

ASTO11

Contribute to the co-ordination of site preparation and work programme



Overview

The Standards that are part of this Unit

1. O11.1 Contribute to the co-ordination of site preparation
2. O11.2 Contribute to the co-ordination of work programme on site

This is an optional unit for Maintenance and Building Surveying. It is not applicable to Quantity Surveying, General Practice or Valuation.

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Performance criteria

Contribute to the co-ordination of site preparation

You must be able to:

- P1 reviewing relevant **information** which was used in the preparation of the project programme and clarifying and updating it for production planning purposes
- P2 confirming any needs arising from **special considerations** and recording, communicating and accommodating them.
- P3 recognising any **risk factors** which might compromise the project and passing on the information to the line manager
- P4 identifying access points for the site and works and acknowledging the **site layout**
- P5 providing accurate details about the **project** to the utility and emergency services
- P6 contributing to arrangements for adequate site safety and security before and during site activities
- P7 contributing to the planning of the **site layout** for operational purposes and communicating planned **information** to appropriate site staff

Contribute to the co-ordination of work programme on site

You must be able to:

- P8 contributing to the review of relevant project programme **information** and clarifying and updating it as required
- P9 providing written notice regarding contract programme to all relevant parties
- P10 communicating the agreed integrated programme of works to all relevant parties
- P11 reviewing the needs of **special requirements** and contributing to the preparation of contingency plans to minimise disruption to the project and those likely to be affected by the works programme
- P12 communicating changes arising from the contingency plan to the relevant parties
- P13 organising and controlling the site and **resources** so that conditions comply with health and safety and security requirements, the site is tidy and creates a favourable image of the organisation and the project
- P14 identifying, communicating and monitoring necessary consequent actions and responsibilities for implementation

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Knowledge and understanding

You need to know and understand:

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- K1 how do you review relevant **information** used in the preparation of the project programme, and clarify and update it for production planning purposes? (application) (a) [1]
- K2 how do you confirm any needs arising from any **special considerations**? (understanding) (b) [2]
- K3 how do you record, communicate and accommodate any **special considerations**? (application) (b) [2]
- K4 how do you recognise any **risk factors** which might compromise the project? (understanding) (c) [3,4]
- K5 how do you pass on information about any **risk factors** which might compromise the **project**? (application) (c) [3,4]
- K6 how do you identify access points for the site and works and acknowledge the **site layout**? (application) (d) [5]
- K7 how do you provide accurate details about the **project** for the utility and emergency services? (understanding) (e)[4]
- K8 how do you contribute to arrangements for adequate site safety and security before and during site activities? (application) (f) [2]
- K9 how do you contribute to the planning of the **site layout** for operational purposes? (understanding) (g) [5]
- K10 how do you communicate planned information to appropriate site staff? (application) (g) [1,5]

Contribute to the co-ordination of work programme on site

You need to know and understand:

- K11 how do you contribute to the review of the relevant project programme **information** and clarify and update as required? (application) (a) [1]
- K12 how do you provide written notice regarding the contract programme to all relevant people? (application) (b) [1]
- K13 how do you communicate the agreed integrated programme of works to all relevant parties? (application) (c) [2]
- K14 how do you review the needs of **special requirements** and contribute to the preparation of contingency plans to minimise disruption to the project and those likely to be affected by the works programme? (understanding) (d) [3]
- K15 how do you communicate changes arising from the contingency plans to the relevant parties? (application) (e) [2,3]
- K16 how do you organise and control the site and **resources** so that conditions comply with health and safety and security requirements, the site is tidy and creates a favourable image of the organisation, its products and its services and the project? (application) (f)[2]
- K17 how do you identify and communicate necessary consequent actions and responsibilities for implementation? (application) (g)

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K18 how and why do you monitor necessary consequent actions and responsibilities for implementation? (evaluation)(g)

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Additional Information

Scope/range related to performance criteria

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1. **Information:**
 - 1.1. survey reports
 - 1.2. design
 - 1.3. statutory consents
 - 1.4. Health and Safety Plan
 - 1.5. method statements
 - 1.6. programme

2. **Special considerations:**
 - 2.1. occupiers
 - 2.2. adjoining owners
 - 2.3. public access
 - 2.4. site conditions
 - 2.5. environmental considerations
 - 2.6. access

3. **Risk factors:**
 - 3.1. site conditions
 - 3.2. statutory regulations and limitations
 - 3.3. codes of practice
 - 3.4. health, safety and welfare
 - 3.5. environment
 - 3.6. hazards
 - 3.7. heritage status

4. **Project:**
 - 4.1. new build
 - 4.2. infrastructure
 - 4.3. demolition
 - 4.4. extension
 - 4.5. alteration
 - 4.6. refurbishment
 - 4.7. temporary works
 - 4.8. installation

5. **Site layout:**
 - 5.1. storage
 - 5.2. temporary accommodation
 - 5.3. work areas
 - 5.4. plant
 - 5.5. temporary services

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- 5.6. access
- 5.7. security
- 5.8. continuing use by occupiers

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- 6. **Information:**
 - 6.1. survey reports
 - 6.2. design
 - 6.3. statutory consents
 - 6.4. Health and Safety Plan
 - 6.5. method statements
 - 6.6. programme

- 7. **Resources:**
 - 7.1. people
 - 7.2. plant and equipment
 - 7.3. materials and components
 - 7.4. sub-contractors
 - 7.5. information

- 8. **Special requirements - relating to:**
 - 8.1. occupiers
 - 8.2. environmental considerations
 - 8.3. vehicular access
 - 8.4. health and safety
 - 8.5. hazards
 - 8.6. adjoining owners
 - 8.7. access
 - 8.8. site conditions
 - 8.9. statutory regulations and limitations
 - 8.10. codes of practice
 - 8.11. sequencing
 - 8.12. elimination of waste
 - 8.13. regulations
 - 8.14. heritage status

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Developed by Asset Skills

Version number 1

Date approved July 2007

Indicative review date July 2009

Validity Current

Status Original

Originating organisation Asset Skills

Original URN O11

Relevant occupations Professional Occupations; Construction; Planning and the Built Environment; Building and Construction Architects; Town Planners and Surveyors

Suite Surveying, Property Maintenance and Valuation

Key words surveying, property maintenance, Valuation, measured surveys, procurement, property disposals, property acquisitions, work schedules, property management, property condition, tenders, bills of quantity