

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Supervise activities

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

Performance Criteria 2

Observe legislation and guidelines

You need to know and understand:

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

Performance Criteria 3

Identify and assess defects and problems

You need to know and understand:

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

Performance Criteria 4

Keep accurate records

You need to know and understand:

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

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Supervise historical conservation/restoration activities

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

Performance Criteria 5

Identify, assess and maintain resources

You need to know and understand:

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

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Supervise historical conservation/restoration activities

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

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

Performance Criteria 2

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

Performance Criteria 3

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

Performance Criteria 4

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

COSVR721

Supervise historical conservation/restoration activities

~~Performance Criteria 5~~

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

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

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

COSVR721

Supervise historical conservation/restoration activities

Scope/range related to knowledge and understanding

Activities

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

Corrective action

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

Defects and problems

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

People

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

COSVR721

Supervise historical conservation/restoration activities

Resources

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

COSVR722

Plan demolition activities



Overview

~~This standard is about~~

~~1—implementing demolition requirements~~

~~2—prioritising demolition activities~~

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

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

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

COSVR722

Plan demolition activities

Performance criteria

You must be able to:

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

COSVR722

Plan demolition activities

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Confirm work requirements

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

Performance Criteria 2

Identify and review factors and guidance materials

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

You need to know and understand:

Performance Criteria 3

Prioritise activities

- K6 how to assess and account for **the following** influencing factors **organisational requirements, contractual requirements, statutory requirements, resource allocation, working requirements, environmental considerations, weather conditions**
- K7 how to prioritise **the following** demolition activities, **soft strip, mechanical demolition, remote mechanical demolition, explosive demolition, selective demolition**
- K8 why you need to prioritise demolition activities

You need to know and understand:

Performance Criteria 4

Amend priorities

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

You need to know and understand:

COSVR722

Plan demolition activities

Performance Criteria 5

Prepare plans

You need to know and understand:

K11 how to prepare plans and schedules for **the following** demolition activities and schedules **soft strip, mechanical demolition, remote mechanical demolition, explosive demolition, selective demolition**

K12 the potential implications of works impacting on the cultural significance of the historic environment

K13 the specific requirements for building and structures of traditional (pre 1919) construction and archaeological/historical significance

K14 how to negotiate and agree plans and schedules with decision-makers

COSVR722

Plan demolition activities

Additional Information

Scope/range related to performance criteria

~~Performance Criteria 1~~

- ~~1—records of confirming at least two of the following demolition activities against at least five of the following information sources~~
 - ~~1.1—demolition activities: soft strip; mechanical demolition; remote mechanical demolition; explosive demolition; selective demolition~~
 - ~~1.2—information sources: survey reports; design; contractual; statutory consents; risk assessments and method statements; programmes; records about the competence of people; sub-contractor arrangements; health, safety and environmental plan; Type 3 asbestos survey; service disconnection certificates; utilities survey report~~

~~Performance Criteria 2~~

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

~~Performance Criteria 3~~

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

~~Performance Criteria 4~~

- ~~5—records of amended priorities taking account of at least four of the following changing circumstances~~
 - ~~5.1—susceptibility to damage~~
 - ~~5.2—safety requirements~~
 - ~~5.3—need to inhibit and respond to deterioration~~
 - ~~5.4—compromised operational effectiveness~~
 - ~~5.5—weather conditions~~
 - ~~5.6—use or change of use~~
 - ~~5.7—meeting current legislation~~
 - ~~5.8—resources~~
 - ~~5.9—security threats~~

~~Performance Criteria 5~~

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

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Plan demolition activities

Scope/range related to knowledge and understanding

Activities

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

Changing circumstances

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

Influencing factors

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

Information sources

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

Guidance materials

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

COSVR722

Plan demolition activities

COSVR723

Supervise demolition activities



Overview

~~This standard is about~~

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

~~2— controlling necessary resources~~

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

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

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

COSVR723

Supervise demolition activities

Performance criteria

You must be able to:

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

COSVR723

Supervise demolition activities

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Carry out demolition

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

Performance Criteria 2

Observe legislation and guidelines

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

You need to know and understand:

Performance Criteria 3

Identify and assess faults and problems

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

You need to know and understand:

Performance Criteria 4

Conduct pre-work checks

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

You need to know and understand:

Performance Criteria 5

Keep accurate records

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

You need to know and understand:

COSVR723

Supervise demolition activities

Performance Criteria 6

Identify, assess and maintain resources

You need to know and understand:

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

COSVR723

Supervise demolition activities

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

~~1—records of programmes for at least two of the following demolition activities~~

~~1.1—soft strip~~

~~1.2—mechanical demolition~~

~~1.3—remote mechanical demolition~~

~~1.4—explosive demolition~~

~~1.5—selective demolition~~

Performance Criteria 2

~~2—protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following~~

~~2.1—methods of work~~

~~2.2—risk assessment~~

~~2.3—safe use and storage of tools~~

~~2.4—safe use and storage of materials~~

~~2.5—traffic management~~

~~2.6—emergency plans~~

Performance Criteria 3

~~3—records of dealing with at least three of the following demolition faults and problems~~

~~3.1—limitations of design choices~~

~~3.2—construction errors~~

~~3.3—identification of further utilities~~

~~3.4—heritage concerns~~

~~3.5—environmental concerns~~

~~3.6—incorrect maintenance~~

~~3.7—identification of hazardous materials~~

~~3.8—breaches of security~~

Performance Criteria 4

~~4—records of checks for at least one of the following~~

~~4.1—condition~~

~~4.2—fit for purpose~~

~~4.3—health and safety~~

Performance Criteria 5

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

Performance Criteria 6

~~6—records of the acquisition and maintenance for at least three of the following resources for at least two of the following demolition activities~~

~~6.1—resources: people; plant, equipment or machinery; materials and components; sub-contractors; information; work and facilities; waste management; utility providers~~

~~6.2—demolition activities: soft strip; mechanical demolition; remote mechanical demolition; explosive demolition; selective demolition~~

COSVR723

Supervise demolition activities



Scope/range related to knowledge and understanding

Corrective action

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

Demolition activities

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

Demolition checks

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

Faults and problems

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

People

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

Resources

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

Statutory requirements

- 38—test
- 39—examination

COSVR723

Supervise demolition activities

~~40—inspection~~

~~41—certification~~

COSVR724

Supervise tunnelling activities



Overview

~~This standard is about~~

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

~~2— controlling necessary resources~~

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

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

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

COSVR724

Supervise tunnelling activities



Performance criteria

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

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

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Supervise activities

- K1 how to supervise programmed **the following** tunnelling activities, **mobile plant and machinery operations, back up services installation, operations, maintenance or removal, spoil removal, access equipment erection, maintenance or removal, pipejacking operations, micro tunnelling operations, excavation and installation of supports, shaft and tunnel construction, tunnel transport, spraying concrete lining, operating separation plant, temporary works, lifting loads**
- K2 how to minimise disruption to other works, the workforce, other personnel on site, members of the public, occupiers, site visitors, people affected by on-site operations during tunnelling activities
- ~~K3 — how to minimise disruption to **people** during tunnelling activities included in K2~~
- K3 how to apply methods that will optimise and maintain performance during tunnelling

Performance Criteria 2

Observe legislation and guidelines

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

Performance Criteria 3

Identify and assess defects and problems

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

Performance Criteria 4

Keep accurate records

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

You need to know and understand:

You need to know and understand:

You need to know and understand:

Performance Criteria 5

Identify, assess and maintain resources

You need to know and understand:

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

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

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

Performance Criteria 6

Meet the contract specification

You need to know and understand:

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

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

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

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

Performance Criteria 2

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

Performance Criteria 3

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

Performance Criteria 4

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

Performance Criteria 5

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

Performance Criteria 6

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

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

Activities

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

Corrective action

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

Defects and problems

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

People

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

Resources

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

Methods of work

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