

COGSM29

Unit 29: Prepare, Plan and Monitor Installation Process



Overview

This unit covers the skills and knowledge you will need to implement works to meet installation requirements. This involves planning, preparing and monitoring the installation process.

This unit deals with the following:

1. Preparing
2. Planning
3. Monitoring

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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Performance criteria

- You must be able to:*
- P1 Ensure compliance with Health, Safety and Environmental requirements in the workplace
 - P2 Prepare to establish requirements
 - P3 Plan the installation in accordance with work instructions
 - P4 Monitor the installation in accordance with work instructions
 - P5 Record all information accurately and legibly using appropriate documentation in accordance with organisational procedures

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Knowledge and understanding

You need to know and understand:

- K1 How to comply with Health, Safety and Environmental requirements in the workplace
- K2 How to identify and interpret work instructions
- K3 How to identify aspects of the project to which statutory controls apply and for which consents are required
- K4 How to identify the different types of factors that could compromise the operational process
- K5 How and when to notify the client
- K6 How to plan the storage and use of materials and components to minimise wastage
- K7 How to ensure that there are sufficient resources to meet the work programme
- K8 How to identify, obtain, organise and plan resources for contracts
- K9 How to maximise efficient logistics and materials handling
- K10 How to notify proposed works to utility and emergency services
- K11 How to organise and control site conditions
- K12 When and how to alter the work plan
- K13 How to identify site and works access points which maximise logistics and minimise disruption
- K14 How to ensure that adequate site security arrangements are made prior to and during operations
- K15 How to identify, quantify and justify any alterations to the work programme to suit changed circumstances
- K16 How to organise and control the workplace
- K17 How to agree and communicate programme and methods to relevant personnel within agreed timescales
- K18 What records of notices need to be sited and maintained
- K19 The statutory requirements for notices and information
- K20 How to clarify, confirm, update, agree, communicate and monitor contract programmes and methods
- K21 What records of attendance need to be organised

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Additional Information

Glossary

Project Data: Conditions of contract, bills of quantities, specifications, schedules, detailed site drawings, detailed utilities drawings and Health and Safety procedures

Methods of Installation and Work: Sequence of operations, organisation of resources

Alternative Sources of Information: Client, client's representatives, contractors, subcontractors, suppliers, regulatory authorities, technical literature, trade literature

Factors Compromising Works: Site conditions, statutory regulations and limitations, codes of practice, Health and Safety

Resources: Personnel, plant and equipment, materials and components, sub-contractors

Special Requirements Related To: Occupiers, near neighbours, public access, site conditions, statutory regulations and limitations, codes of practice

Relevant Health and Safety and Environmental Requirements: What your responsibilities are in respect of Health and Safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational/site specific procedures

Workplace: This is a single outdoor area in which work is carried out

Monitoring: Can include supervision

Plan: Schedule

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