
Overview

This unit covers the skills and knowledge you will need to identify and establish the variations to the contract specification. This includes recording the details whilst following organisational procedures.

This unit deals with the following:

1. Identify and establish variations
2. Rectify variations and record details

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices **AS THEY APPLY TO YOU.**

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Unit 27: Establish and Identify Variations to Contract

Performance criteria

- You must be able to:*
- P1 Establish the consequences of variations to contract
 - P2 Analyse information taking account of all factors
 - P3 Record information as required using the documentation in accordance with organisational
 - P4 Identify and recommend realistic potential solutions to the cause of variations
 - P5 Record details of the variation and solution and store in accordance with organisational procedures

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Knowledge and understanding

You need to know and understand:

- K1 The different types of work instructions
- K2 How to identify variations
- K3 The different types of variations
- K4 The different consequences of variations
- K5 The different types of inspection techniques and methods
- K6 How to analyse information
- K7 When to consult with the relevant personnel to obtain additional information
- K8 How to record information
- K9 Why it is important to record information
- K10 How to report recommendations promptly and clearly to relevant personnel using the appropriate method of communication
- K11 How to identify the appropriate action needed to minimise the adverse consequence of variations
- K12 How to identify obvious variations in products and materials using suitable techniques and methods
- K13 How to obtain authorisation for identified rectification from relevant personnel, when appropriate

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Additional Information

Glossary

Method of Communication: Verbal, written

Variations Identified: Visual checks or dimensional accuracy checks and/or product specification checks as appropriate to the process

Different types of variations: Variation within specification but not optimum, variation out of specification

Consequences of Variations: Immediate, long-term

Types of Work Instructions: Technical, non-technical

Inspection Techniques and Methods: Visual, use of equipment, use of instruments

Relevant Personnel: Line manager, team leader, supervisor, maintenance dept. etc.

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