COSVR672
Hand over plant or machinery to the control of others

Overview
This standard is about
1 interpreting information
2 adopting safe and healthy working practices
3 selecting materials, components, consumables and equipment
4 explaining and demonstrating the use of plant or machinery when handing over control to others
Performance criteria

You must be able to:

P1 interpret the given information relating to the work and resources to confirm its relevance

P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

P3 select the required quantity and quality of resources for the methods of work

P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area

P5 comply with the given contract information to carry out the work efficiently to the required specification

P6 complete the work within the allocated time, in accordance with the programme of work
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## Knowledge and understanding

### Performance Criteria 1
**Interpretation of information**

- **K1** the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- **K2** the types of information, their source and how they are interpreted
- **K3** the organisational procedures to solve problems with the information and why it is important they are followed

### Performance Criteria 2
**Safe work practices**

- **K4** the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
- **K5** how emergencies should be responded to and who should respond
- **K6** the organisational security procedures for tools, equipment and personal belongings
- **K7** what the accident reporting procedures are and who is responsible for making the report
- **K8** why, when and how health and safety control equipment should be used

### Performance Criteria 3
**Selection of resources**

- **K9** the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified
- **K10** how the resources should be used and how any problems associated with the resources are reported
- **K11** the organisational procedures to select resources, why they have been developed and how they are used
- **K12** the hazards associated with the resources and methods of work and how they are overcome
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Performance Criteria 4
Minimise the risk of damage
K13 how to protect work from damage and the purpose of protection
K14 why disposal of waste should be carried out safely and how it is achieved

Performance Criteria 5
Meet the contract specification
K15 how methods of work, to meet the specification, are carried out and problems reported
K16 how maintenance of tools and equipment is carried out

Performance Criteria 6
Allocated time
K17 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept
Performance Criteria 1
1  interpretation of drawings, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out

Performance Criteria 2
2  avoidance of risk by complying with the given information relating to at least five of the following:
   2.1  methods of work
   2.2  safe use of health and safety control equipment
   2.3  safe use of access equipment
   2.4  safe use, storage and handling of materials
   2.5  safe use and storage of tools and equipment
   2.6  specific risks to health

Performance Criteria 3
3  selection of resources associated with own work
   3.1  tools and equipment
   3.2  consumables

Performance Criteria 4
4  protection of the work and its surrounding area from damage
5  minimise damage and maintain a clean work space
6  disposal of waste in accordance with current legislation

Performance Criteria 5
7  demonstration of work skills to liaise, explain, present, demonstrate, instruct, confirm, communicate and assess
8  use and maintain hand tools, portable power tools and ancillary equipment
9  explain and demonstrate the operation of plant or machinery to given working instructions in order to hand over control to others
10  complete and maintain records

Performance Criteria 6
11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client
Disposal of waste
1 environmental responsibilities, organisational procedures, manufacturers’ information, statutory regulations and official guidance

Emergencies
2 operative’s response to situations in accordance with organisational authorisation and personal skills when involved with
   2.1 fires, spillages, injuries
   2.2 emergencies relating to occupational activities

Hazards
3 those identified by risk assessment, method of work, manufacturers’ technical information, statutory regulations and official guidance

Health and safety control equipment
4 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
   4.1 collective protective measures
   4.2 personal protective equipment (PPE)
   4.3 respiratory protective equipment (RPE)
   4.4 local exhaust ventilation (LEV)

Information
5 drawings, specifications, schedules, method statements, risk assessments, manufacturers’ information and current regulations associated with the operation and use of plant and machinery

Legislation and official guidance
6 this relates to the operative’s responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance
7 operative care of hand tools and portable power tools and ancillary equipment
Methods of work

8 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:

8.1 liaise with customers, hirers, colleagues and end users
8.2 clearly define the moment of transferred responsibility
8.3 assess and confirm the condition of plant and machinery
8.4 confirm the suitability of the handover environment
8.5 prepare plant or machinery for explanation and demonstration
8.6 instruct users and operators in the operation, safety and emergency requirements
8.7 demonstrate the operation of plant and machinery
8.8 explain statutory requirements, inspection, maintenance, report of thorough examination, tests and certification
8.9 present and explain documentation: safety literature, operating instructions and operator forms
8.10 complete and register the handover: forms, checklists, confirmation, acceptance and receipt forms
8.11 explain the availability of technical support, guidance, information, advice, breakdown, call out, guarantees, warranties and replacement
8.12 communicate in a way that maintains goodwill
8.13 use hand tools, portable power tools and equipment
8.14 work at height
8.15 use access equipment
8.16 complete and maintain records

9 team work and communication

10 needs of other occupations associated with the handover of plant and machinery to others

Problems

11 those arising from information, resources and methods of work

11.1 own authority to rectify
11.2 organisational reporting procedures
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Programme
12 types of progress charts, timetables and estimated times
13 organisational procedures for reporting circumstances which will affect the work programme

Protect work
14 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources
15 materials and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:
   15.1 consumables
   15.2 literature, forms and documents
   15.3 hand tools, portable powered tools and equipment
16 methods of calculating quantity, length, area and wastage associated with the method/procedure to handover plant and machinery to others

Security procedures
17 site, workplace, company and operative
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