Unit 306 Preparing and operating boom-type Mobile Elevating Work Platforms –MEWP- in the workplace

14 credits

Level: 2
UAN: M/506/4649

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 with the plant or machinery operations
- setting up, operating and shutting down of plant or machinery for accessing.

*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 boom-type MEWPs to access areas to carry out the work.							
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 and guidance applicable to accessing operations.							

2. Organise with others the sequence and operation in which accessing operations using boom-type MEWPs 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 accessing operations.							

3. Know how to comply with relevant legislation and official guidance to carry out accessing operations with boom-type MEWPs.							
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 accessing operations using boom-type MEWPs.							
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 accessing operations**							
4.2 explain why and when Personal Protective Equipment (PPE) should be used, relating to accessing operations, 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 accessing operations using boom-type MEWPs.							
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 accessing discharging aids							
c. hand tools, ancillary equipment and/or accessories							
5.2 **request and select resources associated with boom-type MEWPs 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. quantity							
b. weight							
c. length							
d. area							
associated with the method/procedures to carry out accessing operations.							

6. Minimise the risk of damage to the work and surrounding area when accessing work areas using boom-type MEWPs.							
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 condition							
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 accessing work areas using boom-type MEWPs.							
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 boom-type MEWPs							
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 work programme.							

8. Comply with the given contract information to accessing areas to carry out work using boom-type MEWPs 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 and accessing work areas using boom-type MEWPs:**							
a. **fitting**							
b. **attaching**							
c. **setting up**							
d. **securing**							
e. **adjusting**							
f. **checking**							
g. **removing**							
h. **communicating**							
i. **operating**							
j. **manoeuvring**							
k. **positioning**							
l. **accessing**							
m. **setting down**							
8.2 **prepare, position, set up and operate boom-type MEWPs to access working areas, at various locations, 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 boom-type MEWP used for accessing work							
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. identify the area for accessing							
g. check to avoid damage to structures and utilities service apparatus							
h. access working areas safely and securely							
i. shut down and secure the boom-type MEWP							
j. 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 to and carrying out accessing operations							
8.6 describe how to maintain the:							
a. plant							
b. tools							
c. equipment							
used to access working areas.							

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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:	