

Managing the Project Handover of the Construction Project in the Workplace

Reference : K/600/7361

Level : Level 6

Credit Value : 10

Guided Learning Hours : 30

Aim : The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in managing the handover of the construction project in the workplace within the relevant sector of industry.

Learning Outcomes		Assessment Criteria
The Learner Will		The Learner Can
1	Confirm project requirements and consult with stakeholders and develop and agree a handover programme.	1.1 - Confirm that project requirements have met stakeholder's expectations. 1.2 - Undertake consultation with stakeholders to negotiate handover arrangements. 1.3 - Develop and agree a handover programme. 1.4 - List and describe typical project requirements that must be met for handover purposes. 1.5 - Explain how project requirements for developing handover programmes can be confirmed. 1.6 - Explain ways of consulting with stakeholders when developing and agreeing a handover programme. 1.7 - Give reasons why you need a handover programme.
2	Check that project requirements have been met, or record outstanding work in order to agree and arrange a satisfactory completion.	2.1 - Identify work that may need to be completed against the requirements of the project. 2.2 - Note outstanding work, defects or remedial activities that fail to meet project requirements. 2.3 - Agree and organise work activities that can complete outstanding work to ensure that the project requirements have been met. 2.4 - Explain checks that can be made to ensure project requirements are met. 2.5 - Explain how outstanding work, in order to agree and arrange a satisfactory completion, can be recorded.
3	Carry out handover inspections and appropriate tests ensuring they are witnessed by stakeholders and certificated in accordance with current legislation.	3.1 - Complete handover inspections and appropriate tests, ensuring they are recorded and witnessed by stakeholders. 3.2 - Undertake commissioning activities and keep records of all certificates issued. 3.3 - Explain how to carry out handover inspections and appropriate tests. 3.4 - Describe methods that can be used to ensure that inspections and appropriate tests are witnessed by stakeholders. 3.5 - Explain how to ensure that the appropriate certification is acquired and why handover inspections and certificates are needed.
4	Record stakeholder concerns during inspection and agree any required actions.	4.1 - Seek, identify and note stakeholders concerns during handover inspections. 4.2 - Agree actions with stakeholders that will resolve stakeholder concerns raised during handover inspections. 4.3 - Describe methods that can record stakeholders' concerns during inspections. 4.4 - Explain how appropriate actions can be agreed with stakeholders during inspections. 4.5 - Give reasons why stakeholders concerns need to be addressed prior to handover.
5	Ensure that stakeholders' respective responsibilities are accepted and adopted.	5.1 - Establish and confirm that stakeholders will accept responsibility on handover for at least three of the following: <ul style="list-style-type: none"> - insurance - security - operations

		<ul style="list-style-type: none"> - health and safety - utility supply - environment - sustainability <p>5.2 - Explain how to ensure that stakeholders accept and adopt responsibilities on handover.</p> <p>5.3 - Explain why stakeholders need to accept their responsibilities on handover.</p>
6	Assemble and hand over appropriate documentation in accordance with the project.	<p>6.1 - Collate and prepare appropriate and relevant documentation for at least one of the following:</p> <ul style="list-style-type: none"> - systems - services - equipment <p>6.2 - Arrange for and/or hand over assembled documentation that meets agreed project requirements.</p> <p>6.3 - Explain how appropriate documentation can be assembled in accordance with the project requirements.</p> <p>6.4 - Describe methods of handing over appropriate documentation.</p> <p>6.5 - Give reasons why appropriate documentation should be assembled and handed over for the project.</p>

Assessment guidance and/or requirements : This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated.