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## Overview

This standard is about contributing to the co-ordination of site preparation and work programmes on site. It 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.

## Performance criteria

*You must be able to:*

1. review the relevant information which was used in the preparation of the work programme, and, where relevant, verify and update it for production planning purposes
2. confirm and record any requirements arising from special considerations, and inform the relevant site staff
3. identify the risks of the work programme and pass on the information to your line manager
4. familiarise yourself with the site layout and identify the access points for the site
5. provide details about the work programme to the utility and emergency services in compliance with the relevant health and safety regulations
6. contribute to the co-ordination of arrangements for site safety and security before and during site activities
7. contribute to the planning of the site layout and site preparation and communicate planned information to the relevant site staff
8. review the relevant work programme information and confirm and update it as required
9. provide written notice regarding the contract programme to all relevant parties
10. review the special requirements and prepare contingency plans to minimise their impact on the work programme
11. organise and control the site and resources so that conditions comply with health and safety regulations and security requirements
12. monitor and review the work programme activities and resources and inform your line manager of issues outside of your own responsibility

## Knowledge and understanding

*You need to know and understand:*

1. how to review the relevant information used in the preparation of the work programme
2. how to confirm and record any requirements arising from special considerations, and inform the relevant site staff
3. how to identify the risks of the work programme
4. how to familiarise yourself with the site layout and identify the access points for the site
5. why it is important to provide details about the work programme to the utility and emergency services in compliance with the relevant health and safety regulations how to contribute to arrangements for site safety and security before and during site activities
6. how to contribute to the planning of the site layout and site preparation for operational purposes
7. how to communicate the agreed integrated programme of works and any changes arising from contingency plans to all relevant parties
8. the relevant health and safety and security requirements for the site and resources
9. the importance of monitoring and reviewing the work programme activities and resources and informing your line manager of issues outside of your own responsibility

**Scope/range related  
to performance  
criteria**

Information:

- survey reports
- design
- statutory consents
- Health and Safety Plan
- method statements
- programme

Special considerations:

- occupiers
- adjoining owners
- public access
- site conditions
- environmental considerations
- access

Risk factors:

- site conditions
- statutory regulations and limitations
- codes of practice
- health, safety and welfare
- environment
- hazards
- heritage status

Work programme:

- new build
- infrastructure
- demolition
- extension
- alteration
- refurbishment
- temporary works
- installation

Site layout:

- storage

- temporary accommodation
- work areas
- plant
- temporary services
- access
- security
- continuing use by occupiers

Resources:

- people
- plant and equipment
- materials and components
- sub-contractors
- information

Special requirements - relating to:

- occupiers
- environmental considerations
- vehicular access
- health and safety
- hazards
- adjoining owners
- access
- site conditions
- statutory regulations and limitations
- codes of practice
- sequencing
- elimination of waste
- regulations
- heritage status

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<b>Developed by</b>	Instructus
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<b>Version Number</b>	1
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<b>Date Approved</b>	March 2019
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<b>Indicative Review Date</b>	March 2024
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<b>Validity</b>	Current
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<b>Status</b>	Original
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<b>Originating Organisation</b>	Instructus
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<b>Original URN</b>	ASTO11
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<b>Relevant Occupations</b>	Architects; Surveyor; Town Planners
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<b>Suite</b>	Surveying, Property Maintenance
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<b>Keywords</b>	surveying; property; work programme; environment; activities; resources; site preparation
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