Unit 108: Wood occupations

# Worksheet 16: Documents (tutor)

1. State how the following documents are used within wood occupations.

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| **Document:** | **How the information is used:** |
| Specification | This document supplements the information provided by other contract documents, including the bills of quantities and the working drawings. The drawings should be as clear from text as possible, so additional information is provided in the specification. Examples include the type and finish of ironmonger and the grade of timber required. |
| Risk assessment | Under the Management of Health and Safety at Work Regulations 1999, the minimum an employer must do is to:   * identify what could cause injury or illness (hazards) * decide how likely it is that someone could be harmed and how seriously (the risk) * take action to eliminate the hazard, or if this isn’t possible, control the risk. |
| Timesheet | A time sheet is a document used by operatives to record the hours worked against a specific contract. In addition, it records any overtime worked and any expenses incurred that are claimable. Payroll will use this information to calculate wages and the estimating office will use this to determine the final cost of a project. |
| Gannt programme chart | This is normally presented as a large bar chart posted in the manager’s office. It sets out in time (weeks) horizontally and construction stages vertically. It is used to show both planned work and the progress record. In addition, it shows the labour plant and material deliveries required at each stage of the contract. |

1. Link the task to the correct description:

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| **Task:** |  | **Description:** |
| Assembly |  | Sanding and coating assembled product |
| Cutting list |  |  |
| Hand cutting or machining |  | Putting together and securing components |
| Setting out |  | Provide instructions for jointing and profiling |
| Interpreting requirements |  | Jointing and moulding components |
| Finishing |  | Deciding quantities and sizes of timber components |
| Marking out |  | Detailing timber components on a rod |
|  |  | Pulling dimensions and detail from architect’s drawings |

1. Put the tasks listed above in their correct procedural order:

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| **Task:** |
| Interpreting requirements |
| Setting out |
| Cutting list |
| Marking out |
| Machining components |
| Assembly |
| Finishing |