Unit 352 Preparing for, and arranging and securing plant or machinery for transportation in the workplace

16 credits

Level: 2
UAN: F/506/4669

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

- interpreting information
- adopting safe and healthy working practices
- selecting materials and equipment
- preparing materials
- applying render to external backgrounds.

*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 of, and arranging and securing plant or machinery for transportation.							
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 statements**							
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. manufacturers' information							
f. method statements							
g. current regulations governing the arrangement and security of plant or machinery for transportation.							

2. Know how to comply with relevant legislation and official guidance when arranging and securing plant or machinery for transportation.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe their responsibilities under current legislation and official guidance whilst working:							
a. in the workplace							
b. below ground level							
c. in confined spaces							
d. at height							
e. with tools and equipment							
f. with materials and substances							
g. with movement/storage of materials							
2.2 describe the organisational security procedures for:							
a. tools							
b. equipment							
c. 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.							

3. Maintain safe and healthy working practices when preparing for and arranging and securing plant or machinery for transportation.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when arranging and securing plant or machinery for transportation							
3.2 demonstrate compliance with given information and relevant legislation when arranging and securing plant or machinery for transportation in relation to two or more of the following:							
a. **safe use of access equipment**							
b. **safe use, storage and handling of materials**							
c. **safe use and storage of tools and equipment**							
d. **specific risks to health**							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to arranging and securing plant or machinery for transportation, 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 hazards.							

4. Select the required quantity and quality of resources to prepare for, and arrange and secure plant or machinery for transportation.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 **select resources associated with the work in relation to:**							
a. **materials**							
b. **components**							
c. **fixings**							
d. **tools and equipment**							
e. **lifting accessories**							
f. **load restraint equipment**							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects							
associated with the resources, and how they should be used correctly, relating to:							
a. lifting accessories and load restraint equipment, steel wire rope, chain, fabric, web hooks, shackles, clamps, netting and sheeting							
b. hand tools and ancillary 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 identify:							
a. weight							

b. bearing pressure							
c. quantity							
d. length							
e. area							
associated with the method/procedure to carry out the work.							

5. Minimise the risk of damage to the work and surrounding area when preparing for and arranging and securing plant or machinery for transportation.							
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 prevent 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							
e. official guidance.							

6. Complete the work within the allocated time when preparing to, and arranging and securing plant or machinery for transportation.							
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 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							

7. Comply with the given contract information to prepare to, and arrange and secure plant or machinery for transportation to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when preparing to, and arranging and securing plant or machinery for transportation:							
a. **measuring**							
b. **gauging**							
c. **calculating**							
d. **selecting**							
e. **fitting**							
f. **configuring**							
g. **testing**							
h. **balancing**							
i. **adjusting**							
j. **securing**							
k. **positioning**							
l. **removing**							
7.2 use and maintain							
a. **hand tools**							
a. **ancillary equipment**							
b. **lifting accessories**							
c. **load restraint equipment**							
7.3 prepare for, and arrange plant, machinery or associated equipment for transportation to given working instructions by at least two of the following methods:							
a. driving and operating the following types of plant:							
i. wheeled machinery							

ii. tracked machinery							
iii. rolling machinery							
onto the transport (non-operational activities)							
b. **suspended loads by slinging and signalling at least three of the following:**							
i. balanced							
ii. unbalanced							
iii. loose							
iv. bundled							
v. containers							
vi. drums (slinging and signalling)							
c. **by directing and guiding the operations of lifting plant (not craneage), eg lift truck, excavator**							
d. **directing and guiding machine operators (movement)**							
e. **driving transport into plant or machinery on hydraulic jack legs or suspended from a gantry (raised loads)**							
7.4 secure plant, machinery or associated equipment for safe movement							
7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
a. determine vehicle capacity							
b. determine weights and sizes (height, length, width) of plant and machinery to be loaded							
c. check loading and unloading areas							
d. recognise the requirements to drive and operate plant and machinery for loading and unloading under no load conditions							
e. recognise the requirements to sling and signal loads for transportation							
f. recognise the requirements to direct and guide the operations of plant or machinery for loading and unloading							
g. recognise the requirements to direct and guide the movement of vehicles, plant and machinery for loading and unloading							
h. recognise the requirements to load equipment using hydraulic jacks and supports							

7.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
a. ensure load is prepared for transportation, secured, restrained, immobilised, hydraulic systems locked, articulation and slew systems locked							
b. differentiate between load restraint equipment and lifting accessories							
c. recognise proximity hazards							
d. select and use suitable lifting accessories and load restraint equipment							
e. arrange and secure loads							
f. recognise and determine when specific skills and knowledge are required and report accordingly							
g. confirm balance, stability and correct weight distribution							
h. check stability and weight distribution of load prior to releasing securing restraints and lifting accessories							
i. load and unload on a public highway							
7.7 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
a. identify and mark overhangs							
b. remove and store lifting accessories and load restraint equipment on completion of loading and unloading							
c. use hand tools and ancillary equipment							
d. use access equipment							
e. work at height							
7.8 describe the needs of other occupations and how to effectively communicate within a team when preparing to and arranging and securing plant or machinery for transportation							
7.9 describe how to maintain the:							
a. hand tools							
b. ancillary equipment							
c. lifting accessories							
d. load restraint equipment							
used to arrange and secure plant or machinery for transportation.							

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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:	