

Overview

This standard is for people who are required to coordinate the work site for the installation and/or maintenance activities associated with building services engineering systems and is appropriate to the air conditioning, consumer electrical and electronic products, domestic heating, electrotechnical, heating & ventilation, plumbing and refrigeration industries.

The person undertaking the responsibility for the coordination of the work site must be able to oversee, as relevant, the work of other operatives and/or other contractors, and in accordance with relevant industry standards and regulations, the specification, working practices, the working environment and the natural environment confirm:

- the work to be undertaken
- a programme of work with relevant people
- the organisation of the appropriate resources
- that equipment, accessories and components are fit-for-purpose
- that work is carried out safely
- all relevant documentation is completed accurately

The person carrying out this work should know and understand the extent of their role and responsibilities, including how best to motivate, monitor and communicate with others in accordance with organisational procedures.

Performance criteria

You must be able to:

1. produce a risk assessment and method statement for the work to be carried out on the identified building services engineering system
2. allocate duties and responsibilities to operatives, when appropriate, to make best use of their competence
3. instruct the operatives, where relevant, about their duties and responsibilities clearly and concisely
4. confirm that any instructions given are understood
5. coordinate effectively, when relevant, the work of other contractors
6. monitor, as appropriate, that the work of operatives is safe, fit-for-purpose, cost effective and in accordance with:
 - industry recognised working practices
 - the specification
 - the current versions of appropriate industry standards and regulations
7. ensure that safe and appropriate action is taken promptly where a non-compliance is identified during the programme of work
8. ensure that all documentation associated with the installation and/or maintenance work is in accordance with:
 - organisational procedures
 - the current versions of appropriate industry standards and regulations
9. liaise with the relevant people to resolve issues which are outside the scope of your job role
10. verify that the equipment, accessories and components are:
 - compatible to the working environment
 - in accordance with the specification
 - of the required and correct type
 - delivered on time and undamaged
 - suitable and safely stored
11. confirm that the installation and/or maintenance work completed is in accordance with:
 - the specification

-
- the current versions of appropriate industry standards and regulations

Knowledge and understanding

You need to know and understand:

1. your role and responsibilities in relation to:
 - monitoring and implementing health and safety on the work site
 - the work to be undertaken
 - allocating roles and responsibilities
 - identifying resources required
 - monitoring the work of operatives
 - liaising with relevant people
2. how to interpret organisational procedures and monitor changing conditions at the work site
3. how to coordinate operatives you are responsible for in relation to:
 - supervision and motivation
 - identification of competence
 - planning work allocations, duties and responsibilities
4. how to communicate effectively with relevant people
5. the current versions of appropriate industry standards and regulations relevant to the identified building services engineering system
6. the organisational procedures for:
 - completing the necessary documentation
 - agreeing a programme of work with relevant people
 - confirming that the installation and/or maintenance work is completed
 - identification of competence
7. methods that will verify that the equipment, accessories and components are:
 - compatible to the working environment
 - in accordance with the specification
 - of the required and correct type
 - delivered on time and undamaged
 - suitable and safely stored
8. how to manage the available storage facility at the work site

BSEBSE03

Coordinate a work site in the building services engineering sector



Scope/range related to performance criteria

Working environments (internal and/or external)

- domestic
- non-domestic
 - commercial
 - industrial
 - agricultural
 - horticultural
 - leisure and entertainment
 - residential medical and care facilities
 - public highways and parks
 - public services establishments
 - pre-1919 traditional/historic buildings

Organisation procedures

- information management
- method statement
- maintenance (planned and reactive)
- project management
- risk assessment
- risk management
- implementing and monitoring health and safety requirements and issues
- implementing and monitoring issues relating to the natural environment
- customer services
- accident reporting
- emergencies
- communication with relevant people

Relevant people

- customers/clients
- client representatives
- supervisors
- site/contract manager
- other contractors/trades
- members of the public
- work colleagues

BSEBSE03

Coordinate a work site in the building services engineering sector



BSEBSE03

Coordinate a work site in the building services engineering sector



Glossary

Developed by	BSE Skills
Version Number	1
Date Approved	March 2019
Indicative Review Date	March 2024
Validity	Current
Status	Original
Originating Organisation	SummitSkills
Original URN	SUMBSE03
Relevant Occupations	Building Services Engineering Technician
Suite	Building Services Engineering Technology and Project Management
Keywords	Coordinate; work site; electrical; electrotechnical; plumbing; heating; ventilation; air conditioning; refrigeration; gas; oil; renewables; emerging technology