
Overview

This national occupational standard is about the provision of the human and material resources needed to complete specified work activities on gas network assets. It includes the processes and procedures to be followed to make sure that the completed work meets the quality assurance and operating specifications set by the organisation.

This standard is for those responsible for operations during gas network construction activities. These activities will usually include the leadership and direction of the members of a team and decision making regarding the approach to take when undertaking the work.

This standard consists of five elements:

1. determine the resources needed to complete the work
2. establish the source and supply schedules for resources needed
3. ensure resources are available to carry out work in accordance with specified timescale
4. use and communicate data and information
5. resolve problems effectively and efficiently

Performance criteria

You must be able to:

Determine the resources needed to complete the work**

1. determine the work location using company documentation and work instructions
2. conduct a task specific resource assessment in accordance with industry and employer's own procedures
3. produce a resource plan to enable procurement to take place
4. consider and document resource options that may enable alternative approaches to be used

Establish the source and supply schedules for resources needed

5. establish options for where resources may be sourced
6. determine preferred option and confirm resource availability
7. procure resources in accordance with employer's procedures
8. liaise with resource suppliers to confirm delivery in accordance with agreed schedule

Ensure resources are available to carry out work in accordance with specified timescale

9. confirm that delivery of resources aligns with agreed schedule
10. report any missing or defective resources to supplier and agree process for rectification
11. establish that personnel supplied meet specified requirements in terms of competence and capability
12. report any resource deficiencies that may impact on the delivery of the outcomes required

Use and communicate data and information

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13. report unavailable or defective tools, equipment and resources
 14. read and interpret company work instructions and documentation
 15. ensure that personnel supplied to carry out work are fully aware of the task and any specific requirements
 16. report completion of the task and complete documentation in accordance with employer's procedures
 17. arrange for removal and recycling of all surplus material in accordance with environmental considerations and employer's procedures

Resolve problems effectively and efficiently

18. identify and respond to problems within the limits of own job role responsibility
19. report problems outside job role responsibility to designated personnel

Knowledge and understanding

You need to know and understand:

General

1. the main responsibilities of the employer and employee under the Health and Safety at Work Act and how to comply with them
2. the main responsibilities of the employer and employee under environmental legislation
3. the company reporting lines, roles, responsibilities and levels of authority
4. the identification and application of safe procedures for handling hazardous and non-hazardous materials
5. the range and use of personal protective equipment for the work activity and procedures for checking PPE is fit for purpose
6. statutory, organisational and emergency reporting procedures

Determine Resource Requirements

7. the company procedures and processes for reporting problems with personnel and material resources
8. organisational procurement policies and procedures
9. how to read and interpret the procedures and information sources used to make sure that tools and equipment are fit for purpose and safe to use and correctly maintained
10. the required personal protective equipment to be worn when undertaking work activities
11. how to maintain safe working and environmental practices throughout the duration of the work
12. how to minimise risks to self and others when undertaking work activities
13. organisational work instructions, information and reporting systems and

documentation

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