

Level 2 NVQ Diploma in Thermal Insulation (Construction) (6191)



Candidate logbook

601/3202/4

601/3203/6

www.cityandguilds.com
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Version and date	Change detail	Section
2.1 September 2015	Unit 295 title	5. Candidate progress record
3.0 March 2016	<p>QANs 600/3573/0 and 600/3574/2 deleted and replaced by new ones</p> <p>Unit 207 replaced by Unit 334 Unit 208 replaced by Unit 306 Unit 209 replaced by Unit 323</p> <p>Phone numbers removed</p>	<p>Front page</p> <p>2. Units</p> <p>5. Candidate progress record</p> <p>p.2 and last two pages</p>

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1 About your candidate logbook

1.1 Contact details

Candidate name	
Candidate enrolment no	
Centre name	
Centre number	
Programme start date	
Date of registration with City & Guilds	

Keep a record of relevant contact details in the space provided below. You may find it helpful to make a note of phone numbers and e-mail addresses here.

Your Assessor(s)	
Your Internal Verifier	
Quality Assurance Contact	

1 About your candidate logbook

1.2 Introduction to the logbook

This logbook will help you complete the units in City & Guilds' **Level 2 NVQ Diploma in Thermal Insulation (Construction) (6191)**. It contains forms you can use to record your evidence of what you have done.

There are 31 units in total available in this qualification. You should discuss and agree with your assessor/tutor which of these units you are going to work towards. The units in this logbook are for the Level 3 qualification.

About City & Guilds

City & Guilds is your awarding body for this qualification. City & Guilds is the UK's leading awarding body for vocational qualifications.

Information about City & Guilds and our qualifications is available on our website **www.cityandguilds.com**.

2 Units

To achieve the **Level 2 Diploma in Thermal Insulation (Fabricate Protection)**, learners must achieve **113** credits from the mandatory units and credits can be achieved from the elective units; however this will not contribute to overall achievement of the qualification.

City & Guilds unit	Unit title	GLH	Credit value
Mandatory group			
101	Conforming to General Health, Safety and Welfare in the workplace		2
201	Conforming to productive working practices in the workplace		3
202	Moving, handling and storing resources in the workplace		5
293	Applying Insulation and finishes to cylindrical and flat surfaces in the workplace		64
294	Fabricating sheet metal insulation protection from existing templates in the workplace		39
Elective			
206	Erecting and dismantling access/working platforms in the workplace		8
306	Preparing and operating boom-type Mobile Elevating Work Platforms – MEWP – in the workplace		14
323	Preparing and operating mast climber-type Mobile Elevating Work Platforms – MEWP – in the workplace		12
334	Preparing and operating scissor-type Mobile Elevating Work Platforms – MEWP – in the workplace		12

To achieve the **Level 2 Diploma in Thermal Insulation (Fit Protection)**, learners must achieve **113** credits from the mandatory units and credits can be achieved from the elective units; however this will not contribute to overall achievement of the qualification.

City & Guilds unit	Unit title	GLH	Credit value
Mandatory group			
101	Conforming to General Health, Safety and Welfare in the workplace		2
201	Conforming to productive working practices in the workplace		3
202	Moving, handling and storing resources in the workplace		5
293	Applying Insulation and finishes to cylindrical and flat surfaces in the workplace		64
295	Fitting sheet metal insulation protection in the workplace		39
Elective			
206	Erecting and dismantling access/working platforms in the workplace		8
306	Preparing and operating boom-type Mobile Elevating Work Platforms – MEWP – in the workplace		14
323	Preparing and operating mast climber-type Mobile Elevating Work Platforms – MEWP – in the workplace		12
334	Preparing and operating scissor-type Mobile Elevating Work Platforms – MEWP – in the workplace		12

3 The assessment process

Simulation is allowed in some of the units in this qualification. Where simulation is needed this must be agreed with your external verifier in advance to ensure validity. Candidates should be assessed under normal workplace conditions. However, there are situations where the actual workplace may not be appropriate, or where waiting for naturally occurring evidence is impractical. Therefore, the setting up or devising of assessment situations will be allowed where appropriate.

The following people at your centre will explain the assessment process and help you achieve your unit(s).

The assessor/tutor

The assessor/tutor is the person you will have the most contact with as you work towards your unit(s). You may have more than one assessor/tutor depending on which unit(s) you take or you may be assessed by a person who is not your tutor.

The internal verifier

The internal verifier maintains the quality of assessment within the centre.

The external verifier

The external verifier works for City & Guilds and helps to ensure that your centre meets the required standards for quality and assessment.

4 Using your logbook

Recording forms

This logbook contains all of the forms you and your assessor will need to plan, review and organise your evidence. Your assessor will be able to help you decide which forms you need to complete and help you fill them in.

Please photocopy these forms as required.

5 Candidate progress record

Level 2 NVQ Diploma in Thermal Insulation (Construction) (6191)

Units	101	201	202	206	293	294	295	306	323	334
Credits	2	3	5	8	64	39	39	14	12	12
Total Credits Achieved:										

Minimum 113 credits

I confirm that the evidence supplied for the above listed units is authentic and a true representation of my own work. The work logged in the following pages is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this qualification 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:	

IV Name:	
IV Signature:	
Date:	

Unit 101

Conforming to General Health, Safety and Welfare in the workplace

2 credits

1. be able to comply with all workplace health, safety and welfare legislation requirements

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area						
1.2 use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements						
1.3 comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment						
1.4 state why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the 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)						
1.5 state how the health and safety control equipment relevant to the work should be used in accordance with the given instructions						
1.6 state which types of health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment						
1.7 state why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area						
1.8 state how to comply with control measures that have been identified by risk assessments and safe systems of work.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 report any hazards created by changing circumstances within the workplace in accordance with organisational procedures						
2.2 list typical hazards associated with the work environment and occupational area in relation to resources, substances, asbestos, equipment, obstructions, storage, services and work activities						
2.3 list the current Health and Safety Executive top ten safety risks						
2.4 list the current Health and Safety Executive top five health risks						
2.5 state how changing circumstances within the workplace could cause hazards						
2.6 state the methods used for reporting changed circumstances, hazards and incidents in the workplace						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to comply with organisational policies and procedures to contribute to health, safety and welfare

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 interpret and comply with given instructions to maintain safe systems of work and quality working practices						
3.2 contribute to discussions by offering/providing feedback relating to health, safety and welfare						
3.3 contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures						
3.4 safely store health and safety control equipment in accordance with given instructions						
3.5 dispose of waste and/or consumable items in accordance with legislation						
3.6 state the organisational policies and procedures for health, safety and welfare, in relation to:						
a. dealing with accidents and emergencies associated with the work and environment						

b. methods of receiving or sourcing information						
c. reporting						
d. stopping work						
e. evacuation						
f. fire risks and safe exit procedures						
g. consultation and feedback						
3.7 state the appropriate types of fire extinguishers relevant to the work						
3.8 state how and when the different types of fire extinguishers are used in accordance with legislation and official guidance						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare						
4.2 state how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to:						
a. recognising when to stop work in the face of serious and imminent						
b. danger to self and/or others						
c. contributing to discussions and providing feedback						
d. reporting changed circumstances and incidents in the workplace						
e. complying with the environmental requirements of the workplace						
4.3 give examples of how the behaviour and actions of individuals could affect others within the workplace.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. be able to comply with and support all organisational security arrangements and approved procedures

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
5.1 provide appropriate support for security arrangements in accordance with approved procedures:						
a. during the working day						
b. on completion of the day's work						
c. for unauthorised personnel (other operatives and the general public)						
d. for theft						
5.2 state how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 101

Conforming to General Health, Safety and Welfare in the workplace

Declaration

I confirm that the evidence supplied for the above listed 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.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

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:	

IV Name:	
IV Signature:	
Date:	

Unit 201

Conforming to productive working practices in the workplace

3 credits

1. be able to communicate with others to establish productive work practices

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively						
1.2 describe the different methods of communicating with line management, colleagues and customers						
1.3 describe how to use different methods of communication to ensure that the work carried out is productive						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. be able to follow organisational procedures to plan the sequence of work

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 interpret relevant information from organisational procedures in order to plan the sequence of work						
2.2 plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively						
2.3 describe how organisational procedures are applied to ensure work is planned and carried out productively, in relation to:						
a. using resources for own and other’s work requirements						
b. allocating appropriate work to employees						
c. organising the work sequence						
d. reducing carbon emissions						
2.4 describe how to contribute to zero/low carbon work outcomes within the built environment						

Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. be able to maintain relevant records in accordance with the organisational procedures

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 complete relevant documentation according to the occupation as required by the organisation						
3.2 describe how to complete and maintain documentation in accordance with organisational procedures, in relation to:						
a. job cards						
b. worksheets						
c. material/resource lists						
d. time sheets						
3.3 explain the reasons for ensuring documentation is completed clearly and within given timescales						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to communicate with others to establish productive work practices

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships						
4.2 apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others						
4.3 describe how to maintain good working relationships, in relation to:						
a. individuals						
b. customer and operative						
c. operative and line management						

d. own and other occupations						
4.4 describe why it is important to work effectively with line management, colleagues and customers						
4.5 describe how working relationships could have an effect on productive						
4.6 describe how to apply principles of equality and diversity when communicating and working with others						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 201

Conforming to productive working practices in the workplace

Declaration

I confirm that the evidence supplied for the above listed 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.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

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:	

IV Name:	
IV Signature:	
Date:	

Unit 202

Moving, handling and storing resources in the workplace

5 credits

1. be able to comply with given information when moving, handling and/or storing resources

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 interpret the given information relating to moving, handling and/or storing resources, relevant to the given occupation						
1.2 interpret the given information relating to the use and storage of lifting aids and equipment						
1.3 describe the different types of technical, product and regulatory information, their source and how they are interpreted						
1.4 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented						
1.5 describe how to obtain information relating to using and storing lifting aids and equipment.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
2.1 describe their responsibilities under current legislation and official guidance whilst working:		
a. in the workplace, in confined spaces, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting		
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative		
2.3 explain what the accident reporting procedures are and who is responsible for making the reports		
2.4 state the appropriate types of fire extinguishers relevant to the work.		

2.5	describe how and when the different types of fire extinguishers, relevant to the given occupation, are used in accordance with legislation and official guidance.		
		Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report			

3. be able to maintain safe working practices when moving, handling and/or storing resources

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when moving, handling and/or storing resources						
3.2 use lifting aids safely as appropriate to the work						
3.3 protect the environment in accordance with safe working practices as appropriate to the work						
3.4 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to moving, handling and/or storing resources, and the types, purpose and limitations of each type, the work situation, occupational use and the 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)						
3.5 describe how the health and safety control equipment relevant to the work should be used in accordance with the given instructions						
3.6 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.						
	Type of evidence →					
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 select the relevant resources to be moved, handled and/or stored, associated with own work						
4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to:						
a. lifting and handling aids						
b. container(s)						
c. fixing, holding and securing systems						
4.3 describe how the resources should be handled and how any 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 methods of work.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. be able to prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
5.1 protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures						
5.2 dispose of waste and packaging in accordance with legislation						
5.3 maintain a clean work space when moving, handling or storing resources						
5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions						

5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

6. be able to complete the work within the allocated time when moving, handling and/or storing resources

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
6.1 demonstrate completion of the work within the allocated time						
6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:						
a. progress charts, timetables and estimated times						
b. organisational procedures for reporting circumstances which will affect the work programme.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

7. be able to comply with the given occupational resource information to move, handle and/or store resources to the required guidance

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
7.1 demonstrate the following work skills when moving, handling and/or storing occupational resources:						
7.2 moving, positioning, storing, securing and/or using lifting aids and kinetic lifting techniques						
7.3 move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following:						
a. sheet material						
b. loose material						
c. bagged or wrapped material						
d. fragile material						

e. tools and equipment						
f. components						
g. liquids						
7.4 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling and/or storing occupational resources						
7.5 describe the needs of other occupations when moving, handling and/or storing resources						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 202

Moving, handling and storing resources in the workplace

Declaration

I confirm that the evidence supplied for the above listed 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.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

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:	

IV Name:	
IV Signature:	
Date:	

Unit 206

Erecting and dismantling access/working platforms in the workplace

8 credits

1. be able to interpret the given information relating to the work and resources when erecting and dismantling access/working platforms

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 interpret and extract information from method statements, drawings, specifications, schedules and manufacturers' information						
1.2 comply with information and/or instructions derived from risk assessments and/or method statement						
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, specifications, schedules, method statements, manufacturers' information and approved Codes of Practice						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. know how to comply with relevant legislation and official guidance when erecting and dismantling access/working platforms

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
2.1 describe their responsibilities under current legislation and official guidance whilst working:		
a. in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting		
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative		
2.3 state what the accident reporting procedures are and who is responsible for making reports		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

3. be able to maintain safe working practices when erecting and dismantling access/working platforms

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when applying insulation and finishes to cylindrical and flat surfaces						
3.2 explain why and when personal protective equipment (PPE) should be used, relating to applying insulation and finishes cylindrical and flat surfaces, and the types, purpose and limitations of each type						
3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. be able to select the required quantity and quality of resources for the methods of work to erect and dismantle access/working platforms

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:						
a. ladders/crawler boards						
b. stepladders/platform steps						
c. trestles						
d. proprietary staging/podiums						
e. proprietary towers						
f. mobile scaffold towers						
g. protection equipment and notices						
h. tools and ancillary equipment						

4.2	select resources associated with own work and in relation to materials, components, tools and equipment						
4.3	state how the resources should be used correctly, how problems associated with the resources reported and how the organisational procedures are used						
4.4	outline potential hazards associated with the resources and method of work						
4.5	describe how to calculate quantity, length, area and wastage associated with the method/procedure to fit sheet metal insulation protection						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

5. be able to minimise the risk of damage to the work and surrounding area when erecting and dismantling access/working platforms

Assessment criteria (Performance)	Evidence date						
The learner can:	Portfolio reference						
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 general workplace activities, other occupations and adverse weather conditions							
5.4 dispose of waste in accordance with legislation							
5.5 state why disposal of waste should be carried out in relation to the work							
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

6. be able to complete the work within the allocated time when erecting and dismantling access/working platforms

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
6.1 demonstrate completion of the work within the allocated time						
6.2 state the purpose of the work programme and explain 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						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R = Report						

7. be able to comply with the given contract information to erect and dismantle access/working platforms to the required specification

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
7.1 demonstrate the following work skills when erecting and dismantling access/working platforms:						
a. moving, positioning/erecting, securing, checking, dismantling and removing.						
7.2 erect, dismantle and store two of the following access equipment to given access regulations:						
a. ladders/crawler boards						
b. stepladders/platform steps						
c. proprietary towers						
d. trestle platforms						
e. mobile scaffold towers						
f. proprietary staging/podiums						
7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:						
a. provide protection to the work area						
b. establish a base for equipment						
c. erect proprietary access equipment to manufacturer's instructions suitable for the work						
d. erect non-proprietary access equipment suitable for the work						
e. place protective screens and notices						
f. check/monitor equipment during the period of use						
g. dismantle and store access equipment						
h. use tools and equipment						
i. work at height.						

7.4	safely use and store materials, hand tools and ancillary equipment						
7.5	state the needs of other occupations and how to communicate within a team when erecting and dismantling access/working platforms						
7.6	describe how to maintain the tools and equipment used when erecting and dismantling access/working platforms						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

Unit 206

Erecting and dismantling access/working platforms in the workplace

Declaration

I confirm that the evidence supplied for the above listed 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.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

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:	

IV Name:	
IV Signature:	
Date:	

Unit 293

Applying Insulation and Finishes to Cylindrical and Flat Surfaces in the Workplace

64 credits

1. interpret the given information relating to the work and resources when applying insulation and finishes to cylindrical and flat surfaces

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
1.1 interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and 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: drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and official guidance		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

2. know how to comply with relevant legislation and official guidance when applying insulation and finishes to cylindrical and flat surface

Assessment criteria (Performance) The learner can:	Evidence date					
	Portfolio reference					
2.1 describe their responsibilities regarding potential accidents and health hazards, whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting						
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative						
2.3 explain what the accident reporting procedures are and who is responsible for making reports						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. maintain safe and healthy working practices when applying insulation and finishes to cylindrical and flat surfaces

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with current legislation and organisational requirements when applying insulation and finishes to cylindrical and flat surfaces						
3.2 comply with information relating to specific risks to health when applying insulation and finishes to cylindrical and flat surfaces						
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to applying insulation and finishes to cylindrical and flat surfaces, 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 instructions						
3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. select the required quantity and quality of resources for the methods of work to apply insulation and finishes to cylindrical and flat surfaces

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 select resources associated with own work in relation to materials, components, fixings, tools and equipment						

4.2	describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:						
	a. rigid, slab and flexible insulation materials						
	b. fixings						
	c. finishing materials						
	d. hand and/or portable powered tools and 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 methods of work						
4.6	describe how to calculate quantity, length, area and wastage associated with the method/procedure to apply insulation and finishes to cylindrical and flat surfaces						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

5. minimise the risk of damage to the work and surrounding area when applying insulation and finishes to cylindrical and flat surfaces

Assessment criteria (Performance)	Evidence date						
The learner can:	Portfolio reference						
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2 minimise damage and maintain a clean work space							
5.3 dispose of waste in accordance with current legislation							
5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions							
5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance							
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

6. complete the work within the allocated time when applying insulation and finishes to cylindrical and flat surfaces

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
6.1 demonstrate completion of the work within the allocated time.						
6.2 describe the purpose of the work programme and explain 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						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

7. comply with the given contract information to apply insulation and finishes to cylindrical and flat surfaces to the required specification

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
7.1 demonstrate the following work skills when applying insulation and finishes to cylindrical and flat surfaces: removing, measuring, marking out, cutting, trimming, fitting, applying, positioning, securing and finishing						
7.2 remove insulation materials and apply new insulation materials, with finishes, to given working instructions for four of the following:						
a. pipes						
b. ducts						
c. flat surfaces						
d. vessels						
e. flanges						
f. fittings						
g. valves						
7.3 safely use materials, hand tools, portable power tools and ancillary equipment						
7.4 safely store the materials, tools and equipment used when applying insulation and finishes to cylindrical and flat surfaces						

7.5	describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:						
	a. remove insulation						
	b. prepare surface areas						
	c. prepare and apply rigid, slab and flexible insulation materials to pipes, ducts, flat surfaces, vessels, flanges, fittings and valves						
	d. prepare and apply metallic and non-metallic finishings to insulation materials						
	e. identify and fit identification banding						
	f. use hand tools, portable power tools and equipment						
	g. work at height						
	h. use access equipment						
7.6	describe the needs of other occupations and how to effectively communicate within a team when applying insulation and finishes to cylindrical and flat surfaces						
7.7	describe how to maintain the tools and equipment used when applying insulation and finishes to cylindrical and flat surfaces						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

Unit 293

Applying Insulation and Finishes to Cylindrical and Flat Surfaces in the Workplace

Declaration

I confirm that the evidence supplied for the above listed 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.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

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:	

IV Name:	
IV Signature:	
Date:	

Unit 294

Fabricating Sheet Metal Insulation Protection from Existing Templates in the Workplace

39 credits

1. Interpret the given information relating to the work and resources when fabricating sheet metal insulation protection from existing templates

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
1.1 interpret and extract information from drawings, specifications, schedules and 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, specifications, schedules, manufacturers' information, method statements and regulations and guidance applicable to accessing operations		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

2. be able to organise with others the sequence and operation in which accessing operations using mast climber-type MEWPs are to be carried out

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 describe their responsibilities regarding potential accidents and health hazards, whilst working: in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting						
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative						
2.3 explain what the accident reporting procedures are and who is responsible for making reports						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. maintain safe and healthy working practices when fabricating sheet metal insulation protection from existing templates

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with current legislation and organisational requirements when fabricating sheet metal insulation protection from existing templates						
3.2 comply with information relating to specific risks to health when fabricating sheet metal insulation protection from existing templates						
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to fabricating sheet metal insulation protection from existing templates, 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 instructions						
3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. select the required quantity and quality of resources for the methods of work to fabricate sheet metal insulation protection from existing templates

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 select resources associated with own work in relation to materials, components, fixings, tools and equipment						
4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:						

a. sheet metals						
b. joining materials						
c. hand and/or portable powered tools and 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 methods of work						
4.6 describe how to calculate quantity, length, area and wastage associated with the method/procedure to fabricate sheet metal insulation protection from existing templates						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. minimise the risk of damage to the work and surrounding area when fabricating sheet metal insulation protection from existing templates

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures						
5.2 minimise damage and maintain a clean work space						
5.3 dispose of waste in accordance with current legislation						
5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions						
5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

6. complete the work within the allocated time when fabricating sheet metal insulation protection from existing templates

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
6.1 demonstrate completion of the work within the allocated time.						
6.2 describe the purpose of the work programme and explain 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						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

7. be able to complete the work within the allocated time when preparing to and accessing work areas using mast climber-type MEWPs

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
7.1 demonstrate the following work skills when fabricating sheet metal insulation protection from existing templates: drawing, measuring, marking out, forming, shaping, fixing and finishing sheet metal protection components						
7.2 fabricate sheet metal protection components to given working instructions for the following:						
a. pipes						
b. ducts						
c. vessels						
d. fittings						
7.3 safely use materials, hand tools, portable power tools and ancillary equipment						
7.4 safely store the materials, tools and equipment used when fabricating sheet metal insulation protection from existing templates						
7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:						
a. select templates or patterns						
b. economically transfer patterns or templates onto sheet metal						
c. identify allowances for bends, folds and forms						

d. cut and trim geometrical shapes						
e. form protection for pipes, ducts, vessels and fittings						
f. join sheet metal, including screws, folds, rivets, stud welding						
g. use hand tools, portable power tools and equipment						
h. work at height						
i. use access equipment						
7.6 describe the needs of other occupations and how to effectively communicate within a team when fabricating sheet metal insulation protection						
7.7 describe how to maintain the tools and equipment used when fabricating sheet metal insulation protection from existing templates.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 294

Fabricating Sheet Metal Insulation Protection from Existing Templates in the Workplace

Declaration

I confirm that the evidence supplied for the above listed 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.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

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:	

IV Name:	
IV Signature:	
Date:	

Unit 295

Fitting Sheet Metal Insulation Protection in the Workplace

39 credits

1. interpret the given information relating to the work and resources when fitting sheet metal insulation protection

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
1.1 interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and 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: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and official guidance.		
1.5 interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information		
1.6 comply with information and/or instructions derived from risk assessments and method statements		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

2. know how to comply with relevant legislation and official guidance when fitting sheet metal insulation protection

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
2.1 describe their responsibilities regarding potential accidents and health hazards, whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting		
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative		
2.3 explain what the accident reporting procedures are and who is responsible for making reports		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

3. maintain safe and healthy working practices when fitting sheet metal insulation protection

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
3.1 use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with current legislation and organisational requirements when fitting sheet metal insulation protection		
3.2 comply with information relating to specific risks to health when fitting sheet metal insulation protection		
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to fitting sheet metal insulation protection, 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 instructions		
3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

4. maintain safe and healthy working practices when fitting sheet metal insulation protection

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
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 fires, spillages, injuries and other task-related hazards		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

5. minimise the risk of damage to the work and surrounding area when fitting sheet metal insulation protection

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures						
5.2 minimise damage and maintain a clean work space						
5.3 dispose of waste in accordance with current legislation						
5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions						
5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

6. complete the work within the allocated time when fitting sheet metal insulation protection

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
6.1 demonstrate completion of the work within the allocated time						
6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

7. comply with the given contract information to fit sheet metal insulation protection to the required specification

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
7.1 demonstrate the following work skills when fitting sheet metal insulation protection: – measuring, marking out, positioning, fitting, adjusting, securing, fixing, finishing and sealing						
7.2 fit sheet metal protection to given working instructions for two of the following:						
a. pipes						
b. ducts						
c. vessels						
d. fittings.						
7.3 safely use materials, hand tools, portable power tools and ancillary equipment						
7.4 safely store the materials, tools and equipment used when fitting sheet metal insulation protection						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 295

Fitting Sheet Metal Insulation Protection in the Workplace

Declaration

I confirm that the evidence supplied for the above listed 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.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

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:	

IV Name:	
IV Signature:	
Date:	

Unit 306

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

14 credits

1. Interpret the given information relating to the use of boom-type MEWPs to access areas to carry out the work.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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 applicable to accessing operations.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. Organise with others the sequence and operation in which accessing operations using boom-type MEWPs are to be carried out.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. Know how to comply with relevant legislation and official guidance to carry out accessing operations with boom-type MEWPs.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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. equipment						
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.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. Maintain safe working practices when preparing for and carrying out accessing operations using boom-type MEWPs.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. Request and select the required quantity and quality of resources to prepare for and carry out accessing operations using boom-type MEWPs.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
5.1 describe the:						
a. characteristics						
b. quality						
c. uses						

d. limitations						
e. 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.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

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

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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.						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

7. Complete the work within the allocated time when preparing to and accessing work areas using boom-type MEWPs.

Assessment criteria (Performance)	Evidence date						
The learner can:	Portfolio reference						
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.							
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

8. Comply with the given contract information to accessing areas to carry out work using boom-type MEWPs to the required specification.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 306

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

Declaration

I confirm that the evidence supplied for the above listed 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.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

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:	

IV Name:	
IV Signature:	
Date:	

Unit 323

Preparing and operating mast climber-type Mobile Elevating Work Platforms – MEWP – in the workplace

12 credits

1. Interpret the given information relating to the use of mast climber-type MEWPs to access areas to carry out the work.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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 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. manufacturers' information						
e. method statements						
f. regulations						
g. guidance						
applicable to accessing operation.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. Organise with others the sequence and operation in which accessing operations using mast climber-type MEWPs are to be carried out.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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						
2.4 describe how to organise resources prior to and during accessing operations.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. Know how to comply with relevant legislation and official guidance to carry out accessing operations with mast climber-type MEWPs.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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. equipment						
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.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R = Report						

4. Maintain safe working practices when preparing for and carrying out accessing operations using mast climber-type MEWPs.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during accessing operations.						
4.2 demonstrate compliance with given information and relevant legislation when carrying out accessing operations using mast climber-type MEWPs in relation to two or more of the following:						
a. safe use and storage of plant or machinery						
b. safe use and storage of tools and equipment						
c. specific risks to health						
4.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to accessing operations, 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)						
4.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions						
4.5 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 activities						
e. rescue plans.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. Request and select the required quantity and quality of resources to prepare for and carry out accessing operations using mast climber-type MEWPs.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
5.1 request and select resources associated with mast climber-type MEWPs in relation to:						
a. consumables						
b. materials						
c. attachments						
d. tools						
e. accessories and/or ancillary equipment						
5.2 describe the:						
a. characteristics						
b. quality						
c. uses						
d. limitations						
e. 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						
5.3 describe how the resources should be used correctly, how problems associated with the resources are reported						
5.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources						
5.5 describe any potential hazards associated with the resources and methods of work						
5.6 describe how to identify:						
a. weight						
b. quantity						

c. length						
d. area						
associated with the method/procedures to operate mast climber-type mobile elevating work platforms used for accessing operations.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

6. Minimise the risk of damage to the work and surrounding area when accessing work areas using mast climber-type MEWPs.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
6.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures						
6.2 prevent damage and maintain a clean work space						
6.3 dispose of waste in accordance with current legislation						
6.4 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						
6.5 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.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

7. Complete the work within the allocated time when preparing to and accessing work areas using mast climber-type MEWPs.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					

7.1	demonstrate completion of the work within the allocated time						
7.2	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.						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

8. Comply with the given contract information to accessing areas to carry out work using mast climber-type MEWPS to the required specification.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
8.1 demonstrate the following work skills when preparing for and accessing work areas using mast climber-type MEWPs:						
a. checking						
b. setting up						
c. adjusting						
d. communicating						
e. manoeuvring						
f. positioning						
g. accessing and setting down						
8.2 use and maintain hand tools and ancillary equipment and/or accessories						
8.3 prepare for, position, set up and operate mast climber-type MEWPs to access working areas, at various locations, to given working instructions						
8.4 shut down and secure mast climber-type MEWPs						
8.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:						
a. identify the characteristics of the mast climber-type MEWP used for accessing work						
b. identify valid certification for maintenance, inspection and thorough examination						
c. carry out function checks for accessing operation						
d. prepare, set up and adjust for operational requirements						

e.	carry out pre-operational checks for obstructions, stability, and ground conditions affecting the work and surrounding area						
f.	identify and remain aware of the area of operation to include potential entrapment situations						
g.	use fall prevention equipment						
8.6	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:						
a.	check to avoid damage to structures and utilities service apparatus						
b.	position and secure MEWP for accessing operations						
c.	recognise and determine when specific skills and knowledge are required and report accordingly						
d.	operate, manoeuvre, position, set down and secure						
e.	operate and travel on the public highway						
f.	shut down and secure the MEWP						
g.	use hand tools, ancillary equipment and accessories.						
8.7	describe the needs of other occupations and how to effectively communicate within a team when preparing to and carrying out accessing operations						
8.8	describe how to maintain the:						
a.	plant and machinery						
b.	hand tools						
c.	ancillary equipment						
	used to access working areas.						
	Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

Unit 323

Preparing and operating mast climber-type Mobile Elevating Work Platforms – MEWP – in the workplace

Declaration

I confirm that the evidence supplied for the above listed 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.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

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:	

IV Name:	
IV Signature:	
Date:	

Unit 293

Applying Insulation and Finishes to Cylindrical and Flat Surfaces in the Workplace

64 credits

1. interpret the given information relating to the work and resources when applying insulation and finishes to cylindrical and flat surfaces

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
1.1 interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and 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: drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and official guidance		
	Type of evidence →	
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R = Report		

2. know how to comply with relevant legislation and official guidance when applying insulation and finishes to cylindrical and flat surface

Assessment criteria (Performance) The learner can:	Evidence date					
	Portfolio reference					
2.1 describe their responsibilities regarding potential accidents and health hazards, whilst working: – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting						
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative						
2.3 explain what the accident reporting procedures are and who is responsible for making reports						

Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. maintain safe and healthy working practices when applying insulation and finishes to cylindrical and flat surfaces

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with current legislation and organisational requirements when applying insulation and finishes to cylindrical and flat surfaces						
3.2 comply with information relating to specific risks to health when applying insulation and finishes to cylindrical and flat surfaces						
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to applying insulation and finishes to cylindrical and flat surfaces, 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 instructions						
3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. select the required quantity and quality of resources for the methods of work to apply insulation and finishes to cylindrical and flat surfaces

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 select resources associated with own work in relation to materials, components, fixings, tools and equipment						
4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:						
a. rigid, slab and flexible insulation materials						
b. fixings						
c. finishing materials						
d. hand and/or portable powered tools and 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 methods of work						
4.6 describe how to calculate quantity, length, area and wastage associated with the method/procedure to apply insulation and finishes to cylindrical and flat surfaces						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. minimise the risk of damage to the work and surrounding area when applying insulation and finishes to cylindrical and flat surfaces

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures						
5.2 minimise damage and maintain a clean work space						
5.3 dispose of waste in accordance with current legislation						

5.4	describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions						
5.5	explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

6. complete the work within the allocated time when applying insulation and finishes to cylindrical and flat surfaces

Assessment criteria (Performance)	Evidence date						
The learner can:	Portfolio reference						
6.1	demonstrate completion of the work within the allocated time.						
6.2	describe the purpose of the work programme and explain 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						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

7. comply with the given contract information to apply insulation and finishes to cylindrical and flat surfaces to the required specification

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
7.1	demonstrate the following work skills when applying insulation and finishes to cylindrical and flat surfaces: removing, measuring, marking out, cutting, trimming, fitting, applying, positioning, securing and finishing					
7.2	remove insulation materials and apply new insulation materials, with finishes, to given working instructions for four of the following:					
	a. pipes					

	b. ducts						
	c. flat surfaces						
	d. vessels						
	e. flanges						
	f. fittings						
	g. valves						
7.3	safely use materials, hand tools, portable power tools and ancillary equipment						
7.4	safely store the materials, tools and equipment used when applying insulation and finishes to cylindrical and flat surfaces						
7.5	describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:						
	a. remove insulation						
	b. prepare surface areas						
	c. prepare and apply rigid, slab and flexible insulation materials to pipes, ducts, flat surfaces, vessels, flanges, fittings and valves						
	d. prepare and apply metallic and non-metallic finishings to insulation materials						
	e. identify and fit identification banding						
	f. use hand tools, portable power tools and equipment						
	g. work at height						
	h. use access equipment						
7.6	describe the needs of other occupations and how to effectively communicate within a team when applying insulation and finishes to cylindrical and flat surfaces						
7.7	describe how to maintain the tools and equipment used when applying insulation and finishes to cylindrical and flat surfaces						
	Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

Unit 323

Preparing and operating mast climber-type Mobile Elevating Work Platforms – MEWP – in the workplace

Declaration

I confirm that the evidence supplied for the above listed 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.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

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:	

IV Name:	
IV Signature:	
Date:	

Unit 334

Preparing and operating scissor-type Mobile Elevating Work Platforms – MEWP – in the workplace

12 credits

1. Interpret the given information relating to the preparation and using scissor-type MEWPs to access areas to carry out the work.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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. risk assessments						
f. manufacturers' information						
g. current regulations governing the operation of plant and machinery used as work platforms.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. Organise with others the sequence and operation in which accessing operations using scissor-type MEWPs are to be carried out.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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 describe how to organise resources prior to and during accessing operations.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. Know how to comply with relevant legislation and official guidance when carrying out accessing operations using scissor-type MEWPs.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
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. equipment						
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.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. Maintain safe and healthy working practices when preparing for and carrying out accessing operations using scissor-type MEWPs.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during accessing operations						
4.2 demonstrate compliance with given information and relevant legislation when carrying out accessing operations using scissor-type MEWPs in relation to two or more of the following:						
a. safe use and storage of plant or machinery						
b. safe use and storage of tools and equipment						
c. specific risks to health						
4.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to accessing operations, 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)						
4.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions						
4.5 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 activities						
e. rescue plans.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

5. Request and select the required quantity and quality of resources to prepare for and carry out accessing operations using scissor-type MEWPs.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
5.1 request and select resources associated with scissor-type MEWPs in relation to:						
a. consumables						
b. materials						
c. tools						
d. ancillary equipment and/or accessories						
5.2 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. consumables, lubricants and fuels						
b. attachments and accessing aids						
c. hand tools, ancillary equipment and accessories						
5.3 describe how the resources should be used correctly, how problems associated with the resources are reported						
5.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources						
5.5 describe any potential hazards associated with the resources and methods of work						
5.6 describe how to identify:						
a. weight						
b. quantity						

c. length						
d. area						
associated with the method/procedures to operate scissor-type mobile elevating work platforms used for accessing operations.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

6. Minimise the risk of damage to the work and surrounding area when preparing to and accessing work areas.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
6.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures						
6.2 prevent damage and maintain a clean work space						
6.3 dispose of waste in accordance with current legislation						
6.4 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						
6.5 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.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

7. Complete the work within the allocated time when preparing to and accessing work areas using scissor-type MEWPs.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					

7.1	demonstrate completion of the work within the allocated time						
7.2	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.						
Type of evidence →							
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report							

8. Comply with the given contract information to access areas to carry out work using scissor-type MEWPs to the required specification.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
8.1 demonstrate the following work skills when preparing for and accessing work areas using scissor-type MEWPs:						
a. checking						
b. setting up						
c. adjusting						
d. communicating						
e. manoeuvring						
f. positioning						
g. accessing						
h. setting down						
8.2 use and maintain:						
a. hand tools						
b. ancillary equipment and/or accessories						
8.3 prepare for, position, set up and operate scissor-type MEWPs to access working areas, at various locations, to given working instructions						
8.4 shut down and secure scissor-type MEWPs						
8.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:						
a. identify the characteristics of the scissor-type MEWP used for accessing work						
b. identify valid certification for maintenance, inspection and thorough examination						

c. carry out function checks for accessing operation						
d. prepare, set up and adjust for operational requirements						
e. carry out pre-operational checks for obstructions, stability, and ground conditions affecting the work and surrounding area						
f. identify and remain aware of the area of operation to include potential entrapment situations						
g. use fall prevention equipment						
h. check to avoid damage to structures and utilities service apparatus						
8.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:						
a. position and secure MEWP for accessing operations						
b. recognise and determine when specific skills and knowledge are required and report accordingly						
c. operate, manoeuvre, position, set down and secure						
d. operate and travel on the public highway						
e. shut down and secure the MEWP						
f. use hand tools, ancillary equipment and accessories						
8.7 describe the needs of other occupations and how to effectively communicate within a team when preparing to and carrying out accessing operations						
8.8 describe how to maintain the:						
a. plant and machinery						
b. hand tools						
c. ancillary equipment						
used to access working areas.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 334

Preparing and operating scissor-type Mobile Elevating Work Platforms – MEWP – in the workplace

Declaration

I confirm that the evidence supplied for the above listed 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.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

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:	

IV Name:	
IV Signature:	
Date:	

Appendix 1 Summary of City & Guilds assessment policies

Health and Safety

All centres have to make sure that they provide a safe and healthy environment for learning, including induction and assessment. City & Guilds external verifiers check this when they visit assessment centres.

Equal Opportunities

Your centre will have an equal opportunities policy. Your centre will explain this to you during your induction, and may give you a copy of the policy.

City & Guilds equal opportunities policy is available from our website www.cityandguilds.com, City & Guilds Customer Relations Team or your centre.

Access to assessment

City & Guilds qualifications are open to all candidates, whatever their gender, race, creed, age or special needs. Some candidates may need extra help with their assessment, for example, a person with a visual impairment may need a reader.

If you think you will need alternative assessment arrangements because you have special needs, you should discuss this with your centre during your induction, and record this on your assessment plan. City & Guilds will allow centres to make alternative arrangements for you if you are eligible and if the qualification allows for this. This must be agreed before you start your qualification.

City & Guilds guidance and regulations document *Access to assessment and qualifications* is available on the City & Guilds website www.cityandguilds.com, from the City & Guilds Customer Relations Team or your centre.

Complaints and appeals

Centres must have a policy and procedure to deal with any complaints you may have. You may feel you have not been assessed fairly, or may want to appeal against an assessment decision if you do not agree with your assessor.

These procedures will be explained during induction and you will be provided with information about the Quality Assurance Co-ordinator within your centre who is responsible for this.

Most complaints and appeals can be resolved within the centre, but if you follow the centre procedure and are still not satisfied you can complain to City & Guilds.

Our complaints policy is on our website www.cityandguilds.com or is available from the City & Guilds Customer Relations Team or your centre.

Useful contacts

UK learners

E: learnersupport@cityandguilds.com

General qualification information

International learners

E: intcg@cityandguilds.com

General qualification information

Centres

E: centresupport@cityandguilds.com

Exam entries, Certificates,
Registrations/enrolment, Invoices, Missing or
late exam materials, Nominal roll reports,
Results

Single subject qualifications

E: singlesubjects@cityandguilds.com

Exam entries, Results, Certification, Missing
or late exam materials, Incorrect exam
papers, Forms request (BB, results entry),
Exam date and time change

International awards

E: intops@cityandguilds.com

Results, Entries, Enrolments, Invoices,
Missing or late exam materials, Nominal roll
reports

Walled Garden

E: walledgarden@cityandguilds.com

Re-issue of password or username, Technical
problems, Entries, Results, e-assessment,
Navigation, User/menu option, Problems

Employer

E: business@cityandguilds.com

Employer solutions, Mapping, Accreditation,
Development Skills, Consultancy

Publications

Logbooks, Centre documents, Forms, Free
literature

If you have a complaint, or any suggestions for improvement about any of the services that City & Guilds provides, email:
feedbackandcomplaints@cityandguilds.com

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