Unit 323 Maintaining non-structural or structural components in the workplace

29 credits

Level: 3
UAN: H/503/2717

Unit aim:
The aim is to provide you with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- repairing non-structural and/or structural components

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when maintaining non-structural or structural components.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 **interpret and extract relevant information from:**							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. manufacturers' information							
1.2 **comply with information and/or instructions derived from risk assessments and method statement**.							

1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.							
1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. manufacturers' information and regulations governing buildings.							

2. Know how to comply with relevant legislation and official guidance when maintaining non-structural or structural components.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities under current legislation and official guidance whilst working:							
a. in the workplace							
b. at height							
c. in confined spaces							
d. with tools and equipment							
e. with materials and substances							
f. with movement/ storage of materials and by manual handling and mechanical lifting.							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							
2.4 state the types of fire extinguishers available when maintaining non-structural or structural components and describe how and when they are used.							

3. Maintain safe working practices when maintaining non-structural or structural components.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 **use health and safety control equipment and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when maintaining non-structural or structural components.**							
3.2 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to maintaining non-structural or structural components, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
a. collective protective measures							
b. Personal Protective Equipment (PPE)							
c. Respiratory Protective Equipment (RPE)							
d. Local Exhaust Ventilation (LEV).							
3.3 describe how the relevant health and safety control equipment should be used in accordance with the given instructions.							
3.4 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
a. fires							
b. spillages							
c. injuries							
d. other task-related hazards.							

4. Select the required quantity and quality of resources for the methods of work to maintain non-structural or structural components.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 **select resources associated with own work in relation to materials, components, fixings, tools and equipment.**							
4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
a. timber							
b. manufactured sheet material							
c. metals							
d. mouldings							
e. sash cord							
f. paint							
g. bricks							
h. tiles							
i. cement							
j. sand							
k. plaster							
l. preservatives							
m. adhesives							
n. sealants							
o. fixings							
p. guttering							
q. ironmongery							
r. downpipes							
s. associated ancillary items							
t. hand and/or powered tools and equipment.							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported.							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required							

resources.							
4.5 describe any potential hazards associated with the resources and method of work.							
4.6 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to maintain non-structural or structural components.							

5. Minimise the risk of damage to the work and surrounding area when maintaining non-structural or structural components.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 **protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.**							
5.2 **minimise damage and maintain a clean work space.**							
5.3 **dispose of waste in accordance with legislation.**							
5.4 describe how to protect work from damage and the purpose of protection in relation to:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations and official guidance.							

6. Complete the work within the allocated time when maintaining non-structural or structural components.

You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 **demonstrate completion of the work within the allocated time.**							
6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to maintain non-structural or structural components to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 **demonstrate the following work skills when maintaining non-structural or structural components:**							
a. **measuring**							
b. **marking out**							
c. **fitting**							
d. **splicing**							
e. **finishing**							
f. **positioning**							
g. **securing**							
7.2 **repair five of the following components to given working instructions:**							
a. **frames (to include priming the repair)**							
b. **mouldings (to include priming the repair)**							
c. **floor joist covering (or flat roof)**							
d. **door and/or window ironmongery**							
e. **guttering and downpipes**							
f. **sash cords**							
g. **replacement glazing**							
h. **structural joists (including support)**							
i. **structural rafters (including support).**							

7.3 **safely use and handle materials.**							
7.4 **safely use:**							
a. **hand tools**							
b. **portable power tools**							
c. **ancillary equipment**							
7.5 **safely store the materials, tools and equipment used when maintaining non-structural or structural components.**							
7.6 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. replace and splice door and window frames, mouldings and structural timbers, replace sash cords, re-glaze, re-lay brick/blockwork, make good paintwork, plasterwork, brickwork, wall tiling							
b. identify load bearing points							
c. prop and support existing structures							
d. replace frames and mouldings							
e. repair or replace door and window ironmongery							
f. repair and/or replace guttering and downpipes							
g. form joints associated with repairs.							
7.7 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. use hand tools, power tools and equipment							
b. work at height							
c. use access equipment							
7.8 describe the needs of other occupations and how to effectively communicate within a team when maintaining non-structural or structural components.							
7.9 describe the methods of sharpening the hand tools used when maintaining non-structural or structural components.							
7.10 describe how to maintain the tools and equipment used when maintaining non-structural or structural components.							

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Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	