Unit 307 Preparing and operating compact cranes to lift and transfer loads in the workplace

30 credits

Level: 2
UAN: Y/506/4600

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 and or using materials, components and equipment for plant or machinery operations
- setting up, operating and shutting down plant or machinery for lifting and transferring loads.

*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 use of compact cranes to lift, transfer and place loads.							
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. **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							
guidance applicable to accessing operations.							

2. Organise with others the sequence and operation in which lifting operations using compact cranes are 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 lifting operations with compact cranes.							

3. Know how to comply with relevant legislation and official guidance when carrying out lifting operations.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 describe their responsibilities regarding potential accidents, health hazards and the environment 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							
h. by manual handling and mechanical lifting							

3.2 describe the organisational security procedures for:							
a. tools							
b. equipmets							
c. personal belongings							
In relation to:							
a. site							
b. workplace							
c. company							
d. operative							
3.3 explain what the accident reporting procedures are and who is responsible for making reports.							

4. Maintain safe working practices when preparing for and carrying out lifting operations using compact cranes.							
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 during lifting operations**							
4.2 explain why and when Personal Protective Equipment (PPE) should be used, relating to compact crane use, and the types, purpose and 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. Request and select the required quantity and quality of resources to prepare for and carry out lifting operations using compact cranes.							
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. consumables, lubricants and fuels							
b. attachments and lifting aids							
c. hand tools							
d. ancillary equipment and/or accessories							
5.2 **request and select resources associated with compact cranes in relation to:**							
a. **consumables**							
b. **materials**							
c. **attachments**							
d. **tools**							
e. **accessories and/or ancillary equipment**							
5.3 state:							
a. how the resources should be used correctly							
b. how problems associated with the resources are reported							
c. 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							
b. bearing pressure							
c. length							
d. area							
associated with the method/procedures to carry out lifting operations with compact cranes.							

6. Minimise the risk of damage to the work and surrounding area when lifting and transferring loads.							
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 general workplace activities, other occupations and 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 lifting and transferring loads.							
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 shut down and secure compact cranes							
7.3 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 lifting operation.							

8. Comply with the given contract information to lift, transfer and place loads using compact cranes 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 for lifting, transferring and placing loads using compact cranes:**							
a. **fitting**							
b. **attaching**							
c. **setting up**							
d. **securing**							
e. **adjusting**							
f. **checking**							
g. **removing**							
h. **communicating**							
i. **operating**							
j. **manoeuvring**							
k. **positioning**							
l. **lifting**							
m. **transferring**							
n. **setting down**							
8.2 **prepare, set up and operate compact cranes to lift, transfer and place a variety of loads in the workplace, to given working instructions**							

8.3 describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to:							
a. identify the characteristics of the crane for the lifting operation							
b. carry out performance checks							
c. prepare, set up and adjust for operational requirements							
d. complete functional checks							
e. carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area							
f. operate and move (where applicable) the crane							
g. identify characteristics, type, weight and positioning of loads for lifting and transferring							
h. secure and balance loads for lifting							
i. lift, remove and transfer loads							
j. position, place and set down loads							
k. confirm load stability and security							
l. shut down the crane							
m. use hand tools, ancillary equipment and accessories							
8.4 **safely use and store hand tools and ancillary equipment**							
8.5 state the needs of other occupations and how to communicate within a team when preparing for and lifting and transferring loads							

8.6 describe how to maintain the:							
a. plant							
b. tools							
c. equipment							
used to lift and transfer loads.							

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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:	