Unit 353 Maintaining non-structural and structural components in the workplace

Level: 3

Value for TQT: 290

Unit aim:
The aim is to provide you with an awareness of:
- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- repairing non-structural and/or structural components

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when maintaining non-structural and structural components							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 **interpret and extract relevant information from:**							
a. **drawings**							
b. **specifications**							
c. **schedules**							
d. **method statements**							
e. **risk assessments**							

f. **manufacturers' information**							
1.2 **comply with information and/or instructions derived from risk assessments and method statement**							
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. oral and written instructions							
h. sketches							
i. electronic data							
j. official guidance and current building regulations associated with maintaining non-structural and structural components							

2. Know how to comply with relevant legislation and official guidance when maintaining non-structural and structural components.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents, health hazards and environment:							
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 and storage of materials by manual handling and mechanical lifting.							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
e. vehicles							
2.3 explain what the accident reporting procedures are and who is responsible for making reports							
2.4 describe the types of fire extinguishers available when maintaining non-structural and structural components and describe how and when they are used.							

3. Maintain safe working practices when maintaining non-structural or structural components.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 **use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when maintaining non-structural and structural components**							
3.2 **demonstrate compliance with given information and relevant legislation when maintaining non-structural and structural components in relation to:**							
a. **safe use of access equipment**							

b. **safe use, storage and handling of materials, tools and equipment**							
c. **specific risks to health.**							
3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to maintaining non-structural and structural components, 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:							
a. fires							
b. spillages							
c. injuries							
d. other task-related activities.							

4. Select the required quantity and quality of resources for the methods of work to maintain non-structural and structural components.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 **select resources associated with own work in relation to:**							
a. **materials**							
b. **components**							

c. **fixings**							
d. **tools and equipment**							
4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
a. timber							
b. timber based products							
c. composite materials							
d. metals							
e. mouldings							
f. sash cord							
g. paint							
h. bricks							
i. tiles							
j. cement							
k. sand							
l. plaster							
m. preservatives							
n. adhesives							
o. sealants							
p. ironmongery							
q. fittings							
r. fixings							

s. hand and power tools							
t. hand and/or powered tools and equipment							
4.3 Describe how to confirm that the resources and materials conform with the specification including suitability, moisture and durability.							
4.4 describe how the resources should be used correctly and how problems associated with the resources are reported.							
4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
4.6 describe any potential hazards associated with the resources and methods of work.							
4.7 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method							
e. procedure to maintain non-structural							
f. structural components							

5. Minimise the risk of damage to the work and surrounding area when maintaining non-structural or structural components.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 **protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.**							
5.2 **Maintain a clear and tidy 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:							

a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations and official guidance.							

6. Complete the work within the allocated time when maintain non-structural and structural components.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 **demonstrate completion of the work within the allocated time**							
6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of productivity targets and time scales							
b. how times are estimated							
c. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to maintain non-structural and structural components to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 **demonstrate the following work skills when maintaining non-structural and structural components:**							
a. **measuring**							
b. **marking out**							
c. **fitting**							
d. **splicing**							
e. **finishing**							
f. **positioning**							
g. **securing**							
7.2 **use and maintain hand and power tools**							
7.3 **Repair and/or replace at least three of the following non-structural components to given working instructions in timber, timber-based products, composite materials and metal:**							

a. **frames (to include priming the repair)**							
b. **mouldings (to include priming the repair)**							
c. **floor joist covering (or flat roof)**							
d. **sash cords**							
e. **windows replacement glazing**							
f. **fascias, soffits and barge bonds**							
g. **non-structural stair components**							
h. **false ceiling**							
7.4 Repair and/or replace at least two of the following structural components to given working instructions in timber, timber-based products, composite materials and metal:							
a. stall risers							
b. structural joists (including support)							
c. structural rafters (including support)							
d. structural stair components							
e. load bearing partitions							
f. form openings.							
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. replace and repair the following structural components in timber, timber based products, composite materials and metal: stall risers, structural joist (including support), structural rafters (including support) structural stair components, load bearing partitions and form openings							
b. identify load bearing points							

c. prop and support existing structures							
d. replace frames and mouldings							
e. repair or replace door and window ironmongery							
f. repair and/or replace guttering and downpipes							
g. repair and/or replace fascias, soffits and barge boards							
h. form joints associated with repairs							
i. recognise and determine when specialist skills and knowledge are required and report accordingly							
j. determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance							
k. identify and follow the installation quality requirements							
l. work with, around and in close proximity to plant and machinery							
m. use hand and power tools							
n. work at height							
o. use access equipment							
7.6 describe the needs of other occupations and how to effectively communicate within a team when maintaining non-structural and structural components							
7.7 describe how to maintain the tools and equipment used when maintaining non-structural and structural components.							
7.8 Describe how to sharpen the hand tools used when maintaining non-structural and structural components.							

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Declaration

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

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	