Unit 728 Producing setting out details for routine architectural joinery products in the workplace

Level: 2

Unit aim:
This unit aims to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- producing plain setting out details for bench joinery

*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 producing setting out details for routine architectural joinery products.							
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. cutting lists							

e. method statements							
f. risk assessments							
g. manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statements							
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. cutting lists							
e. method statements							
f. risk assessments							
g. manufacturers' information							
h. oral and written instructions							
i. sketches							
j. electronic data							
k. official guidance and current regulations associated with marking out from setting out details from routine architectural joinery products							

2. Know how to comply with relevant legislation and official guidance when producing setting out details for routine architectural joinery products.							
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:							

a. in the workplace							
b. below ground level							
c. confined spaces							
d. at height							
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 producing setting out details for routine architectural joinery products and describe how and when they are used.							

3. Maintain safe and healthy working practices when producing setting out details for routine architectural joinery products.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 **use health and safety control equipment and access equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when producing setting out details for routine architectural joinery products.**							

3.2 demonstrate compliance with given information and relevant legislation when producing setting out details for routine architectural joinery products in relation to							
a. safe use of access equipment							
b. safe use, storage and handling of materials, tools and equipment							
c. specific risks to health							
3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to producing setting out details for routine architectural joinery products, 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 produce setting out details for routine architectural joinery products.

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. metal							
c. ironmongery							
d. adhesives and fixings							
e. marking and testing tools and equipment							
4.3 Describe how to confirm that the resources and materials conform to specification including 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 produce setting out details for routine architectural joinery products.							

5. Minimise the risk of damage to the work and surrounding area when producing setting out details for routine architectural joinery products.							
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 current 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 producing setting out details for routine architectural joinery products.							
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 describe 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 produce setting out details for routine architectural joinery products to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 **demonstrate the following work skills when producing setting out details for routine architectural joinery products:**							
a. **measuring**							
b. **marking out**							
c. **drawing**							
7.2 use and maintain hand and power tools							
7.3 **produce setting out details and cutting lists for routine architectural joinery products to given working instructions; for at least two items from the following:**							
a. **doors**							
b. **windows with opening lights**							
c. **units and/or fitments**							
d. **paneling or cladding**							
e. **staircases**							
7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. set out and produce cutting lists for routine products							
b. produce straight in plan and elevation: doors, frames (glazed and non-glazed), windows with opening lights, linings, units, fitments and paneling and cladding, staircases							
c. take site and record dimensions							
d. proportion joints associated with the product and construction method							

e. use marking and testing tools							
f. requisition material							
g. recognise and determine when specialist skills and knowledge are required and report accordingly							
h. identify and follow the quality requirements							
i. work with, around and in close proximity to plant and machinery							
j. use hand tools and power tools							
k. work at height							
7.5 describe the needs of other occupations and how to effectively communicate within a team when producing setting out details for routine architectural joinery products							
7.6 describe how to maintain marking and testing tools, hand and power tools used when producing setting out details for routine architectural joinery products.							

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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:	