Unit 660 Preparing and operating specialised powered tools and equipment in the workplace

4 credits

Level: 2
UAN: D/600/8099

Unit aim:
The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting and preparing specialised powered tools and/or ancillary equipment
- operating specialised powered tools and equipment.

*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 and use of powered tools and/or equipment.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 **interpret and extract information from:**							
a. drawings							
b. specifications							
c. risk assessments							
d. method statements							
e. legislation							

f. codes of practice							
g. operating instructions							
h. 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. risk assessments							
d. method statements							
e. legislation							
f. codes of practice							
g. manufacturers' information							
h. instructions applicable to powered tool operations.							

2. Know how to comply with relevant legislation and official guidance to prepare and use powered tools and/or equipment.							
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. 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							

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 state what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe working practices when preparing for and using powered tools and/or equipment.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 **use Personal Protective Equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements when using powered tools and/or equipment**							
3.2 explain why and when Personal Protective Equipment (PPE) should be used, when using powered tools and/or equipment, and the:							
a. types							
b. purpose							
c. limitations of each type							
3.3 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.							

4. Request and select the required quantity and quality of resources to prepare for sustain powered tools and/or equipment.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 **request and select resources associated with the type of work in relation to:**							
a. **fuel**							
b. **power source**							
c. **lubricants**							
d. **consumables**							
4.2 outline the organisational procedures for requisitioning consumables and other resources and why they have been developed and how they are used							
4.3 outline potential hazards associated with the resources and method of work and how they are overcome.							

5. Minimise the risk of damage to the work and surrounding area when using powered tools and/or equipment.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 **protect the work and its surrounding area from damage**							
5.2 **minimise damage and maintain a clean work space**							
5.3 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							
5.4 **dispose of waste in accordance with legislation**							
5.5 state why the disposal of waste should be carried out safely in relation to the work.							

6. Carry out-pre-use preparation inspections on powered tools and/or equipment in accordance with given procedures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 **demonstrate the following work skills when preparing for and using powered tools and/or equipment for the work:**							
a. **measuring**							
b. **aligning**							
c. **assembling**							
d. **fitting**							
e. **levelling**							
f. **positioning**							
g. **checking**							
h. **securing**							
i. **connecting**							
j. **adjusting**							
6.2 **prepare power unit tool(s) and/or ancillary equipment in the workplace to given working instructions**							
6.3 **use and maintain power units, tools and ancillary equipment applicable to the work**							
6.4 describe the method of work for pre-use checks needed and the preparation required before using and operating powered tools and/or equipment.							

7. Operate powered tools and/or equipment in accordance with safe working practices to achieve the working outcome.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 **demonstrate the following work skills when using powered tools and/or equipment:**							
a. **measuring**							
b. **aligning**							
c. **assembling**							
d. **fitting**							
e. **levelling**							
f. **positioning**							
g. **checking**							
h. **securing**							
i. **connecting**							
j. **adjusting**							
7.2 **operate and monitor power unit tool(s) and associated equipment in the workplace to given working instructions relating to:**							
a. **continual running**							
b. **closing down**							
c. **cleaning**							
7.3 **return powered tools and/or equipment to a safe operational condition on completion of work**							
7.4 describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to:							
a. prepare, position and set up for work							
b. secure accessories and tool attachments							
c. carry out pre-use checks to manufacturer’s and suppliers information/procedures							
d. operate, use and control							

e. monitor and maintain							
f. close down and secure							
g. disassemble							
h. transport and/or secure							
7.5 state the needs of other occupations and how to communicate within a team when preparing for and using powered tools and/or equipment							
7.6 **disassemble power units, tools and ancillary equipment following completion of work.**							

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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:	