Unit 304 Conserving or restoring heavy timber framework in the workplace

Level: 3

Unit aim:
The aim is to provide you with the necessary skills and knowledge for:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing, renewing, repairing or refurbishing heavy timber framework in conservation or restoration projects

*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 conserving or restoring heavy timber framework.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 **interpret and extract information from:**							
a. **drawings**							
b. **specifications**							
c. **method statements**							
d. **schedules**							
e. **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. method statements							
d. schedules							
e. manufacturers' information							
f. archaeological watching brief							
g. historical conservation plans and charters							
h. legislation and regulations governing buildings							

2. Know how to comply with relevant legislation and official guidance when conserving or restoring heavy timber framework.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities under current legislation and official guidance whilst working:							
a. in the workplace							
b. below ground level							
c. in confined spaces							
d. at height							
e. with tools and equipment							
f. with materials and substances							
g. with movement/storage of materials and 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							
2.3 state what the accident reporting procedures are and who is responsible for making reports							

3. Maintain safe working practices when conserving or restoring heavy timber framework.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 **use personal protective equipment (PPE), lifting equipment and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when conserving or restoring heavy timber framework**							
3.2 explain why and when personal protective equipment (PPE) should be used, relating to conserving or restoring heavy timber framework, and the:							
a. types							
b. purpose							
c. limitations of each type							
3.3 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							

4. Select the required quantity and quality of resources for the methods of work to conserve or restore heavy timber framework.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:							
a. timber							
b. pre-fabricated components							
c. pegs							
d. metal fixings							
e. glues and resin products							
f. mechanical lifting equipment							
g. hand tools and hand-held portable power tools							
h. power tools/machines							
i. ancillary equipment							
4.2 **select resources associated with own work in relation to materials, components, fixings, tools and equipment**							
4.3 state how the resources should be used correctly, how problems associated with the resources are 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:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to conserve or restore heavy timber framework.							

5. Minimise the risk of damage to the work and surrounding area when conserving or restoring heavy timber framework.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
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:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.4 **dispose of waste in accordance with legislation**							
5.5 state why the disposal of waste should be carried out in relation to the work.							

6. Complete the work within the allocated time when conserving or restoring heavy timber framework.							
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 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.							

7. Comply with the given contract information to conserve or restore heavy timber framework to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 **demonstrate the following work skills when conserving or restoring heavy timber framework:**							
a. **measuring**							
b. **marking out**							
c. **cutting**							
d. **jointing**							
e. **shaping**							
f. **fitting**							
g. **fixing**							
h. **finishing**							
i. **positioning**							
j. **securing**							
k. **recording**							
7.2 **prepare, conserve, restore, renew, repair or refurbish heavy timber framework to given working instructions for at least one of the following:**							
a. **walls (structural and/or non-structural)**							
b. **floors**							
c. **roofs**							

7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. determine angles and lengths							
b. brace in-situ components to form or support structural and/or non-structural frameworks							
c. determine graded timber tree anatomy and growth rates, shrinkage and defects							
d. assess the milling and cleaving process							
e. determine how the conversion affects the end use							
f. form joints associated with structural and non-structural timber frame components							
g. work with lifting and hoisting equipment							
h. finish surfaces							
i. validate appropriate ways in which the work should be carried out							
j. recognise sensitive areas							
k. maintain heritage and archaeological integrity							
l. maintain the principles of minimum intervention and reversible alterations							
m. stop work at the point when conjecture begins and report findings							
n. record work carried out (written, photographic or digital)							
o. recognize and/or report endangered/protected flora and fauna							
p. remove deteriorated and/or inappropriate materials							
q. maintain existing structure							
r. integrate existing and new constructional components or finishes							
s. store salvageable components							
t. use hand tools, power tools and equipment							

u. work at height							
v. use access equipment							
7.4 **safely use and store materials, hand tools, hand-held portable power tools, power tools/machines and ancillary equipment**							
7.5 state the needs of other occupations and how to communicate within a team when conserving or restoring heavy timber framework							
7.6 describe how to and maintain the tools and equipment used when conserving or restoring heavy timber framework.							

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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:	