

ASTSPM3O11

Contribute to the co-ordination of site preparation and work programme within a surveying environment



Overview

The Standards that are part of this Unit

SPM3/O11.1 Contribute to the co-ordination of site preparation

SPM3/O11.2 Co-ordinate work programmes on site

This unit is about the start up of work on a site, ensuring that activities are completed on time and that resources are available at the right time and at the right place.

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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

Co-ordinate work programmes on site

You must be able to:

- P8 reviewing 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 and agreeing on integrated programme of works to all relevant parties
- P11 reviewing the needs of **special requirements** and preparing 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]

Co-ordinate work programmes on site

You need to know and understand:

- K10 how do you contribute to the review of the relevant project programme **information** and clarify and update as required? (application) (a) [1]
- K11 how do you provide written notice regarding the contract programme to all relevant people? (application) (b) [1]
- K12 how do you communicate the agreed integrated programme of works to all relevant parties? (application) (c) [2]
- K13 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]
- K14 how do you communicate changes arising from the contingency plans to the relevant parties? (application)(e)[2,3]
- K15 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]
- K16 how do you identify and communicate necessary consequent actions

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- and responsibilities for implementation? (application) (g)
- K17 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

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- 5.4 plant
- 5.5 temporary services
- 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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