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## Overview

This standard covers the need to identify and plan use of resources to meet work requirements in fenestration installation. The work could be in relation to windows and doors, conservatories or curtain walling systems. You will need to identify exactly what is required and what resources should be used to achieve it as well as making sure that all the resources, including people, are used to deliver work requirements. It is also important to monitor how the resources are used and how the progress of the work is being maintained.

This standard is for you if you work in the Fenestration and Glazing Industry and are involved in resource planning of on-site installation work

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## Performance criteria

### *You must be able to:*

1. comply with health and safety requirements and procedures
2. obtain and confirm work instructions from sources in line with organisational and regulatory requirements
3. select options for achieving work requirements to meet specifications
4. identify and confirm resources required to meet specifications following safe working practices and legislative requirements
5. use communication methods to ensure resource needs are clear and known to relevant people in line with organisational and regulatory requirements
6. devise schedules of work that identify each work task to be completed following safe working practices and standard operating procedures (SOPs)
7. provide information on work schedules to relevant people using communication methods in line with work and organisational requirements
8. monitor provision and use of materials and other resources against specifications
9. identify problems relating to work and progress of work and deal with them following SOPs
10. monitor work against work schedules and record information on progress in systems in line with SOPs

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## Knowledge and understanding

### *You need to know and understand:*

1. health and safety responsibilities and obligations
2. health and safety procedures and regulations that need to be followed
3. what work has to be done to meet different requirements
4. equipment, materials, and work procedures used for different jobs
5. how to devise effective schedules of work and why this is important
6. how to monitor the progress of work
7. how to identify resources required for different types of work and how to ensure they are available
8. how and why to monitor resources being used
9. standard operating procedures for different activities and how to obtain information on them
10. types of problems that could occur and how to deal with them
11. systems and procedures for recording information on work schedules, problems and how problems have been dealt with in line with SOPs and regulatory requirements

GQAFEN2

Plan and monitor resources for use in fenestration installation



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**Suite** Fenestration Installation

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