Unit 260 Installing first fixing components in the workplace

Level: 2

Unit aim:
This unit aims to provide you with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing and carrying out first fixing

*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							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 **interpret and extract 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 describe 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							
g. regulations governing buildings.							
h. **oral and written instructions**							
i. sketches							
j. electronic data							
k. official guidance and current buildings regulations associated with installing first fixing							

2. Know how to comply with relevant legislation and official guidance when installing first fixing components.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe their responsibilities regarding potential accidents, health hazards and environment whilst working whilst working:							
a. in the workplace							
b. at height							
c. below ground level							

d. in confined spaces							
e. with tools and equipment							
f. with materials and substances							
g. with movement and storage of materials 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							
e. vehicles							
2.3 explain what the accident reporting procedures are and who is responsible for making reports							
2.4 describe the types of fire extinguishers available when installing first fixing components and describe how and when they are used.							

3. Maintain safe working practices when installing first fixing components.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 **use health and safety control equipment safely and comply with work methods to carry out the activity in accordance with legislation and organisational requirements when installing first fixing components**							
3.2 **Demonstrate compliance with given information and relevant legislation when installing first fixing components in relation to at least three of the following:**							
a. safe use of access equipment							

b. safe use of storage and handling of materials, tools and equipment							
c. specific risk to health							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing first fixing 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)							
3.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions							
3.5 describe 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 activities.							
4. Select the required quantity and quality of resources for the methods of work to install first fixing components.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 **select resources associated with own work in relation to:**							
a. **materials**							
b. **components**							
c. **fixings**							
d. **tools**							

	e. **equipment**							
4.2	describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
	a. timber							
	b. timber based products							
	c. composite materials							
	d. metals							
	e. frames							
	f. linings							
	g. staircases							
	h. adhesives							
	i. sealants							
	j. fixings							
	k. hand and power tools							
4.3	Describe how to confirm that the resources and materials conform to the specification including suitability, moisture and durability							
4.4	describe how the resources should be used correctly and how problems associated with the resources are reported							
4.5	explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.6	describe any potential hazards associated with the resources and methods of work							
4.7	describe how to calculate quantity, length, area and wastage associated with the method and procedure to install first fixing components.							

5. Minimise the risk of damage to the work and surrounding area when installing first fixing 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 **maintain a clear and tidy 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							
e. official guidance.							

6. Complete the work within the allocated time when installing first fixing 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 productivity targets and time scales							
b. how times are estimated							
c. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to install first fixing 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 installing first fixing components:**							
a. **measuring**							
b. **marking out**							
c. **fitting**							
d. **finishing**							
e. **positioning**							
f. **securing**							
7.2 **Use and maintain hand and power tools**							
7.3 **install at least three of the following to given working instructions:**							
a. **frames (door and/or window)**							
b. **linings (door and/or hatch)**							
c. **floor joist coverings (or flat roof decking)**							
d. **partitions**							
e. **staircases**							
f. **roof verge and eaves finishings**							

7.4 describe how to apply safe work practices, follow procedures, report problems and establish the authority							
a. prepare and fix standard door and window frames, window boards, linings, flooring and decking, partitions full or partial height, plasterboard, staircases straight and with turns							
b. form joints associated with first fixing							
c. recognise and determine when specialist skills and knowledge are required and report accordingly							
d. determine specific requirements for structures of special interest, traditional build (pre 1919) and							
e. identify and follow the installation quality requirements							
f. work with, around and in close proximity to plant and machinery							
g. use hand tools, power tools							
h. work at height							
i. use access equipment							
7.5 describe the needs of other occupations and how to communicate within a team when installing first fixing components							
7.6 describe how to maintain the tools and equipment used when installing first fixing components.							
7.7 describe how to sharpen the hand tools used when installing first fixing components							

Unit 260 Installing first fixing components in the workplace

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:	

Version Table

Date	Details	Section
July 2019	Criteria 7.2 corrected to align to handbook	Assessment Criteria