Unit 679 Preparing to and directing and guiding plant and plant operations in the workplace

7 credits

Level: 2
UAN: K/600/8087

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, tools and/or ancillary equipment to direct and guide the movement of loads or the movement and operations of plant or machinery
- preparing for and directing and guiding the movement of loads or the movement and operations of plant or machinery

*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 preparation for, and directing and guiding plant.							
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. 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. manufacturers' information							
e. method statements							
f. regulations and guidance.							

2. Organise with others the sequence and operation in which directing and guiding plant is to be carried out.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 **organise the work according to given information or instructions**							
2.2 describe how to communicate ideas between team members							
2.3 **organise and communicate with team members and other associated occupations**							
2.4 state how to organise resources prior to and during directing and guiding plant.							

3. Know how to comply with relevant legislation and official guidance to direct and guide plant.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 describe your responsibilities under current legislation and official guidance whilst working:							
a. in the workplace							
b. below ground level							
c. at height							
d. with tools and equipment							
e. with materials and substances							
f. with movement/storage of materials							
g. by manual handling and mechanical lifting							
3.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
3.3 state what the accident reporting procedures are and who is responsible for making reports.							

4. Maintain safe working practices when preparing for, directing and guiding plant.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 **use Personal Protective Equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements when directing and guiding plant**							
4.2 explain why and when Personal Protective Equipment (PPE) should be used, relating to directing and guiding plant, and the:							
a. types							
b. purpose							
c. limitations of each type							

4.3 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.							

5. Select the required quantity and quality of resources to prepare for, and when directing and guiding plant.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to:							
a. signalling and communication equipment							
b. hand tools and ancillary equipment							
5.2 select resources associated with directing and guiding plant in relation to:							
a. consumables							
b. materials							
c. attachments							
d. tools							
e. accessories and/or ancillary equipment							
5.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used							
5.4 outline potential hazards associated with the resources and method of work							
5.5 describe how to calculate:							
a. weight/bearing pressure							
b. quantity							
c. length							
d. area							
e. identification of centres of gravity associated with the method/procedures to carry out the work.							

6. Minimise the risk of damage to the work and surrounding area when directing and guiding plant.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 **protect the work and its surrounding area from damage**							
6.2 **minimise damage and maintain a clean work space**							
6.3 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							
6.4 **dispose of waste in accordance with legislation**							
6.5 state why the disposal of waste should be carried out safely in relation to the work.							

7. Complete the work within the allocated time when preparing to, and directing and guiding plant.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 **demonstrate completion of the work within the allocated time**							
7.2 state the purpose of the work programme and describe 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.							

8. Comply with the given contract information to prepare to, and direct and guide plant using to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
8.1 **demonstrate the following work skills when preparing to, and directing and guiding plant and operations:**							
a. **setting up**							
b. **checking**							
c. **communicating**							
d. **estimating**							
e. **interpreting**							
f. **directing**							
g. **guiding**							
h. **informing,**							
i. **instructing**							
j. **positioning**							
k. **moving**							
l. **signalling**							
m. **relaying**							
8.2 **prepare to, and position plant by directing and guiding the movement of plant and plant operations to given working instructions, using at least one of the following communication methods:**							
a. **hand signals**							
b. **hand signalling equipment**							
c. **verbal/electronic communication**							
8.3 describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to:							
a. assess and determine the movement and operations of plant							
b. direct and guide the movement and operations of plant							

c. signal and communicate following recognised/agreed operational procedures							
d. use hand tools and ancillary equipment							
8.4 **safely use and store hand tools, signalling and communication equipment and ancillary equipment**							
8.5 state the needs of other occupations and how to communicate within a team when preparing to and directing and guiding plant							
8.6 describe how to maintain the tools and equipment used to direct and guide plant.							

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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:	