

**WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY  
BOARD**

**NATIONAL VOCATIONAL QUALIFICATION**

**COMPETENCE STANDARDS FOR THE  
WASTE MANAGEMENT OPERATIONS  
NATIONAL VOCATIONAL QUALIFICATION  
AT  
LEVEL 2**

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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## **Mandatory Units:**

Every Level 2 operative requires six mandatory units as follows:

WM-101	Promote and maintain quality of the organisation's work
WM-102	Contribute to the maintenance of a healthy and safe working environment
WM-103	Develop and maintain effective working relationships
WM-104	Comply with emergency procedures
WM-105	Work in a team
WM-106	Maintain information systems to support work

## **Optional Units:**

Every Level 2 Operative requires four optional units from the following:

WT-101	Control the removal of Waste
WT-102	Receive and validate waste
WT-103	Store wastes and operating materials within a waste facility
WT-108	Direct waste loads
WT-109	Prepare vehicles or plant for use on waste management facilities
WT-110	Control and carry out landfilling of waste
WT-111	Contribute to the protection of the environment
WT-112	Carry out environmental monitoring and testing on waste management facilities
WT-113	Advise and inform colleagues on facility environmental protection matters
WT-114	Perform safely in the working areas
WT-115	Deal with matters other than waste
WT-116	Control the safety of vehicle movements on waste management facilities
WT-117	Contribute to the general upkeep and protection of the facility
WT-119	Contribute to the maintenance of security in the working environment
WT-120	Select and install/remove containers
WT-121	Transport wastes and materials
WT-122	Collect and deliver wastes and materials
WT-125	Run waste treatment operation

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WT-126	Maintain condition of treatment equipment
WT-127	Exchange responsibility for control of waste treatment
WT-130	Carry out mechanical handling of wastes or materials
WT-135	Control the removal of recyclable waste
WT-136	Receive and validate recyclable waste
WT-137	Store recyclable wastes and operating materials within a waste facility
WT-138	Direct recyclable waste and other waste loads
WT-140	Collect and deliver recyclable wastes and other materials
WT-141	Run waste recycling operations
WT-142	Maintain condition of recycling equipment
WT-143	Exchange responsibility for control of waste recycling
WT-144	Carry out mechanical handling of recyclable wastes or other materials

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## Waste Management Operations NVQ Level 2

### Common Pathways

The following tables identify the most common jobs in waste management operation at level 2 and suggest the most appropriate option units for each job.

#### Mandatory Units:

Every Level 2 operative is required to complete all six of the mandatory units as follows:

Number	Title
WM-101	Promote and maintain quality of the organisation's work
WM-102	Contribute to the maintenance of a healthy and safe working environment
WM-103	Develop and maintain effective working relationships
WM-104	Comply with emergency procedures
WM-105	Work in a team
WM-106	Maintain information systems to support work

#### Waste collection operative

All Mandatory Units plus any four of the following option units.

Number	Title
WT-101	Control the removal of waste
WT-111	Contribute to the protection of the environment
WT-116	Control the safety of vehicle movements
WT-119	Contribute to the maintenance and security in the working environment
WT-121	Transport wastes and materials
WT-122	Collect and deliver wastes and materials

#### Recyclable waste collection operative

All Mandatory Units plus any four of the following option units.

Number	Title
WT-135	Control the removal of recyclable waste
WT-111	Contribute to the protection of the environment
WT-116	Control the safety of vehicle movements
WT-119	Contribute to the maintenance and security in the working environment
WT-121	Transport wastes and materials
WT-140	Collect and deliver recyclable wastes and materials

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## Waste treatment operative

All Mandatory Units plus any four of the following option units.

Number	Title
WT-103	Store wastes and operating materials within a waste facility
WT-111	Contribute to the protection of the environment
WT-112	Carry out environmental monitoring and testing on waste management facilities
WT-113	Advise and inform colleagues an facility environmental protection matters
WT-114	Perform safely in the working areas
WT-116	Control the safety of vehicle movements
WT-117	Contribute to the general upkeep and protection of the facility
WT-119	Contribute to the maintenance of security in the working environment
WT-120	Select and install/remove containers
WT-121	Transport wastes and materials
WT-122	Collect and deliver wastes and materials
WT-125	Run waste treatment operations
WT-126	Maintain condition of treatment equipment
WT-127	Exchange responsibility for control of waste materials
WT-130	Carry out mechanical handling of wastes and materials

## Waste recycling operative

All Mandatory Units plus any four of the following option units.

Number	Title
WT-137	Store recyclable wastes and operating materials within a waste facility
WT-111	Contribute to the protection of the environment
WT-112	Carry out environmental monitoring and testing on waste management facilities
WT-113	Advise and inform colleagues an facility environmental protection matters
WT-114	Perform safely in the working areas
WT-116	Control the safety of vehicle movements
WT-117	Contribute to the general upkeep and protection of the facility
WT-119	Contribute to the maintenance of security in the working environment
WT-120	Select and install/remove containers
WT-121	Transport wastes and materials
WT-140	Collect and deliver recyclable wastes and materials
WT-141	Run waste recycling operations
WT-142	Maintain condition of recycling equipment
WT-143	Exchange responsibility for control of waste recycling
WT-144	Carry out mechanical handling of recyclable wastes and materials

# WASTE MANAGEMENT OPERATIONS

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## Landfill general operative

All Mandatory Units plus any four of the following option units.

<b>Number</b>	<b>Title</b>
WT-102	Receive and validate waste
WT-108	Direct waste loads
WT-109	Prepare vehicles or plant for use on waste management facilities
WT-110	Control and carry out landfilling of waste
WT-111	Contribute to the protection of the environment
WT-112	Carry out environmental monitoring and testing on waste management facilities
WT-113	Advise and inform colleagues an facility environmental protection matters
WT-114	Perform safely in the working areas
WT-115	Deal with matters other than waste
WT-116	Control the safety of vehicle movements
WT-117	Contribute to the general upkeep and protection of the facility
WT-119	Contribute to the maintenance of security in the working environment
WT-130	Carry out mechanical handling of wastes and materials

# WASTE MANAGEMENT OPERATIONS

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## Mandatory Units

# WASTE MANAGEMENT OPERATIONS

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## **Structure of Mandatory Units Level 2**

<b>WM-101</b>	<b>Promote and maintain quality of the organisation's work</b>
WM-101.1	Promote and maintain a positive public image
WM-101.2	Carry out own work role
<b>WM-102</b>	<b>Contribute to the maintenance of a healthy and safe working environment</b>
WM-102.1	Maintain personal hygiene, health and safety
WM-102.2	Maintain healthy and safe working practices
<b>WM-103</b>	<b>Develop and maintain effective working relationships</b>
WM-103.1	Develop and maintain effective internal working relationships
WM-103.2	Develop and maintain effective external working relationships
WM-103.3	Familiarise new staff with the workplace
<b>WM-104</b>	<b>Comply with emergency procedures</b>
WM-104.1	Initiate alarm on discovering an emergency
WM-104.2	Minimise effect of emergencies
<b>WM-105</b>	<b>Work in a team</b>
WM-105.1	Agree individual responsibilities in working with others
WM-105.2	Complete work activities with others
<b>WM-106</b>	<b>Maintain information systems to support work</b>
WM-106.1	Provide and respond to information
WM-106.2	Record and store information

# WASTE MANAGEMENT OPERATIONS

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Unit: WM-101 Promote and maintain quality of the organisation's work

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Unit Detail: WM-101.1 Promote and maintain a positive public image

WM-101.2 Carry out own work role

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## Unit Description:

This unit deals with the overall quality of the service provided.

Achievement of this unit demonstrates your competence in promoting and maintaining a positive public image and organising the work role. The unit will apply if you are working on your own or leading a team.

You must also show that you can organise your own work effectively and efficiently.

Evidence for this unit is likely to be generated at the same time as evidence for other units in the qualification.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WM-101	Promote and maintain quality of the organisation's work
Element:	WM-101.1	Promote and maintain a positive public image

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## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you ensure that opportunities to improve services are promptly reported
- b) you ensure that comments on services provided are politely acknowledged and promptly reported
- c) you ensure that work schedules are fulfilled correctly
- d) you ensure that behaviour, appearance, and clothing meet employment requirements
- e) your contact with people outside the organisation encourages their confidence and co-operation
- f) the information you give to people outside the organisation is authorised, up to date and accurate.

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Organisational context:

- detail of work schedules and working procedures
- organisation standards of behaviour and appearance, and why they are important
- what information you are permitted to pass to others
- organisation's services

Dealing with people:

- methods of communication
- how to receive comment politely
- how to encourage confidence and co-operation

Improvements in service:

- how to identify and report potential for improvement

# WASTE MANAGEMENT OPERATIONS

Unit: WM-101 Promote and maintain quality of the organisation's work

Element: WM-101.1 Promote and maintain a positive public image

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you would be able to identify and report at least one of the following types of service improvement:

- quality of service
- the way services are provided

You must also show evidence that all the following aspects of work schedules are correct:

- procedures
- quality of work
- reliability of work
- timing of the work

You must also show evidence that behaviour meets employment requirements in both the following:

- timekeeping
- attitude

You must also show evidence that appearance meets employment requirements in all the following:

- general appearance
- clothing
- personal protective equipment

You must also show evidence that you provide information on both the following topics:

- services provided by the organisation
- who to refer to in the organisation for further information

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in identifying and reporting both types of service improvement listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- contact with people outside the organisation
- providing information to them
- behaviour, appearance, and clothing

Products of work:

- reports about potential improvements
- your notes or oral statements on contact with people outside the organisation

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you ensured that opportunities to improve services, and comments on services, were dealt with and reported to the appropriate person
- how you ensured that work schedules were fulfilled correctly
- how you ensured that behaviour appearance and clothing met the organisation requirements
- how you encouraged confidence and cooperation in people with whom you had contact
- what information you have provided to people

Witness testimony:

- statements from people who have observed you working.

# WASTE MANAGEMENT OPERATIONS

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Unit: WM-101 Promote and maintain quality of the organisation's work

Element: WM-101.2 Carry out own work role

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## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you carry out work routines safely, in an appropriate order, and according to organisational requirements
- b) you report problems arising as a result of operational conditions and ask for advice
- c) you pass on information required by the organisation accurately and promptly.

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Methods of work:

- working safely and its importance
- dealing with problems arising from operational conditions

Organisational context:

- information about services available
- work schedules and procedures
- communication channels
- information required by the organisation and how to provide it

# WASTE MANAGEMENT OPERATIONS

Unit: WM-101 Promote and maintain quality of the organisation's work

Element: WM-101.2 Carry out own work role

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can carry out at least three of the following aspects of work routines safely, in an appropriate order and as required by the organisation:

- start-up
- daily schedules
- end of day
- other required work procedures

You must also show evidence that you can deal with at least four of the following problems arising as a result of operational conditions:

- mechanical problems
- staffing shortages
- necessary changes to schedule of work
- availability of resources
- abnormal conditions
- potential or actual damage to the environment

You must also show evidence that you report problems to at least two of the following types of people:

- people outside the organisation
- colleagues
- line managers

You must also show evidence that you can provide all the following types of information required by the organisation:

- personnel matters
- work matters
- health and safety
- passing messages

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in dealing with all types of problem listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- work operations
- providing information

Products of work:

- your notes or oral statements on problems and their solution
- internal records of information you passed to the organisation

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you dealt with problems arising from operational conditions
- how you provided information required by the organisation

Witness testimony:

statements by people who have observed you at work.

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit:	WM-102	Contribute to the maintenance of a healthy and safe working environment
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Element:	WM-102.1	Maintain personal hygiene, health and safety
	WM-102.2	Maintain healthy and safe working practices

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## Unit Description:

This unit deals with the general health and safety of working. More specific aspects of these will feature within other units.

Achievement of this unit demonstrates your competence in operating safely in the work environment. It includes your responsibility for personal hygiene, health and safety, and healthy and safe working practices.

Evidence for this unit is likely to be generated at the same time as evidence for other units in the qualification.

# WASTE MANAGEMENT OPERATIONS

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Unit: WM-102 Contribute to the maintenance of a healthy and safe working environment

Element: WM-102.1 Maintain personal hygiene, health and safety

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## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) your personal standards of hygiene and conduct meet employment requirements
- b) you wear and use the appropriate personal protective equipment correctly
- c) you use approved safe methods and techniques throughout operations
- d) you report unsafe operating conditions promptly.

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Health and safety:

- the need for good personal hygiene
- selecting and using personal protective equipment
- working safely

Dealing with problems:

- identifying problems with machinery, equipment, and materials

Organisational context:

- organisation requirements for personal hygiene, and use of personal protective equipment
- work procedures
- methods of reporting

# WASTE MANAGEMENT OPERATIONS

Unit: WM-102 Contribute to the maintenance of a healthy and safe working environment

Element: WM-102.1 Maintain personal hygiene, health and safety

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you use methods and techniques which comply with both the following:

- organisation requirements
- safe working practice

You must also show evidence that you report unsafe operating conditions to at least two of the following types of person:

- line manager
- colleagues
- health and safety specialists

You must also show evidence that you report unsafe operating conditions in at least two of the following areas:

- machinery
- equipment
- materials

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in reporting to all types of person, and about all types of unsafe operating conditions listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- work operations
- use of personal protective equipment

Products of work:

- your notes or oral statements on problems
- reports of problems

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- why personal hygiene and the correct use of personal protective equipment is important
- how you ensure that your methods are safe
- how you identified and reported unsafe operating conditions

Witness testimony:

statements from people who have observed you maintaining required standards of personal hygiene, health, and safety during work

# WASTE MANAGEMENT OPERATIONS

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Unit: WM-102 Contribute to the maintenance of a healthy and safe working environment

Element: WM-102.2 Maintain healthy and safe working practices

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## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) your work routines comply with organisation procedures at all times
- b) you keep the work areas clean, and tidy
- c) you identify risks to people and the immediate working environment, and minimise them where possible
- d) you give warnings of hazardous conditions promptly to people at risk
- e) you report accidents, damage and significant risks promptly

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Health and safety:

- the importance of good housekeeping
- the importance of identifying risks and minimising them
- the importance of warning others about risks
- hazard warning signs

Organisational context:

- reporting accidents, damage, and significant risks
- methods of communication

# WASTE MANAGEMENT OPERATIONS

Unit: WM-102 Contribute to the maintenance of a healthy and safe working environment

Element: WM-102.2 Maintain healthy and safe working practices

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can identify risks to at least two of the following types of people:

- yourself
- colleagues
- other people

You must also show evidence that you can use at least two of the following types of warning:

- warning signs
- verbal warnings
- cones
- barriers

You must also show evidence that you can identify at least three significant risks in the following areas:

- unsuitable or faulty machinery
- equipment and materials
- infestation
- contamination
- other potentially unsafe features in the working environment

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in identifying risks to all types of people, use all types of warning, and identify risks in all areas listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- work operations

Products of work:

- reports of accidents, damage and significant risks
- your reports or oral statements of identification of risks

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how your work routines meet organisational requirements, and how you keep work areas clean and tidy
- how you identified risks and gave warning to people
- how you reported accidents that occurred

Witness testimony:

statements from people who have observed you maintaining healthy and safe working practices

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WM-103 Develop and maintain effective working relationships

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Unit Detail: WM-103.1 Develop and maintain effective internal working relationships

WM-103.2 Develop and maintain effective external working relationships

WM-103.3 Familiarise new staff with the workplace

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## Unit Description:

This unit deals with relationships.

Achievement of this unit demonstrates your competence in developing and maintaining effective working relationships with people inside and outside the organisation. (References to external contacts may be interpreted as people outside your own department as well as outside the organisation).

The ability to communicate effectively is an essential feature of this unit. It also includes the competence of helping introduce new people to a job.

Evidence for this unit is likely to be generated at the same time as evidence for other units in the qualification.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WM-103	Develop and maintain effective working relationships
Element:	WM-103.1	Develop and maintain effective internal working relationships

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## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you carry out reasonable requests from colleagues promptly and willingly
- b) you request help from others politely
- c) you pass relevant information to members of staff promptly and accurately
- d) you deal with differences of opinion to minimise offence and maintain respect
- e) your commitments to others are realistic and are honoured promptly.

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Giving and receiving help:

- providing help and information tactfully
- knowing when, and how, to ask for help

Interpersonal relations:

- how to deal with differences of opinion
- methods of communication

Organisational context:

- limits of your own authority
- what information or help you are permitted to give to other staff.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WM-103	Develop and maintain effective working relationships
Element:	WM-103.1	Develop and maintain effective internal working relationships

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can handle relations successfully with both the following types of staff:

- line managers
- colleagues

You must also show evidence that you can deal with differences of opinion in both the following categories:

- work related
- personal

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- cooperating with others in providing help and information
- seeking help and information from others

Products of work:

- your notes or oral statements on requests from staff, help and information provided
- your notes or oral statements on help or information requested from others
- your notes or oral statements on differences of opinion and how you dealt with them

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you dealt with help asked for by others and help that you needed yourself
- how you dealt with differences of opinion and honoured commitments to others
- how you provided information to members of staff

Witness testimony:

statements from people who have observed your relations with people within the organisation.

# WASTE MANAGEMENT OPERATIONS

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Unit: WM-103 Develop and maintain effective working relationships

Element: WM-103.2 Develop and maintain effective external working relationships

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## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

- a) your contacts with people outside the organisation or department are polite and helpful
- b) you provide authorised information promptly and accurately
- c) you refer requests for action beyond your authority promptly
- d) your commitments to people outside the organisation are realistic and are fulfilled promptly.

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Interpersonal relations:

- being polite and helpful

Organisational context:

- limits of your own authority
- information you are permitted to pass on
- the person to whom complaints and requests should be passed.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WM-103	Develop and maintain effective working relationships
Element:	WM-103.2	Develop and maintain effective external working relationships

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can handle both the following types of contact successfully:

- formal
- informal

You must also show evidence that you can refer both the following types of situation to the correct people:

- formal complaints
- requests for changes in services provided

You must also show evidence that you can provide at least one of the following types of authorised information:

- general information about the organisation
- information about the organisation's products or services

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in all types of location and situation affecting collection listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- contact with people outside the organisation

Products of work:

- your notes or oral statements on contact with people outside the organisation

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you handled your contacts with people outside the organisation

Witness testimony:

statements from people who have observed you in contact with people outside the organisation.

# WASTE MANAGEMENT OPERATIONS

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Unit: WM-103 Develop and maintain effective working relationships

Element: WM-103.3 Familiarise new staff with the workplace

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## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you show work areas and facilities to new staff in a helpful and welcoming manner
- b) you explain basic work procedures accurately and in sufficient detail to encourage understanding
- c) you explain reporting procedures and identify relevant people
- d) you encourage new staff to ask questions to check that they understand
- e) you give help and advice willingly to new staff in carrying out their work activities.

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Communication:

- how to communicate effectively
- how to check understanding
- how to explain procedures
- how to give advice tactfully

Organisational context:

- details of work area and facilities
- operational procedures
- limits of your own authority and the authority of the new staff member.

# WASTE MANAGEMENT OPERATIONS

Unit: WM-103 Develop and maintain effective working relationships

Element: WM-103.3 Familiarise new staff with the workplace

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can help both the following categories of new staff:

- new recruits
- staff transferred from other parts of your organisation

You must also show evidence that you explain all the following parts of basic work procedures to new staff:

- what has to be done
- when it has to be done
- where it has to be done
- how and why it has to be done

You must also show evidence that you explain at least two of the following types of procedure:

- emergency procedures
- first aid procedures
- reporting procedures

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in explaining all the types of procedure listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- contacts with new staff during introduction to the workplace

Products of work:

- your notes or oral statements on familiarising new staff with the workplace

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you explained basic and other procedures to new staff and checked their understanding
- how you provided help and advice to new staff in carrying out their work activities

Witness testimony:

statements from people who have observed you helping new staff.

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

---

Unit: WM-104 Comply with emergency procedures

---

Unit Detail: WM-104.1 Initiate alarm on discovering an emergency

WM-104.2 Minimise effect of emergencies

---

## Unit Description:

This unit deals with emergencies met with on waste management facilities.

Achievement of this unit demonstrates your competence in complying with emergency procedures. It covers initiating the alarm, informing others and minimising the effect of an emergency. Simulation may be used to provide evidence for parts of this unit.

# WASTE MANAGEMENT OPERATIONS

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Unit: WM-104 Comply with emergency procedures

Element: WM-104.1 Initiate alarm on discovering an emergency

---

## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you initiate an appropriate alarm immediately on discovery
- b) you alert people to the emergency with the necessary degree of urgency
- c) in the event of accidents to people, you summon appropriate first aid immediately
- d) you ensure that appropriate emergency services are summoned immediately.

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Initiating the alarm:

- identifying emergency situation
- raising alarm
- obtaining urgent action
- calling the emergency services

Organisational context:

- alarm systems or methods
- location of, and means of calling, first aid providers
- organisation emergency procedures.

# WASTE MANAGEMENT OPERATIONS

Unit: WM-104 Comply with emergency procedures

Element: WM-104.1 Initiate alarm on discovering an emergency

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can initiate an alarm by both of the following methods:

- by mechanical/electronic means
- by notifying someone

You must also show evidence that you can deal with at least two of the following emergency categories:

- fire/explosion
- release/spillage of hazardous substances
- discovery of suspicious situations
- discovery of injured person
- major services failure
- other serious accident

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in all types of emergency listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- demonstration or simulation of activating the alarm for an emergency
- making contact with a first aider

Products of work:

- reports on fire/emergency practices in which you took part
- your notes or oral statements on dealing with emergencies or simulations

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how the alarm can be initiated in different circumstances
- how to persuade people to react to the emergency promptly but without panic
- how first aid could be summoned
- how emergency services could be summoned and what to do while waiting for them
- the consequences of not initiating the alarm for all categories of emergency listed

Witness testimony:

- statements from people who have observed you dealing with a simulated or real emergency

Performance evidence may include simulation.

# WASTE MANAGEMENT OPERATIONS

---

Unit: WM-104 Comply with emergency procedures

Element: WM-104.2 Minimise effect of emergency

---

## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) the actions you take reflect the seriousness of the situation but do not cause panic
- b) you give injured people comfort and reassurance
- c) you ensure that containable fires are put out safely using appropriate equipment
- d) you ensure that environmental damage through spillage or release is minimised by prompt and appropriate action
- e) your actions minimise losses
- f) you make a full and accurate report of any incident promptly, and in accordance with organisation procedures.

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Minimising the effect of the emergency:

- offering comfort and reassurance
- choosing and using fire extinguishing equipment
- dealing with spillage or release by containment or dispersal

Organisational context:

- reporting incidents
- procedures for fire extinguishing and containment or dispersion
- equipment and materials needed and their location
- general facility procedures
- facility emergency procedures.

# WASTE MANAGEMENT OPERATIONS

Unit: WM-104 Comply with emergency procedures

Element: WM-104.2 Minimise effect of emergency

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can deal with at least two of the following categories of emergency:

- fire/explosion
- release/spillage of hazardous substances
- discovery of suspicious situations
- discovery of injured person
- major services failure
- other serious accident

You must also show evidence for taking at least two of the following appropriate actions:

- using appropriate materials
- using appropriate equipment
- using appropriate techniques

You must also show evidence for minimising at least two of the following categories of loss:

- damage to plant and equipment
- injury to people
- damage to the environment

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in dealing with all categories of emergency, taking all appropriate actions, and minimising all categories of loss listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- simulation of dealing with emergencies

Products of work:

- reports on fire/emergency practices in which you took part
- accident/incident report in which you took part
- your notes or oral statements on dealing with real, or simulated, emergencies

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- actions you took in emergencies or simulations to avoid panic and minimise loss
- what actions you took to deal specifically with release/spillage of hazardous substances
- how would possible fires be best extinguished

Witness testimony:

- statements by people who have observed you in either an emergency or a simulation of one

Performance evidence may include simulation.

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WM-105 Work in a team

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Unit Detail: WM-105.1 Agree individual responsibilities in working with others

WM-105.2 Complete work activities with others

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## Unit Description:

This unit deals with working successfully with others. It underlies the other units in the qualification.

Achievement of this unit demonstrates your competence in working successfully in a team. Although the unit title refers to team work, many operatives work alone. In this situation the team is considered to be you, the person to whom you report, and anyone else with whom you communicate.

The competences include accepting and clarifying responsibilities, and working in conjunction with others.

Evidence for this unit is likely to be generated at the same time as evidence for other units in the qualification.

# WASTE MANAGEMENT OPERATIONS

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Unit: WM-105 Work in a team

Element: WM-105.1 Agree individual responsibilities in working with others

---

## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you ensure that the work to be done has been described clearly and is understood before the work starts
- b) you and the other team members agree the division of work and individual contributions
- c) you contribute helpfully to the team reaching agreement.

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Organisational context:

- understanding instructions or getting help to do so
- abilities of other team members

Reaching agreement:

- identifying impact of work on others
- identifying potential difficulties
- making helpful contributions to discussions.

# WASTE MANAGEMENT OPERATIONS

Unit: WM-105 Work in a team

Element: WM-105.1 Agree individual responsibilities in working with others

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can successfully agree the division of work between both the following sizes of group:

- two individuals
- three or more individuals.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- agreeing on division of work with the others
- obtaining an understandable description of the work to be done
- identifying possible difficulties and taking action to avoid or reduce them

Products of work:

- a description of the agreed division of the work

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports describing:

- your notes or oral statements on how agreement was obtained

Witness testimony:

statements by people who have observed you agreeing individual responsibilities in a team.

# WASTE MANAGEMENT OPERATIONS

---

Unit: WM-105 Work in a team

Element: WM-105.2 Complete work activities with others

---

## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) your own work contribution is completed in sufficient time not to hold up the work of others
- b) you help identify likely difficulties in contributing to the team's work and tell the other team members promptly
- c) Where disagreement occurs, you try to minimise disruption to the team's work.

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Coordinating work:

- identifying where your work could affect the work of others
- identifying difficulties in own work
- solving disagreements within the group

Organisational context:

- the nature of other peoples work
- how it affects your work.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WM-105	Work in a team
Element:	WM-105.2	Complete work activities with others

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can operate with both the following types of team or group:

- a formally appointed group
- you working alone, your supervisor, and those people you communicate with

You must also show evidence that you can identify both the following types of difficulty:

- problems with materials or equipment needed
- problems with the people contributing to the job.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- you identifying difficulties and informing others of progress

Products of work:

- telling others about progress of your own work

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you reached agreement on specific matters
- how you minimised disruption to work when disagreement occurs
- your notes or oral statements on identifying and telling others about difficulties

Witness testimony:

- statements from people who have observed you completing work activities with others.

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WM-106 Maintain information systems to support work

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Unit Detail: WM-106.1 Provide and respond to information

WM-106.2 Record and store information

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## Unit Description:

This unit is about the handling of information relevant to your work.

Achievement of this unit demonstrates your competence in providing information within the organisation that is up to date and relevant. It also covers your ability to make effective use of information supplied to you by others.

Information that you need to record and store must be legible and kept in good condition for use.

Evidence for this unit is likely to be generated at the same time as evidence for other units in the qualification.

# WASTE MANAGEMENT OPERATIONS

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Unit: WM-106 Maintain information systems to support work

Element: WM-106.1 Provide and respond to information

---

## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) the information you provide to others in the organisation is current, relevant and accurate
- b) you provide the information promptly
- c) the information you provide is clear and concise, given in the form requested and at the correct time and place
- d) your responses to information provided by others are prompt and constructive.

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Information:

- how to communicate information clearly and effectively
- how to use information constructively

Organisational context:

- methods of communicating information
- who information may be given to
- the types of information that should be transmitted and to whom.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WM-106	Maintain information systems to support work
Element:	WM-106.1	Provide and respond to information

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can you can provide and receive information in both the following ways:

- formally
- informally

You must also show evidence that you can provide information to, and deal with information from both the following types of person:

- line managers
- colleagues

You must also show evidence that you deal with information concerning all of the following topics:

- personnel matters
- work
- health and safety

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- passing information orally to colleagues and other staff
- receiving information and using it positively

Products of work:

- written information communicated by you
- written information received by you

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- information which you provided to others
- information which you received from others and took action on

Witness testimony:

statements from people who have observed you giving and receiving information

# WASTE MANAGEMENT OPERATIONS

---

Unit: WM-106 Maintain information systems to support work

Element: WM-106.2 Record and store information

---

## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) the information that you record is up to date, accurate, and legible
- b) you maintain records under your control in good condition and store them correctly
- c) you make confidential information available only to authorised people.

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Information:

- preparing information for recording and storage
- writing legibly
- recognising out of date information
- maintaining the information in good condition during storage

Organisational context:

- what information is confidential and why
- recording and storing requirements and procedures
- who information may be given to.

# WASTE MANAGEMENT OPERATIONS

Unit: WM-106 Maintain information systems to support work

Element: WM-106.2 Record and store information

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can record and store information relating to all the following topics:

- personnel matters
- work
- health and safety.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- recording and storing information
- dealing with confidential information

Products of work:

- information records and their storage

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you recorded and stored information in all three topics listed above and what you did as a result of receiving it
- information that you supplied to others in the organisation and the reasons why it was required
- how you dealt with confidential information.

Witness testimony:

- statements from people who have observed you recording and storing information.

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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## Option Units

# WASTE MANAGEMENT OPERATIONS

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## Structure of Optional Units Level 2

<b>WT-101</b>	<b>Control the removal of Waste</b>
WT-101.1	Control the acceptance and collection of waste
WT-101.2	Control operation of equipment
<b>WT-102</b>	<b>Receive and validate waste</b>
WT-102.1	Receive waste
WT-102.2	Examine and validate waste
<b>WT-103</b>	<b>Store wastes and operating materials within a waste facility</b>
WT-103.1	Sort and store wastes and operating materials
WT-103.2	Monitor and maintain storage conditions
<b>WT-108</b>	<b>Direct waste loads</b>
WT-108.1	Ensure suitability of vehicle for facility
WT-108.2	Direct waste to unloading or holding
<b>WT-109</b>	<b>Prepare vehicles or plant for use on waste management facilities</b>
WT-109.1	Carry out daily inspections
WT-109.2	Record daily inspection information
<b>WT-110</b>	<b>Control and carry out landfilling of waste</b>
WT-110.1	Control deposition of waste
WT-110.2	Consolidate and cover deposited waste
<b>WT-111</b>	<b>Contribute to the protection of the environment</b>
WT-111.1	Maintain environmentally sound working practices
WT-111.2	Contribute to the improvement of the environment
<b>WT-112</b>	<b>Carry out environmental monitoring and testing on waste management facilities</b>
WT-112.1	Carry out environmental monitoring
WT-112.2	Inspect, sample and test wastes
<b>WT-113</b>	<b>Advise and inform colleagues on facility environmental protection matters</b>
WT-113.1	Maintain facility environmental protection information
WT-113.2	Provide information on environmental protection matters
<b>WT-114</b>	<b>Perform safely in the working areas</b>
WT-114.1	Implement safety procedures
WT-114.2	Implement emergency procedures
<b>WT-115</b>	<b>Deal with matters other than waste</b>
WT-115.1	Deal with deliveries
WT-115.2	Receive and assist visitors and callers

# WASTE MANAGEMENT OPERATIONS

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<b>WT-116</b>	<b>Control the safety of vehicle movements on waste management facilities</b>
WT-116.1	Control vehicle movements
WT-116.2	Maintain compliance with legislation and other requirements
<b>WT-117</b>	<b>Contribute to the general upkeep and protection of the facility</b>
WT-117.1	Carry out routine facility upkeep
WT-117.2	Control nuisances
<b>WT-119</b>	<b>Contribute to the maintenance of security in the working environment</b>
WT-119.1	Maintain security of premises
WT-119.2	Maintain security of equipment and materials
<b>WT-120</b>	<b>Select and install/remove containers</b>
WT-120.1	Select containers
WT-120.2	Install/remove containers
<b>WT-121</b>	<b>Transport wastes and materials</b>
WT-121.1	Operate and control a laden vehicle
WT-121.2	Monitor and review activities
<b>WT-122</b>	<b>Collect and deliver wastes and materials</b>
WT-122.1	Prepare for the loading/unloading of wastes and materials
WT-122.2	Load/unload wastes and materials
<b>WT-125</b>	<b>Run waste treatment operation</b>
WT-125.1	Prepare equipment and materials for waste treatment
WT-125.2	Monitor and control waste treatment operation
WT-125.3	Complete and shut down waste treatment operation
<b>WT-126</b>	<b>Maintain condition of treatment equipment</b>
WT-126.1	Clean, maintain, and adjust equipment
WT-126.2	Check the performance of waste treatment equipment
<b>WT-127</b>	<b>Exchange responsibility for control of waste treatment</b>
WT-127.1	Hand over responsibility for control of waste treatment to others
WT-127.2	Accept responsibility for control of waste treatment from others
<b>WT-130</b>	<b>Carry out mechanical handling of wastes or materials</b>
WT-130.1	Load wastes or materials
WT-130.2	Transfer and unload wastes or materials
<b>WT-135</b>	<b>Control the removal of recyclable waste</b>
WT-135.1	Control the acceptance and collection of recyclable waste
WT-135.2	Control operation of equipment

# WASTE MANAGEMENT OPERATIONS

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<b>WT-136</b>	<b>Receive and validate recyclable waste</b>
WT-136.1	Receive recyclable waste
WT-136.2	Examine and validate recyclable waste
<b>WT-137</b>	<b>Store recyclable wastes and operating materials within a waste facility</b>
WT-137.1	Sort and store recyclable wastes and operating materials
WT-137.2	Monitor and maintain storage conditions
<b>WT-138</b>	<b>Direct recyclable waste and other waste loads</b>
WT-138.1	Ensure suitability of vehicle for facility
WT-138.2	Direct recyclable waste and other waste to unloading or holding
<b>WT-140</b>	<b>Collect and deliver recyclable wastes and other materials</b>
WT-140.1	Prepare for the loading/unloading of recyclable wastes and other materials
WT-140.2	Load/unload recyclable wastes and other materials
<b>WT-141</b>	<b>Run waste recycling operations</b>
WT-141.1	Prepare equipment and materials for waste recycling
WT-141.2	Monitor and control waste recycling operations
WT-141.3	Complete and shut down waste recycling operations
<b>WT-142</b>	<b>Maintain condition of recycling equipment</b>
WT-142.1	Clean, maintain, and adjust equipment
WT-142.2	Check the performance of waste recycling equipment
<b>WT-143</b>	<b>Exchange responsibility for control of waste recycling</b>
WT-143.1	Hand over responsibility for control of waste recycling to others
WT-143.2	Accept responsibility for control of waste recycling from others
<b>WT-144</b>	<b>Carry out mechanical handling of recyclable wastes or other materials</b>
WT-144.1	Load recyclable wastes or other materials
WT-144.2	Transfer and unload recyclable wastes or other materials

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-101 Control the removal of waste

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Unit Detail: WT-101.1 Control the acceptance and collection of waste

WT-101.2 Control operation of equipment

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## Unit Description:

Achievement of this unit demonstrates your competence in controlling the collection of waste, ensuring that the use of the vehicle's equipment is safe and correct, and that the collection sites and loading areas are left in an acceptably clean and tidy state.

This unit is suitable for the waste collection team leader controlling the work of a team and for the skip driver working alone or with a mate.

# WASTE MANAGEMENT OPERATIONS

---

Unit: WT-101 Control the removal of waste

Element: WT-101.1 Control the acceptance and collection of waste

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you ensure that waste for collection is correctly identified, and accepted in accordance with requirements
- b) you report circumstances affecting collection promptly
- c) you check that access to the waste is safe or take appropriate action
- d) you ensure that work consistently meets with requirements
- e) you give information and instructions clearly and check understanding
- f) you ensure that the collection site is clean and safe after collection as required, and report any damage promptly
- g) you ensure that documentation is completed as required
- h) you take corrective action promptly where standards are not met

### Knowledge and Understanding:

Customer care:

- why it is important to look after the customer, and how to do it

Waste:

- how to identify types of waste
- how to assess the strength and suitability of containers
- classification of waste
- types of container and handling required

Organisation context:

- your own areas of responsibility
- special collection schemes
- acceptable reasons for non-collection
- organisation policies and why it is important to work to them
- what the contract requires you to do
- what could happen if you don't do what the contract requires
- route plans, work schedules and the importance of carrying them out correctly

Health and safety:

- how to identify possible hazards, difficulties
- what to do to avoid them
- lifting and handling techniques

Legislation:

- how to avoid breaking the law while collecting waste

# WASTE MANAGEMENT OPERATIONS

---

Unit:	WT-101	Control the removal of waste
Element:	WT-101.1	Control the acceptance and collection of waste

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can collect from at least two of the following types of location:

- private property
- commercial and other premises
- public footpath/roadway
- other public area

You must also show evidence that you can deal successfully with at least four of the following situations which might affect collection:

- dangerous site/access
- toxic materials
- risk of injury/infection
- traffic/routing problems
- split bags
- unsuitable/damaged containers
- nature of waste
- need for special collection

You must also show evidence that you can use both of the following types of paperwork:

- formal
- informal

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in all types of location and situation affecting collection listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- observation of your working activities
- comparison of your work with the client's requirements

Products of work:

- paperwork you have produced associated with waste collection
- hazards, difficulties, and other reasons affecting collection which you have reported
- client requirements

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you dealt with four situations affecting collection
- how you ensured collection to the required standards

Witness testimony:

- statements from people who have observed your work in accepting and collecting waste

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-101 Control the removal of waste

Element: WT-101.2 Control operation of equipment

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you ensure the use of machinery, equipment, and materials follows requirements
- b) you identify faults and defects, take appropriate action, and when necessary inform others
- c) you ensure operation of equipment minimises the chance of damage or injury
- d) you give information and instructions clearly and check understanding
- e) you ensure the loading area is clean and safe after collection, and meets requirements
- f) you take prompt corrective action where work doesn't meet standards

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Operation of equipment:

- operating procedures
- how to identify faults and decide on appropriate action

Health and safety:

- safe manual handling techniques
- hazards and risks of the mechanisms and how to reduce the risk when in use

Organisation context:

- working procedures
- emergency procedures

# WASTE MANAGEMENT OPERATIONS

Unit: WT-101 Control the removal of waste

Element: WT-101.2 Control operation of equipment

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can use and identify faults in at least two of the following items of equipment:

- lifting
- compaction
- suction

You must also show evidence that you can provide both of the following types of instruction or information:

- oral
- written

You must also show evidence that you can ensure that at least two of the following loading areas are left clean and safe:

- roadways
- public areas
- other working areas

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in all types of location and situation affecting collection listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- observation of your working activities
- comparison of area where the vehicle is being loaded with the client's and the organisation's requirements

Products of work:

- faults you have identified and action taken
- fault documentation
- client requirements
- instructions or information written by you

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you ensure correct use of equipment
- how you identified faults in the two types of equipment and the action you took
- how you provided oral and written instructions or information to others

Witness testimony:

- statements from people who have observed you controlling the operation of equipment

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-102	Receive and validate waste
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Unit Detail:	WT-102.1	Receive waste
	WT-102.2	Examine and validate waste

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## Unit Description:

Achievement of this unit demonstrates competence in receiving and validating wastes. You must demonstrate competence in confirming that the carrier is registered and that documentation accompanying the waste appears to be correct. You must also demonstrate that the waste is examined to confirm that it appears to match the documentation. A key competence is the ability to identify waste that should not be accepted and to deal with it correctly.

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-102 Receive and validate waste

Element: WT-102.1 Receive waste

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you ensure that a carrier is registered
- b) you check that documentation accompanying the waste is complete and correct
- c) your records of incoming wastes are complete, legible, and stored correctly
- d) you deal with unacceptable waste or incorrect documentation in accordance with organisation procedures
- e) you ensure that reception equipment is kept operational in accordance with requirements
- f) you deal with failure of reception equipment in accordance with organisation procedures

### Knowledge and Understanding:

You must demonstrate that you know and understand:

#### Carrier Registration:

- ensuring carrier is registered

#### Documentation:

- ensuring transport documentation is correct
- the use of transfer notes
- processing reception documentation

#### Health and Safety:

- confirming possession of protective equipment by crew

#### Communication:

- issuing facility instructions

#### Legislation:

- how legislation affects the reception of wastes
- application of duty of care in receiving wastes
- safety in the use of vehicles
- waste transport documentation
- implications of Trading Standards legislation on reception operations

#### Organisational context:

- organisation procedures for reception, acceptance and rejection of wastes
- internal documentation
- procedures for emergencies
- limitations on information to be provided to people outside the organisation
- organisation procedures for dealing with failure of reception equipment
- organisational quality assurance procedures

# WASTE MANAGEMENT OPERATIONS

Unit: WT-102 Receive and validate waste

Element: WT-102.1 Receive waste

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can deal with documentation related to both of the following:

- proof of carrier registration
- transport documentation related to loads delivered

You must also show evidence that you can maintain records of incoming waste by at least one of the following techniques:

- manual
- computerised

You must also show evidence that you can deal with waste considered unacceptable for at least three of the following reasons:

- incorrect or no documentation
- documentation does not comply with waste management licence
- operational considerations
- breach of duty of care

You must also show evidence that you can pass on all the following facility instructions:

- routing to unloading area
- possession and use of personal protective equipment
- requirement for "tare off" on leaving

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of waste considered unacceptable for all the reasons listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- reception of wastes
- checking documentation
- passing instructions to visiting crews

Products of work:

- reception records
- documentation on rejected wastes
- appropriate quality assurance documentation

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you have dealt with unacceptable wastes
- how you have confirmed that carriers are registered

Witness testimony:

- statements from people who observed you receiving waste

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-102	Receive and validate waste
Element:	WT-102.2	Examine and validate waste

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that

- a) you carry out required examination procedures correctly
- b) you wear and use appropriate personal protective equipment correctly
- c) you establish that the waste complies with the waste management licence
- d) you ask for help promptly when necessary

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Waste acceptance:

- determining nature of examination needed
- recognising obvious signs of non-conformity of waste
- the importance of ensuring that accepted waste meets the waste management licence requirements

Documentation:

- processing reception documentation

Organisation context:

- facility operating instructions
- organisation procedures for reception, acceptance and rejection
- internal documentation
- procedures for emergencies
- organisational quality assurance procedures

Legislation:

- relevant waste management licence details
- application of duty of care to transport of waste
- safety in the use of vehicles
- waste transport documentation

# WASTE MANAGEMENT OPERATIONS

Unit: WT-102 Receive and validate waste

Element: WT-102.2 Examine and validate waste

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can carry out all of the following reception procedures:

- examination of waste
- recording results
- other organisation procedures related to accepting waste

You must also show evidence that you can seek assistance from all the following types of person:

- colleagues
- supervisor
- facility manager

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- inspection and validation of wastes
- carrying out work procedures correctly

Products of work:

- reception documentation
- appropriate quality assurance documentation

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- what wastes are permitted by the waste management licence
- how you decide what examination procedures to use
- how you deal with different types of waste
- how you deal with wastes not permitted by the waste management licence

Witness testimony:

- statements from people who observed you examining and validating waste

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-103 Store wastes and operating materials within a waste facility

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Unit Detail: WT-103.1 Sort and store wastes and operating materials

WT-103.2 Monitor and maintain storage conditions

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## Unit Description:

Achievement of this unit demonstrates your competence in storing wastes and operating materials in a waste management facility, using the facility's equipment safely and correctly.

You must check the availability of necessary equipment for sorting and storing wastes and operating materials, and deal with defects. You must sort and store the wastes and operating materials correctly and ensure that the storage area is suitably clean and tidy. You must use the storage facilities available as effectively as possible and label the wastes and operating materials appropriately where required. Finally, you must complete any necessary documentation.

You must also monitor the safety, security and condition of the storage area and its contents whilst in use, and deal with any defects.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-103	Store wastes and operating materials within a waste facility
Element:	WT-103.1	Sort and store wastes and operating materials

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you use appropriate equipment correctly to sort and move the wastes and operating materials to the designated area
- c) you identify equipment defects, take corrective action if possible and report them promptly
- d) you sort, store, and label wastes and materials if required, according to their nature, hazards, and organisation procedures
- e) You ensure that the best use is made of storage facilities available
- f) you ensure the storage area is clean and tidy after movement of wastes or materials
- g) any necessary documentation is complete, accurate and up to date

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Storage:

- making the best use of the facilities available
- storage requirements of the wastes and materials concerned
- storage methods
- good housekeeping practices and the standards required
- labelling of wastes and materials when required

Equipment:

- using equipment correctly
- identifying defects and correcting them where permissible

Health and safety:

- hazards of wastes and materials handled and stored
- requirements for personal protective equipment

Legislation:

- implications of relevant legislation to sorting and storing wastes and operating materials
- waste management licence requirements related to storage

Organisational context:

- necessary documentation procedures
- storage facilities location and layout
- operational procedures for sorting and storage
- storage methods

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-103	Store wastes and operating materials within a waste facility
Element:	WT-103.1	Sort and store wastes and operating materials

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can deal effectively with all the following types of material:

- wastes to be stored for treatment or awaiting transport elsewhere
- recyclable materials
- materials required for the operation of the facility

that you can use, identify defects in, and take permitted corrective action with at least two of the following items of equipment:

- powered/manual handling equipment
- containers
- safety signs

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all the equipment items listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- choice and use of personal protective equipment
- use of handling equipment
- sorting and storage of wastes or materials
- completion of any necessary documentation

Products of work:

- storage facility areas under your control
- wastes and materials you have sorted and stored
- storage documentation

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- dealing with equipment defects
- storing different types of wastes and materials

Witness testimony:

statements from people who observed you sorting and storing wastes and materials

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-103	Store wastes and operating materials within a waste facility
Element:	WT-103.2	Monitor and maintain storage conditions

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you identify any problems in storage conditions
- c) you report problems, and take necessary corrective action within limits of your own authority
- d) you maintain the safety and security of the storage facility areas according to procedures
- e) you ensure the storage facility areas are kept appropriately clean and tidy

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Storage:

- storage methods
- characteristics of wastes and materials stored
- identifying and dealing with problems in storage
- requirements for keeping the storage facilities area clean and tidy

Health and Safety:

- maintaining safety and security of storage
- nature and hazards of wastes and materials stored

Organisational context:

- documentation procedures
- operational procedures for storage
- types of problem
- security practices
- waste management licence requirements related to storage

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-103	Store wastes and operating materials within a waste facility
Element:	WT-103.2	Monitor and maintain storage conditions

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can identify at least three of the following problems in storage:

- unsuitability of storage area for the wastes or materials stored
- poor physical condition and security of the storage area itself
- hazards to people
- undesirable changes in the wastes or materials stored
- breakdown, damage, deterioration of equipment
- fire
- infestation
- nuisance

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all the problems listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- maintaining safety and security of storage facilities
- cleanliness and tidiness of the storage facilities area

Products of work:

- storage facilities area under your control
- reports of problems
- storage documentation

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- dealing with problems

Witness testimony:

- statements from people who observed you monitoring and maintaining storage conditions

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-108	Direct waste loads
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Unit Detail:	WT-108.1	Ensure suitability of vehicle for facility
	WT-108.2	Direct waste to unloading or holding

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## Unit Description:

Achievement of this unit demonstrates your competence in ensuring the suitability of a visiting vehicle for the facility conditions, and directing the vehicle and load to the unloading area or, if the waste is not accepted, to a holding area pending decision on action to be taken. You must demonstrate competence in directing the vehicle crews clearly and precisely.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-108	Direct waste loads
Element:	WT-108.1	Ensure suitability of vehicle for facility conditions

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you confirm that the vehicle and load is suitable for facility conditions
- c) you report any unsuitable vehicle or load promptly
- d) you report, and take appropriate action, on other incidents interfering with operations

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Vehicle and load suitability for facility conditions:

- recognising vehicle and load problems
- current facility conditions and implications for vehicles manoeuvring and unloading

Health and safety:

- interpretation of identification codes for hazardous substances

Organisational context:

- recognising and responding to incidents interfering with operations
- facility operating procedures
- other relevant organisation procedures

Communication:

- communicating effectively

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-108	Direct waste loads
Element:	WT-108.1	Ensure suitability of vehicle for facility conditions

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can wear and use all of the following types of personal protective equipment correctly:

- fluorescent tabard or jacket
- safety helmet
- safety boots
- other PPE appropriate to the circumstances

You must also show evidence that you can ensure suitability for the facility of all the following types of vehicle:

- vehicles delivering waste
- facility vehicles
- other vehicles

You must also show evidence that you can deal with at least two of the following types of incident interfering with operations:

- weather
- congestion
- mechanical breakdown
- hot loads

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all types of incident listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- choice and use of personal protective equipment
- directing vehicle crews

Products of work:

- reception documentation

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- action taken with vehicles or loads unsuitable for facility
- dealing with incidents interfering with operations

Witness testimony:

- statements from people who observed you ensuring the suitability of vehicles and loads for facility conditions

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-108 Direct waste loads

Element: WT-108.2 Direct waste to unloading or holding

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you make visiting crews aware of facility procedures
- c) you direct conforming waste to the appropriate area for discharge
- d) you direct rejected waste to an appropriate holding area pending further instructions
- e) you provide vehicle crews with clear and precise instructions

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Organisational context:

- how to recognise, respond to, and record incidents interfering with operations, and emergencies
- relevant facility operating procedures
- other relevant organisation procedures

Health and safety:

- personal protective equipment necessary on facility
- interpreting identification codes for hazardous substances

Communication:

- effective communication

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-108	Direct waste loads
Element:	WT-108.2	Direct waste to unloading or holding

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you wear and use all of the following types of personal protective equipment correctly:

- fluorescent tabard or jacket
- safety helmet
- safety boots
- other PPE appropriate to the circumstances

You must also show evidence that you can direct crews delivering all types of waste listed in the Waste Management licence.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- communication with vehicle crews, provision of written instructions, information cards etc.
- identification and direction of rejected waste

Products of work:

- reception documentation
- rejection documentation

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- dealing with non-compliance with facility operating procedures

Witness testimony:

- statements from people who observed you directing waste to unloading or holding areas

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-109	Prepare vehicles or plant for use on waste management facilities
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Unit Detail:	WT-109.1	Carry out daily inspections
	WT-109.2	Record daily inspection information

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## Unit Description:

Achievement of this unit demonstrates your competence in carrying out and reporting daily inspections on vehicles and plant.

You must carry out a general external check, usually against a written check list, and replenish the consumables (fuel, cooling system, oil and grease, hydraulic fluid, etc). You must also identify defects, damage, and any component or equipment that is missing, and carry out any permitted corrective action. You must report the results of daily checks as required by the organisation, and in particular damage which could affect safety or effective operation. On vehicles fitted with a vehicle management system this must be monitored for the daily check.

The daily inspections cover vehicles, plant, and associated ancillary equipment and tools. Daily checks on vehicles for use on public roads would be covered by Unit WT-121.

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-109 Prepare vehicles or plant for use on waste management facilities

Element: WT-109.1 Carry out daily inspections

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you inspect the vehicle or plant, or monitor the vehicle management system daily, as required
- a) you check and top up consumables using the required materials and equipment
- b) you ensure that the consumables and equipment are free from contamination
- c) you check the suitability and safety of equipment and/or tools
- d) you identify any damage or any missing items and take appropriate action

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Daily checks:

- the items that need to be checked for a specific vehicle or plant
- the items that are essential for safety
- how to identify damage that would interfere with the effective operation of the vehicle or plant
- how to identify any items missing in the vehicle's or plant's equipment
- remedial action that you are permitted to carry out
- operation of the vehicle management system if fitted

Organisational context:

- procedures for dealing with vehicles or plant not capable of operating effectively, or unsafe situations

# WASTE MANAGEMENT OPERATIONS

Unit: WT-109 Prepare vehicles or plant for use on waste management facilities

Element: WT-109.1 Carry out daily inspections

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you carry out the daily physical inspection according to one of the following:

- schedule as laid down by the manufacturer
- schedule as laid down by the organisation
- monitoring the vehicle management system

You must also show evidence that you cover at least three of the following daily inspection items:

- wheels and tyres, or tracks
- damage affecting operation
- damage affecting safety
- other organisational requirements

You must also show evidence that you check and top up as necessary at least three of the following types of consumable:

- fuel
- cooling system
- lubricants
- other fluids

You must also show evidence that you look for, and can identify the following types of damage or missing items:

- damage or missing items affecting safety
- damage or missing items affecting operation

You must also show evidence that you can take appropriate action over damage or missing items in at least one of the following types of action:

- corrective action you are permitted to take
- reporting to an appropriate person other corrective action

You must however convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all daily inspection items and all types of consumable.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

#### Work activities:

- carrying out the daily inspection
- monitoring the vehicle management system
- identifying damage affecting safety
- identifying damage affecting effective operation

#### Products or outcomes:

- daily inspection schedule signed off
- reports on damage

You may also provide short reports of your own, or statements from others who have observed your performance.

#### Written or spoken reports describing:

- damage you have identified as affecting safety
- damage you have identified as affecting operations
- situations which you are permitted to put right

#### Witness testimony:

statements from people who have observed you carrying out daily checks

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-109 Prepare vehicles or plant for use on waste management facilities

Element: WT-109.2 Record daily inspection information

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you sign off correctly the daily inspection check list as required
- b) you complete damage reports
- c) you record inspection and corrective action that you have taken as required

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Types and purposes of documentation:

- purpose of the daily inspection check list
- how to use it to carry out and record daily checks

Health and safety:

- how to identify damage that could affect safety

Organisational context:

- how to identify damage that affects operation
- procedures for reporting damage
- responsibility with regard to statutory requirements
- what damage or missing items you are permitted to correct yourself

# WASTE MANAGEMENT OPERATIONS

Unit: WT-109 Prepare vehicles or plant for use on waste management facilities

Element: WT-109.2 Record daily inspection information

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you sign off the daily inspection sheet at every inspection and process it correctly.

You must also show evidence that you can identify and report both the following types of damage:

- damage affecting safety
- damage affecting operations

You must also show evidence that you can make out a report of damage that you have put right yourself.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

#### Work activities:

- recording daily inspection
- recording damage or missing items
- recording correction of damage or missing items within your own authority

#### Products or outcomes:

- daily inspection sheets with your signature
- damage reports
- reports of damage or missing items corrected by yourself

You may also provide short reports of your own, or statements from others who have observed your performance.

#### Written or spoken reports, describing:

- how you go about using the daily inspection sheet
- how you identify damage and missing items
- how you decide that specific damage affects safety and operation

#### Witness testimony:

- statements from people who have observed you reporting damage or missing items as a result of daily checks

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-110 Control and carry out landfilling of waste

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Unit Detail: WT-110.1 Control deposition of waste

WT-110.2 Consolidate and cover deposited waste

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## Unit Description:

Achievement of this unit demonstrates your competence in controlling the deposition of waste by drivers and crews and acting promptly where waste does not comply with the waste management licence. You must also take effective action where drivers and crews do not comply with safe working practice or facility operating procedures.

You must also show competence in consolidating and covering deposited waste using a compactor or other means.

# WASTE MANAGEMENT OPERATIONS

Unit: WT-110 Control and carry out landfilling of waste

Element: WT-110.1 Control deposition of waste

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you marshal vehicles for efficient and safe deposition
- c) you ensure that vehicle crews comply with facility requirements and report any non-compliance promptly
- d) you ensure that waste for deposition complies with waste management licence conditions
- e) you report non-compliant waste immediately and take action in accordance with organisation procedures
- f) you report operational problems promptly
- g) you deal with emergencies in accordance with facility operating procedures

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Waste:

- recognising non-compliant wastes

Health and safety:

- interpreting identification markings for hazardous substances
- implications of HASAWA and COSHH regulations relevant to waste deposition
- personal protective equipment appropriate to different types of waste, and its correct use

Other legislation:

- implications of other legislation on waste deposition

Organisational context::

- recognising and responding to operational problems
- dealing with emergencies
- facility operating procedures
- marshalling hand signals
- code of practice for assisting the reversing of vehicles
- relevant organisation procedures;

Communications:

- communicating effectively

# WASTE MANAGEMENT OPERATIONS

Unit: WT-110 Control and carry out landfilling of waste

Element: WT-110.1 Control deposition of waste

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can wear and use correctly all of the following items of personal protective equipment:

- fluorescent tabard or jacket
- safety helmet
- safety boots
- other PPE appropriate to the situation

You must also show evidence that you can follow all the following types of facility requirement:

- facility operating procedures
- safe working practice

You must also show evidence that you can deal with at least three of the following types of operational problem:

- bad weather
- congestion
- vehicle breakdown
- vehicle stuck
- plant breakdown
- non-compliance with facility procedures

You must also show evidence that you can deal with at least three of the following types of emergency:

- injured persons
- hot load
- explosion or deep seated fire in waste
- vehicle breakdown
- vehicle overturning

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all types of operational problem and emergency listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- marshalling and directing vehicles
- inspection of waste for compliance
- choice and use of personal protective equipment
- simulated emergencies

Products of Work:

- documentation related to non-compliance with facility procedures
- documentation related to non-compliant waste
- documentation related to operational problems and emergencies

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- dealing with non compliance with facility procedures
- dealing with operational problems and emergencies

Witness testimony:

reports from people who have observed you controlling the deposition of waste

# WASTE MANAGEMENT OPERATIONS

Unit: WT-110 Control and carry out landfilling of waste

Element: WT-110.2 Consolidate and cover deposited waste

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you ensure that discharged waste complies with the waste management licence or report it immediately
- c) you report operational problems promptly
- d) you deal with emergencies in accordance with facility operating procedures
- e) you place and compact deposited waste as required by the waste management licence
- f) you deal with bulky or difficult wastes in accordance with waste management licence requirements or as instructed
- g) you apply cover progressively to the deposited waste in compliance with waste management licence requirements
- h) you operate mechanical plant safely and effectively

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Wastes:

- identifying and confirming wastes
- dealing with bulky or difficult wastes

Deposition:

- controlling face operations
- placing and compacting to waste management licence requirements
- laying cover to waste management licence requirements

Health and safety:

- identification marks for hazardous substances
- hazard warning signs, other symptoms of potentially hazardous substances or materials
- responding to emergencies
- personal protective equipment requirements of wastes received

Other legislation:

- implications of other relevant legislation to landfilling operations
- relevant requirements of waste management licence

Communications:

- communicating effectively

Organisational context:

- recognising and responding to operational problems
- any waste related internal documentation
- operational procedures for rejecting waste

# WASTE MANAGEMENT OPERATIONS

Unit: WT-110 Control and carry out landfilling of waste

Element: WT-110.2 Consolidate and cover deposited waste

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can deal effectively with at least two of the following operational problems:

- bad weather
- congestion
- vehicle breakdown
- plant breakdown

You must also show evidence that you can deal effectively with at least two of the following types of emergency:

- injury accident
- explosion or fire in waste
- vehicle breakdown
- vehicle overturning

You must also show evidence that you can carry out compaction by means of both the following types of equipment:

- compactor
- other means

You must also show evidence that you can deal effectively with the following types of waste:

- bulky or difficult wastes
- other wastes

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all types of operational problem and emergency listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- consolidating and covering waste
- dealing with bulky or difficult wastes
- operating mechanical plant
- choice and use of personal protective equipment
- simulated emergencies

Products of Work:

- documentation relating to emergencies, non-complying wastes, bulky or difficult wastes
- placed, compacted and covered waste

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- dealing with operational problems and non-complying waste
- techniques of applying cover

Witness testimony:

- statements from people who have observed you consolidating and covering waste

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-111	Contribute to the protection of the environment
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Unit Detail:	WT-111.1	Maintain environmentally sound working practices
	WT-111.2	Contribute to the improvement of the environment

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## Unit Description:

Achievement of this unit demonstrates your competence in contributing to the protection of the local environment. You must show that you work in such a way that you minimise energy use, reduce or avoid waste, and take advantage of opportunities for recycling or re-use if that is required. You must minimise pollution of air, water, and land, and from noise.

You must demonstrate that you contribute to improvements in the environment by avoiding activities with potential to harm the environment.

This unit is suitable for operatives carrying out this activity on all types of waste management facility.

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-111 Contribute to the protection of the environment

Element: WT-111.1 Maintain environmentally sound working practices

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you operate and look after plant and equipment so as to reduce damage to the environment
- b) you carry out your work so as to minimise noise nuisance
- c) the way you work minimises waste of resources and avoids pollution
- d) if required, you identify opportunities for reuse and recycling and take appropriate action

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Use of resources:

- the importance of not wasting resources (energy, equipment, and materials), and the consequences of wasting them

Pollution:

- the consequences of pollution

Organisational context:

- how to recognise wastage of energy, equipment, and materials
- working methods that will minimise pollution and waste of resources
- what materials are recyclable
- procedures for dealing with recyclable materials if necessary

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-111	Contribute to the protection of the environment
Element:	WT-111.1	Maintain environmentally sound working practices

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can take action to minimise waste of at least two of the following types of resource:

- energy
- equipment
- materials

You must also show evidence that you can avoid at least two of the following types of pollution:

- air
- water
- land
- from noise

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently with all types of resource and pollution listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- observation of working activities

Products of work:

- records of waste collection and recycling if carried out

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- your actions to save resources and avoid pollution

Witness testimony:

statements from people who have observed your working practices

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-111 Contribute to the protection of the environment

Element: WT-111.2 Contribute to the improvement of the environment

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## The National Standard

This section provides criteria which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you identify likely or actual causes of harm to the environment and report them promptly
- b) you take whatever remedial action is permitted promptly
- c) you look for ways of improving the environment and suggest them to the appropriate person

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Threats to the environment:

- how to recognise threats to the environment
- who to report the threats to

Organisational context:

- how environmental threats should be dealt with
- services supplied by the organisation and how to use them

Legislation:

- how to avoid breaking the law about environment protection

# WASTE MANAGEMENT OPERATIONS

Unit: WT-111 Contribute to the protection of the environment

Element: WT-111.2 Contribute to the improvement of the environment

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you have taken action to minimise harm arising from at least one of the following sources:

- activities of the general public
- activities of the workforce

You must also show evidence that you have taken both the following forms of remedial activity for threats:

- informed colleagues/line management
- taken action personally

You must also show evidence that you have provided at least two of the following types of information to others:

- relating to available services
- recycling, if appropriate
- causes of environmental harm

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- observation of working activities

Products of work:

- your notes or oral statements on situations encountered
- related paperwork

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you identified potential harm to the environment from one of the types of source above and the remedial action that you took
- how you provided information on the three topics mentioned above and to whom

Witness testimony:

- statements from people who have observed you contributing to the improvement of the environment as above

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-112	Carry out environmental monitoring and testing on waste management facilities
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Unit Detail:	WT-112.1	Carry out environmental monitoring
	WT-112.2	Inspect, sample and test wastes

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## Unit Description:

Achievement of this unit demonstrates your competence in carrying out environmental monitoring activities on the waste facility or in the laboratory area. You must show that you carry out the work safely according to requirements.

You must also show that you carry out a systematic monitoring programme, that you interpret the results correctly and pass them on to the appropriate people.

You must also inspect wastes and carry out physical checks where necessary. You must demonstrate that you sample wastes in a safe manner and according to agreed procedures. You must pass the samples for testing, store them as required, and pass the results on promptly.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-112	Carry out environmental monitoring and testing on waste management facilities
Element:	WT-112.1	Carry out environmental monitoring

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you implement a programme of environmental monitoring fully and safely
- b) your record of results is accurate and complete
- c) you wear and use appropriate personal protective equipment correctly
- d) where required you obtain samples safely in accordance with organisation procedures and pass them for testing promptly
- e) you pass on the test results promptly
- f) you ensure that all equipment is maintained in operating condition and report defects promptly
- g) you suggest improvements to the programme or equipment as appropriate

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Monitoring:

- techniques relevant to the factors monitored
- calibration and operation of monitoring and measuring instruments
- sampling and testing techniques

Health and safety:

- selection and correct use of personal protective equipment
- implications of HASAWA and related regulations to environmental monitoring

Legislation:

- implications of EPA in relation to carrying out environmental monitoring

Organisational context:

- waste management licence requirements
- organisation control documentation and procedures
- implications of facility threats to the environment

Communications:

- communication of results to relevant people

# WASTE MANAGEMENT OPERATIONS

Unit: WT-112 Carry out environmental monitoring and testing on waste management facilities

Element: WT-112.1 Carry out environmental monitoring

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can obtain monitoring results by the use of both the following types of technique:

- use of monitoring and measuring equipment
- sampling and testing

You must also show evidence that you can work within the following types of requirement:

- organisation
- legislative

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- operation of specified monitoring programme
- choice and use of personal protective equipment
- recording results

Products of work:

- monitoring records
- circulation of results

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you select the appropriate personal protective equipment
- how you take samples, pass for testing, and interpret results

Witness testimony:

statements from people who have observed you carrying out environmental monitoring

# WASTE MANAGEMENT OPERATIONS

Unit: WT-112 Carry out environmental monitoring and testing on waste management facilities

Element: WT-112.2 Inspect, sample and test wastes

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you carry out, record, and communicate the results of visual and physical checks on wastes according to organisation procedures
- c) where required you obtain representative samples safely in accordance with organisation procedures, and pass for testing promptly
- d) you record test results in accordance with organisation procedures and pass them on promptly
- e) where required you identify non-compliance of samples with waste documentation or specification and report them promptly

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Sampling and analysis:

- methods for sampling of solids, liquids and sludges
- analytical techniques relevant to wastes

Health and safety:

- selection and use of personal protective equipment
- implications of HASAWA and related regulations for inspecting, sampling and testing wastes

Documentation:

- requirements for documentation of wastes
- organisation control documentation

Wastes:

- waste management licence requirements
- environmental implications of wastes accepted

Organisational context:

- procedures for dealing with rejected waste

Other Legislation:

- implications of EPA, and other legislation relevant to inspection, sampling and testing wastes

# WASTE MANAGEMENT OPERATIONS

Unit: WT-112 Carry out environmental monitoring and testing on waste management facilities

Element: WT-112.2 Inspect, sample and test wastes

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can carry out effectively at least two of the following types of check:

- physical characteristics
- chemical constitution
- condition of containers

You must also show evidence that you can effectively meet both of the following types of requirement:

- organisational
- legislative

You must also show evidence that you make reports to at least one of the following types of individual:

- supervisor
- line manager

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all types of individual listed above

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- inspection, sampling and testing of delivered waste
- choice and use of personal protective equipment
- sampling and testing methods
- passing samples for testing

Products of work:

- test results

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you obtained samples, passed them for testing, and interpreted results
- how you selected the correct personal protective equipment for the situation

Witness testimony:

- statements by people who observed you inspecting, sampling and testing delivered waste

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-113	Advise and inform colleagues on facility environmental protection matters
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Unit Detail:	WT-113.1	Maintain facility environmental protection information
	WT-113.2	Provide information on environmental protection matters

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## Unit Description:

Achievement of this unit demonstrates your competence in analysing environmental protection information of relevance to your facility. You must inform colleagues about matters to do with environmental protection. You must demonstrate that you can maintain facility information related to environmental protection matters of concern to the facility, and provide sampling and monitoring results and other forms of information.

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-113 Advise and inform colleagues on facility environmental protection matters

Element: WT-113.1 Maintain facility environmental protection information

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you meet the information requirements for facility environmental protection matters fully
- b) your records of information are clear, complete, and up to date
- c) you identify the resources you need to provide the required information and request them

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Resources:

- resources needed for the sampling and monitoring to be carried out

Techniques:

- calibration and operation of monitoring and measuring instruments

Legislation:

- implications of relevant legislation on provision of information relating to environmental protection

Information:

- sources of environmental protection related information

Communications:

- methods of communicating the results

# WASTE MANAGEMENT OPERATIONS

Unit: WT-113 Advise and inform colleagues on facility environmental protection matters

Element: WT-113.1 Maintain facility environmental protection information

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can provide required information on at least two of the following topics:

- wastes
- facility by-products
- emissions

You must also show evidence that you have identified and obtained both the following types of resource needed to provide the information:

- sampling equipment
- monitoring equipment

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all topics listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- collection and recording of information
- use of resources to obtain the information

Products of work:

- information recorded

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you identified the information required and how you obtained it
- how you identified the resources needed and obtained them

Witness testimony:

- statements from people who observed you maintaining facility information or used the information you provided

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-113 Advise and inform colleagues on facility environmental protection matters

Element: WT-113.2 Provide information on environmental protection matters

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you provide environmental protection information to colleagues and confirm their understanding
- b) you base your information on up-to-date monitoring results, and other documentary evidence
- c) you base your information on an adequate understanding of environmental protection
- d) you use feedback from colleagues to improve the way you provide information

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Legislation:

- waste management licence requirements
- implications of the relevant legislation on provision of information relating to environmental protection

Organisational context:

- sampling and monitoring procedures and recording requirements
- procedures for dealing with rejected waste
- environmental implications of wastes accepted

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-113 Advise and inform colleagues on facility environmental protection matters

Element: WT-113.2 Provide information on environmental protection matters

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can provide information in at least two of the following areas:

- rejected wastes
- facility emission standards
- facility by-product standards
- monitoring and sampling results

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all types of information area listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- provision of information to others

Products of work:

- test results
- information provided

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you determined the needs for information and advice
- how you used feedback to improve the service you provide

Witness testimony:

- statements from people who observed you providing information on environmental protection matters or who used that information

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-114 Perform safely in the working areas

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Unit Details: WT-114.1 Implement safety procedures

WT-114.2 Implement emergency procedures

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## Unit Description:

Achievement of this unit demonstrates your competence in performing safely in the areas in which you have to work. You must be aware of potential hazards and how to minimise their risks, know the location of emergency exits, and follow emergency and security procedures correctly.

In some organisations you may be required to use sophisticated laboratory equipment in a purpose built laboratory, in others your work may be done in an odd corner where some basic tests are carried out using simple equipment. This unit applies to both types of situation.

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-114 Perform safely in the working areas

Element: WT-114.1 Implement safety procedures

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you follow safe working procedures at all times
- b) you wear and use correctly appropriate protective clothing in designated areas
- c) you can locate any emergency exits and emergency equipment promptly and know how to use both
- d) you identify the hazards associated with the operations you carry out and take action to minimise their risks
- e) you record and report incidents according to procedures

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Health and safety:

- COSHH assessment for all substances likely to be encountered
- hazards of all operations carried out and how to minimise their risks
- personal protective equipment relevant to the activities carried out and how to use it
- location of emergency exits and emergency equipment

Organisational context:

- safe operating procedures for all activities
- incident reporting procedures
- location and methods of safe access to all testing or recording equipment

# WASTE MANAGEMENT OPERATIONS

Unit: WT-114 Perform safely in the working areas

Element: WT-114.1 Implement safety procedures

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can meet all of the following types of requirement:

- COSHH
- HASAWA
- organisation procedures

You must also show evidence that you can locate, identify, and use correctly all the following types of emergency equipment:

- fire extinguishers
- safety showers
- eye washes

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- correct use of safe working procedures
- use of protective clothing
- identifying all emergency equipment and exits

Products of work:

- risk assessments and minimisation
- incident reports

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- hazards and risks associated with normal working
- methods used to minimise these risks
- how you select personal protective equipment in accordance with the job to be done.
- accident/incident reporting procedures
- emergency exits and emergency equipment in the working areas and their use

Witness testimony:

- statements from people who have observed you performing safely in the working areas

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-114 Perform safely in the working areas

Element: WT-114.2 Implement emergency procedures

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you initiate an appropriate alarm immediately on discovering an emergency
- b) you follow emergency procedures without deviation when an alarm is raised
- c) you use emergency equipment correctly
- d) in the event of accidents to people, you summon appropriate medical assistance promptly
- e) you record accident details accurately as required

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Health and safety:

- the importance of carrying out emergency procedures without deviation when the alarm sounds
- how to get medical assistance when required
- location of emergency exits and emergency equipment
- how to use emergency equipment correctly
- 

Organisational context:

- emergency procedures for all work areas
- incident/accident reporting procedures

# WASTE MANAGEMENT OPERATIONS

Unit: WT-114 Perform safely in the working areas

Element: WT-114.2 Implement emergency procedures

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can identify and use correctly all of the following types of emergency equipment:

- fire extinguishers
- safety showers
- eye washes

You must also show evidence that you can implement effectively all of the following requirements:

- COSHH
- HASAWA
- organisation procedures

You must also show evidence that you can respond effectively to at least three of the following types of emergency:

- fire
- release/spillage of hazardous substances
- explosion
- discovery of suspected bomb/incendiary device
- discovery of injured person
- major services failure

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all types of emergency listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Work activities:

- simulation of how to use emergency equipment
- summoning medical assistance

Products or outcomes:

- reports of incidents/accidents
- results of emergency drills or tests in which you took part

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- emergency situations which have occurred in the past
- how to use the emergency equipment correctly
- how to summon medical assistance

Witness testimony:

- statements from people who have observed you implementing emergency procedures

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-115 Deal with matters other than waste

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Unit Detail: WT-115.1 Deal with deliveries

WT-115.2 Receive and assist visitors and callers

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## Unit Description:

Achievement of this unit demonstrates your competence in receiving and dealing with matters other than waste deliveries on your facility.

You should check all documentation relating to deliveries before accepting them. You must deal with any non-compliance or defect correctly.

You must give appropriate instructions to the carrier concerning arrangements for reception of the delivery and inform relevant colleagues if appropriate. You must also realise the importance of courtesy in dealing with all visitors and telephone callers and the care needed when giving out information.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-115	Deal with matters other than waste
Element:	WT-115.1	Deal with deliveries

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you ensure that delivery complies with documentation
- b) you refer any non-compliance to an appropriate person
- c) you direct vehicles to the offloading location
- d) you ensure that arrangements are made to receive the delivery
- e) you report unexpected events as required by organisation procedures

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Goods receipt:

- checking order and delivery documentation
- making arrangements for reception

Organisation context:

- deliveries expected
  - location and access to order documentation
- facility procedures for receiving deliveries

# WASTE MANAGEMENT OPERATIONS

Unit: WT-115 Deal with matters other than waste

Element: WT-115.1 Deal with deliveries

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can deal with at least two types of delivery.

You must also show evidence that you check all the following factors relating to a delivery:

- condition
- quality
- quantity

You must also show evidence that you make arrangements for reception of deliveries with both the following types of staff:

- office staff
- operations staff

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- receiving and checking deliveries against documentation
- recording deliveries as required
- making arrangements for reception of deliveries

Products of work:

- reception records
- work log

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- dealing with non-compliance between delivery and documentation, and action taken

Witness testimony:

- statements from people who observed you dealing with deliveries

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-115	Deal with matters other than waste
Element:	WT-115.2	Receive and assist visitors and callers

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you greet all visitors promptly and courteously and deal with them in accordance with facility procedures
- b) you identify visitors' purposes and needs accurately
- c) you ensure that all visitors are directed and/or escorted, and checked out on departure
- d) you explain politely any reasons for delay or non-availability
- e) you deal with visitors' requests for information in accordance with facility procedures
- f) you deal with telephone calls courteously, connect callers with the appropriate persons, and pass on messages
- g) you report unexpected events as required by organisation procedures

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Information about visitors required:

- identity
- purpose
- needs

Organisation context:

- organisation procedures for receiving and recording visitors' arrival and departure
- procedures for escorting or directing people to locations
- dealing with difficult visitors
- dealing with telephone callers
- maintaining any required work log

Health and safety:

- determining need for, and supplying personal protective equipment for visitors
- providing necessary health and safety information to visitors

Provision of information:

- communicating effectively
- rules on communication of information
- structure, location, and responsibilities of people in the organisation
- telephone system and operation

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-115	Deal with matters other than waste
Element:	WT-115.2	Receive and assist visitors and callers

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can effectively deal with all the following types of visitor:

- employees not based at your own facility
- regulators
- other people

You must also show evidence that you treat telephone callers courteously and assist them in both the following ways:

- connect them with the appropriate persons
- take and pass on messages

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- dealing with visitors
- providing information
- taking telephone calls

Products of work:

- visitor records, in and out
- notes to people within the organisation relating to visitors
- messages relating to telephone calls
- work log

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you deal with visitors requiring assistance
- how you decide the visitor's need for personal protective equipment
- how you decide the visitor's need for health and safety information
- how you deal with particularly difficult telephone calls

Witness testimony:

statements from people who observed you dealing with visitors and callers

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-116	Control the safety of vehicle movements on waste management facilities
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Unit Detail:	WT-116.1	Control vehicle movements
	WT-116.2	Maintain compliance with legislation and other requirements

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## Unit Description:

Achievement of this unit demonstrates your competence in controlling vehicle movements by direction and also by monitoring the compliance with regulations.

You must be able to inspect, direct, and assist the positioning of vehicles, and deal with any circumstances that arise which interfere with operations. You must also monitor the vehicle crews for safe working practice and compliance with legislation and other requirements. You will report breaches to the appropriate person.

This unit is suitable for operatives carrying out this activity on all types of waste management facility including waste collection.

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-116 Control the safety of vehicle movements on waste management facilities

Element: WT-116.1 Control vehicle movements

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you ensure that you and the vehicle driver/crew wear and use correctly the appropriate personal protective equipment
- b) you check that vehicles are suitable for the loading/unloading conditions or take appropriate action promptly
- c) you direct and assist the vehicle driver/crew to the appropriate loading or unloading area
- d) your directions encourage efficient and safe vehicle movement
- e) you report incidents interfering with operations promptly

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Vehicles and loads:

- how to recognise vehicle problems and non-compliance of wastes
- how to recognise and deal with hazardous substances
- how to recognise access problems

Direction and positioning:

- how to communicate effectively
- signals to driver for assisting positioning

Loading/unloading operations:

- how to recognise and respond to incidents interfering with operations

Regulations:

- what the law requires in vehicle loading and unloading operations
- organisation procedures for operation of vehicles
- code of practice/methods for assisting vehicles in reversing and getting into position

# WASTE MANAGEMENT OPERATIONS

Unit: WT-116 Control the safety of vehicle movements on waste management facilities

Element: WT-116.1 Control vehicle movements

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can ensure that you and vehicle drivers/crews wear at least three of the following items of personal protective equipment appropriate to the conditions:

- safety helmet
- fluorescent tabard or jacket
- safety boots
- other appropriate equipment

You must also show evidence for directing and assisting at least one of the following types of vehicle:

- refuse collection vehicles
- bulk waste delivery/collection vehicles
- other vehicles

You must also show evidence that you can deal successfully with at least three of the following types of incident affecting operations:

- weather
- congestion
- blocked access
- traffic
- mechanical breakdown
- non-complying wastes
- accident

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently with all types of incident listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- choice and use of personal protective equipment
- directing and assisting vehicle drivers/crews

Products of work:

- incident reports

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- action taken with vehicles/loads unsuitable for loading or unloading conditions
- dealing with incidents interfering with operations

Witness testimony:

statements from people who have observed you controlling vehicle movements

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-116 Control the safety of vehicle movements on waste management facilities

Element: WT-116.2 Maintain compliance with legislation and other requirements

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you ensure that drivers/crews comply with safe working practice
- b) you ensure that vehicles and crews comply with relevant regulations
- c) you recognise non-compliance and report it to the appropriate person promptly
- d) you inform vehicle drivers of any apparent breach of road transport law

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Health and safety:

- the importance of using the appropriate personal protective equipment
- personal protective equipment requirements of the activities

Organisational context:

- operating procedures for the location
- person to whom non-compliance should be reported

Regulations:

- what the law requires in relation to road transport
- facility operator's required procedures
- consideration for other road users when manoeuvring on public roads

Communications:

- methods for communicating tactfully with drivers and crews

# WASTE MANAGEMENT OPERATIONS

Unit: WT-116 Control the safety of vehicle movements on waste management facilities

Element: WT-116.2 Maintain compliance with legislation and other requirements

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can ensure drivers and crews comply with at least two of the following requirements:

- the laws relating to health and safety and road transport
- organisation requirements
- requirements for operations on client locations
- consideration for other road users when manoeuvring on public roads

You must also show evidence that you can advise drivers of at least one of the following potential breaches of road transport law:

- insecure load or bodywork
- residues likely to contaminate public highways
- unsecured auxiliary equipment

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- communicating with drivers/crews on matters to do with meeting the law and other requirements
- operation of vehicles on locations
- behaviour of vehicle crews on locations

Products of work:

- reports of non-compliance
- your notes on advising drivers of potential breaches of road transport legislation

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you identified and dealt with non-compliance with the two requirements selected from the above list

Witness testimony:

- statements from people who have observed you maintaining compliance with legislation and regulations

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-117 Contribute to the general upkeep and protection of the facility

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Unit Detail: WT-117.1 Carry out routine facility upkeep  
WT-117.2 Control nuisances

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## Unit Description:

Achievement of this unit demonstrates your competence in helping to maintain the standards of operation of the facility.

You must ensure that all tasks carried out meet the stated requirements and the methods used comply with instructions. You must take care that the correct personal protective equipment for each task is selected and used correctly and that your activities do not harm people or the environment.

The term routine facility upkeep covers activities which do not require special skills and engineering knowledge to be carried out safely. The nuisances could be pests, weeds, odours, dust, litter, birds, etc.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-117	Contribute to the general upkeep and operation of the facility
Element:	WT-117.1	Carry out routine facility upkeep

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you understand instructions or ask for further explanation
- b) you wear and use appropriate personal protective equipment correctly
- c) you confirm that parts/materials and tools are appropriate to the task and free from damage
- d) the methods you use to complete the task comply with operating instructions
- e) you dispose of waste materials safely in accordance with instructions
- f) you clean tools and unused parts/materials and return them to storage promptly
- g) you report any unsafe working conditions immediately

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Work:

- use of parts and materials in routine facility upkeep
- use of hand tools

Health and safety:

- safe disposal of waste
- identifying damage and faults in parts, materials and tools
- identifying hazards and significant risks in the workplace
- personal protective equipment appropriate for tasks
- application of the COSHH regulations to routine facility upkeep

Organisation context:

- methods for carrying out tasks
- methods for disposing of waste materials

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-117	Contribute to the general upkeep and operation of the facility
Element:	WT-117.1	Carry out routine facility upkeep

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can carry out at least two activities from the following types of work:

- construction and repair of facilities and boundaries
- assisting simple engineering work
- general upkeep (excluding activities requiring specialist skills and knowledge)

You must also show evidence that you can work from both the following types of instruction:

- written
- oral

You must also show evidence that in carrying out your operating instructions you use, and meet, all the following:

- safe methods of work
- written permits to work where required
- methods avoiding harm to the environment

You must also show evidence that the unsafe working conditions that you report cover all the following:

- damage and faults in components and tools
- hazards and risks in the working area

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all types of work listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- carrying out routine facility upkeep
- choice and use of personal protective equipment
- condition of parts/materials and tools
- compliance with instructions

Products of work:

- completed routine upkeep work

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- unsafe working conditions and action taken
- methods of disposing of waste without harm to the environment

Witness testimony:

- statements from people who observed you carrying out routine facility upkeep

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-117	Contribute to the general upkeep and operation of the facility
Element:	WT-117.2	Control nuisances

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you understand instructions or ask for further clarification
- b) you wear and use appropriate personal protective equipment correctly
- c) you confirm that control materials and equipment are appropriate to the task and free from damage
- d) you give clear warnings to people likely to be affected by the task
- e) you use control materials in accordance with the manufacturers' instructions and legislation
- f) you return unused materials to store or dispose of them safely
- g) you clean the equipment used correctly and return it to storage promptly
- h) you report unsafe working conditions immediately

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Health and safety:

- safe use of nuisance control materials
- safe disposal of waste
- identifying damage and faults in equipment
- identifying hazards and significant risks in the workplace
- hazards of control materials
- personal protective equipment necessary
- application of the COSHH regulations to nuisance control materials

Organisation context:

- cleaning application equipment
- sources of control materials and equipment

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-117	Contribute to the general upkeep and operation of the facility
Element:	WT-117.2	Control nuisances

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can deal effectively with at least two of the following nuisances:

- pests
- weeds
- odours
- dust
- litter
- birds

You must also show evidence that you can identify both the following types of unsafe working conditions:

- damage and faults in equipment
- hazards and significant risks in the working area

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all the nuisances listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- control of nuisances
- choice and use of personal protective equipment
- treatment of equipment after use

Products of work:

- areas freed from nuisances

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- treatment of other nuisances
- unsafe working conditions and action taken

Witness testimony:

statements by people who observed you controlling nuisances

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-119	Contribute to the maintenance of security in the working environment
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Unit Detail:	WT-119.1	Maintain security of premises
	WT-119.2	Maintain security of equipment and materials

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## Unit Description:

Achievement of this unit demonstrates your competence in contributing to the maintenance of security of the workplace, facility, or client premises, and the equipment and materials used there.

You must show that you follow the required entering and leaving procedures and that you can identify possible breaches of security. You must also demonstrate that equipment and resources are securely stored or immobilised when not in use, and that consumables are accounted for.

This unit will be suitable for operatives in all types of waste management facility including the non-driving waste collection team leader.

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-119 Contribute to the maintenance of security in the working environment

Element: WT-119.1 Maintain security of premises

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you ensure that correct entering and leaving procedures are followed
- b) you ensure that suspicious occurrences are reported promptly
- c) you identify actual and potential breaches of security and report them promptly
- d) you ensure that confidentiality of information is maintained

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Suspicious occurrences:

- how to recognise suspicious occurrences
- who to inform

Breaches of security:

- how to recognise breaches of security
- who to inform

Organisational context:

- entering and leaving procedures for facility
- entering and leaving procedures for client properties

Confidentiality of information:

- what information about the organisation is confidential
- why information about clients and visitors should be kept confidential

# WASTE MANAGEMENT OPERATIONS

Unit: WT-119 Contribute to the maintenance of security in the working environment

Element: WT-119.1 Maintain security of premises

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can apply entering and leaving procedures to at least one of the following types of location:

- facility premises
- client premises

You must also show evidence for including in entering and leaving procedures at least two of the following activities:

- general visual check of premises for anything unusual
- turning off lights/power
- securing premises

You must also show evidence for identifying all of the following suspicious occurrences:

- unknown people
- damage to premises/contents
- abnormal situations

You must also show evidence for identifying and acting on at least two of the following breaches of security:

- locks/catches not operating
- lights not working
- damage to facility/client perimeter buildings

You must also show evidence for reporting to all of the following people:

- line manager
- colleagues
- client/owner of property

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in all activities in entering and leaving, and all breaches of security listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- entering and leaving facility/client's premises
- action on encountering information about clients

Products of work:

- your notes/reports or oral statements on breaches of security
- your notes/reports or oral statements on suspicious occurrences and action taken

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you reported back to clients or owners of properties suspicious occurrences or breaches of security and the end result
- why you should treat client and visitor information as confidential

Witness testimony:

- statements from people who have observed you maintaining security of premises.

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-119 Contribute to the maintenance of security in the working environment

Element: WT-119.2 Maintain security of equipment and materials

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you ensure that equipment and materials used for work are safely and securely stored
- b) you ensure that equipment not stored in a secure place is immobilised
- c) your records of consumable resource use are up to date and you report excesses or shortages promptly

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Security:

- immobilising vehicles
- immobilising machinery/equipment
- other methods of securing equipment and materials

Organisational context:

- procedures for obtaining equipment and materials
- formal recording of use of equipment and materials
- location and security of keys of vehicles and plant
- procedure for reporting excesses and shortages

# WASTE MANAGEMENT OPERATIONS

Unit: WT-119 Contribute to the maintenance of security in the working environment

Element: WT-119.2 Maintain security of equipment and materials

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can immobilise resources by at least one of the following procedures:

- locking, and removal of keys of vehicles
- secure enclosure of equipment/materials
- chaining of equipment

You must also show evidence that you keep records in either of the following forms:

- written
- mental

You must also show that you report excesses or shortages to at least one of the following types of person:

- colleagues
- supervisor/line manager

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in all immobilising procedures listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- withdrawal from, and return of machinery, equipment and materials to secure storage
- immobilising machinery, equipment, and materials
- dealing with vehicle/plant keys

Products of work:

- records of use
- your notes or oral statements on dealing with excesses or shortages

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you selected the most appropriate method of securing materials or equipment in at least two situations

Witness testimony:

- statements from people who have observed you maintaining security of equipment and materials

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-120	Select and install/remove containers
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Unit Detail:	WT-120.1	Select containers
	WT-120.2	Install/remove containers

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## Unit Description:

Achievement of this unit demonstrates your competence in selecting and installing or removing containers. The unit applies whether you deliver and position containers yourself or assist others in doing so

You must identifying the appropriate container, check it and deal with defects if appropriate, and obtain any appropriate documentation.

You must also ensure that the container is delivered and positioned correctly. You must then complete any necessary documentation.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-120	Select and install/remove containers
Element:	WT-120.1	Select containers

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you identify and select appropriate containers
- b) you record and deal with out of specification, misused, or damaged containers in accordance with requirements
- c) your documentation is complete and accurate

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Containers:

- selecting containers suitable for requirements
- nature and characteristics of containers

Organisational context:

- identifying and dealing with defects in containers
- recording defects
- nature of defects and methods for dealing with them if permitted
- procedures for dealing with containers beyond local repair
- documentation procedures

# WASTE MANAGEMENT OPERATIONS

Unit: WT-120 Select and install/remove containers

Element: WT-120.1 Select containers

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can deal with off-specification, misused or damaged containers by at least one of the following types of action:

- repair them when appropriate
- take other appropriate action according to instructions

You must also show evidence that you can carry out the selection process meeting both the following types of requirement:

- legislation
- organisation

You must also show evidence that you can identify and deal with at least one of the following types of defect:

- inadequate cleanliness
- poor labelling or identification

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all types of defect listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- selection of containers for specified need
- dealing with defects

Products of work:

- container documentation

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- dealing with containers not repairable locally
- methods of rectifying defects

Witness testimony:

- statements from people who observed you selecting containers

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-120	Select and install/remove containers
Element:	WT-120.2	Install/remove containers

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you ensure that vehicle unloading and offloading complies with the relevant regulations
- b) you wear and use appropriate personal protective equipment correctly
- c) you ensure that containers are delivered and positioned in accordance with relevant regulations
- d) your documentation is complete and accurate

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Health and safety:

- loading and unloading containers to and from vehicles safely
- selecting and using appropriate personal protective equipment correctly

Containers:

- nature and characteristics of containers
- loading and unloading procedures
- operation of handling equipment
- load restraint techniques

Legislation:

- implications of relevant legislation on operations carried out
- implications of Waste Management Licence on operations carried out

Organisational context:

- requirements for delivery and positioning
- documentation procedures

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-120	Select and install/remove containers
Element:	WT-120.2	Install/remove containers

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can ensure installation/removal of containers in accordance with all the following types of requirement:

- legislative
- organisational
- customer/owner

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- carrying out or assisting onloading, offloading, and positioning of containers
- choice and use of personal protective equipment

Products of work:

- container documentation

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- the regulatory or other requirements in relation to on and offloading, and positioning of containers

Witness testimony:

- statements from people who observed you controlling the installation/removal of containers

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-121 Transport wastes and materials

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Unit Detail: WT-121.1 Operate and control a laden vehicle  
WT-121.2 Monitor and review activities

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## Unit Description:

You must hold a valid licence appropriate to the vehicle(s) upon which assessment of this Unit takes place, and you must produce evidence of this at the time of assessment. The particular type(s) of vehicle(s) used will be recorded on the Awarding Body's certificate in accordance with the vehicle licence categories.

Achievement of this unit demonstrates your competence in operating and controlling a laden vehicle. Your ability to monitor and review the vehicle's performance and the operating schedule is important, as is the observance of the relevant regulations.

This unit is suitable for operatives carrying out this activity on all waste management facilities.

# WASTE MANAGEMENT OPERATIONS

Unit: WT-121 Transport wastes and materials

Element: WT-121.1 Operate and control a laden vehicle

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you ensure the operational suitability of the vehicle and specialist equipment prior to movement
- b) you carry out daily routine checks, sign for them and report any discrepancies promptly
- c) you ensure that the load is stable before moving off
- d) your driving and manoeuvring is safe, and effective
- e) your driving manner minimises wear and tear and risk of accidental damage
- f) you constantly show an awareness of, and consideration for others
- g) you identify actual and potential risks, take appropriate action to reduce the risk, and report the situation promptly
- h) you observe and adhere to all relevant regulations

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Control of vehicle:

- establishing load stability
- manoeuvring safely, and effectively
- minimising wear and tear and risk of accidents
- showing consideration for others
- identifying and reducing other risks

The vehicle:

- vehicle controls and equipment and their function
- vehicle handling and other characteristics

Legislation:

- interpretation of relevant legislation to the circumstances, Highway Code
- environmental impact of vehicle and its load

# WASTE MANAGEMENT OPERATIONS

Unit: WT-121 Transport wastes and materials

Element: WT-121.1 Operate and control a laden vehicle

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can carry out safely all manoeuvres in forward and reverse gear with the vehicle laden and unladen.

You must also show evidence that you show consideration for all others as follows:

- other road users
- the general public
- clients/customers/recipients

You must also show evidence that you can identify and remedy actual and potential risks in all the following classes:

- human
- environmental
- structural

You must also show that you can adhere to all the following regulations:

- relevant legislation
- organisation procedures and regulations

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- checking vehicle and load before movement
- driving vehicle
- identifying potential and actual risks

Products of work:

- vehicle paperwork
- load paperwork
- written or oral hazard reports

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- actual and potential risks identified and action taken
- how your driving manner minimises vehicle wear and tear, and risk

Witness testimony:

statements from people who have observed you operating and controlling a laden vehicle

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-121	Transport wastes and materials
Element:	WT-121.2	Monitor and review activities

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you check for variation in vehicle performance and load condition continuously
- b) you investigate variation, remedy it within limits of your authority, record it, and report it
- c) you follow established procedures in the event of accident, breakdown, or other problems arising
- d) you identify actual and potential significant deviations from operating schedule
- e) you take decisions to amend the agreed route within your responsibility and report to the relevant person promptly
- f) you act to restore operating schedules within the limits of your authority and report to the relevant person promptly

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Vehicle performance:

- methods of checking vehicle performance
- how to identify variances, remedy them and record them
- vehicle performance characteristics
- load characteristics and effects on vehicle performance
- limits placed on how you can drive

Dealing with problems:

- how to deal with accident, breakdown or other problems arising
- how to decide the best route and schedule

Organisational context:

- routes and operating schedules
- lines and methods of effective communication
- nature and characteristics of load
- requirements of the organisation receiving the load

# WASTE MANAGEMENT OPERATIONS

Unit: WT-121 Transport wastes and materials

Element: WT-121.2 Monitor and review activities

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can monitor the condition of vehicle and load by all the following methods:

- visually
- by listening
- by observation of vehicle performance
- by observation of load condition

You must also show evidence that you can deal with at least two of the following types of problem:

- poor performance of the vehicle
- instability of the load
- deterioration of the load

You must also show that your operating schedules cover all of the following:

- route planning
- time scheduling
- special instructions

You must also show that you inform both of the following types of person:

- immediate manager
- recipient of the load

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently when dealing with all types of problem listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- checking vehicle performance and load condition
- action taken to remedy variation
- identifying and remedying deviations from operating schedule

Products of work:

- vehicle and journey paperwork
- written or oral reports of delays in schedule

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you have dealt with problems arising with the vehicle and its load
- how you have rescheduled your journeys in order to complete your tasks as efficiently as possible

Witness testimony:

- statements from people who have observed you monitoring and reviewing activities

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

---

Unit: WT-122 Collect and deliver wastes and materials

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Unit Detail: WT-122.1 Prepare for the loading/unloading of wastes and materials  
WT-122.2 Load/unload wastes and materials

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## Unit Description:

You must hold a valid licence appropriate to the vehicle(s) upon which assessment of this Unit takes place, and must produce evidence of this at the time of assessment. The particular type(s) of vehicle(s) used will be recorded on the Awarding Body's certificate in accordance with the vehicle licence categories.

Achievement of this unit demonstrates your competence in preparing for and carrying out loading and unloading of wastes or other materials.

You must show that you make all preparations necessary for safe loading and unloading, and that you observe relevant regulations. You must also demonstrate your ability to work with colleagues, customers, and staff receiving your loads.

This unit is suitable for operatives carrying out this activity on all types of waste management facility.

# WASTE MANAGEMENT OPERATIONS

---

Unit:	WT-122	Collect and deliver wastes and materials
Element:	WT-122.1	Prepare for the loading/unloading of wastes and materials

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you accurately establish the compliance of wastes or materials with documentation and deal with discrepancies appropriately
- b) you establish the accessibility and the suitability of the site, and the appropriate method of loading/unloading
- c) you check the operational suitability of the vehicle specialist loading/unloading equipment
- d) you identify any defects in the specialist equipment, take corrective action where practicable, and report it promptly
- e) you position and prepare the vehicle, to ensure safe and secure loading/unloading
- f) you observe all regulations relating to loading/unloading

### Knowledge and Understanding:

You must demonstrate that you know and understand:

The load:

- checking compliance of load with paperwork
- nature and characteristics of load

The delivery/pick up site:

- assessing accessibility and suitability of site
- loading/unloading equipment requirements and availability

The vehicle:

- assessing operational suitability of vehicle
- vehicle limitations

Organisational context:

- sources of information and how to access them
- defects and discrepancies and reporting procedures
- organisation and customer/recipient procedures
- identifying remedies for defects and discrepancies and reporting them

Requirements:

- customer/recipient requirements
- relevant regulations

# WASTE MANAGEMENT OPERATIONS

---

Unit:	WT-122	Collect and deliver wastes and materials
Element:	WT-122.1	Prepare for the loading/unloading of wastes and materials

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can make use of at least one of the following types of specialist loading/unloading equipment:

- integral with vehicle
- non-integral with vehicle

You must also show evidence for taking account of all the following types of regulation:

- the laws relevant to loading/unloading
- organisation procedures
- customer/recipient procedures and regulations

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in both types of specialist equipment listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- checking compliance of paperwork with wastes or materials
- checking suitability and accessibility of site, and method of loading/unloading
- checking specialist loading/unloading equipment

Products of work:

- load paperwork
- written or oral reports on defects or discrepancies

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you assess the accessibility and suitability of the site for loading/unloading
- what factors you take into account in positioning and preparing the vehicle for loading/unloading

Witness testimony:

- statements from people who have observed you preparing for loading/unloading

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-122	Collect and deliver goods and materials
Element:	WT-122.2	Load/unload wastes and materials

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you distribute and secure the load to minimise movement and displacement, enhance ease of access, and comply with relevant regulations
- b) you ensure that loading/unloading involving others is carried out safely and responsibly and effective working relationships are maintained
- c) Ant defects in specialist equipment or load discrepancies identified during loading/unloading are remedied and reported to the relevant person
- d) you load or unload in compliance with the relevant regulations and instructions
- e) you ensure that all documentation is complete, accurate, and contains your legible signature where necessary

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Loading/unloading:

- establish compliance of load with transfer requirements
- transfer and secure safely
- operate specialist equipment
- identify, rectify and record discrepancies and defects
- complete documentation correctly and accurately
- what constitutes a discrepancy/defect
- documentation requirements
- nature and characteristics of load

Organisational context:

- sources of information and how to access them
- lines and methods of effective communication
- specific customer requirements

Regulations:

- relevant legislation
- customer and organisation requirements

# WASTE MANAGEMENT OPERATIONS

Unit: WT-122 Collect and deliver goods and materials

Element: WT-122.2 Load/unload wastes and materials

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you comply with at least one of the following types of relevant regulations:

- statutory legislation
- organisation and customer procedures

You must also show evidence that you ensure the safety of all others involved in loading/unloading in the following categories:

- colleagues
- customer staff

You must also show evidence for identifying load discrepancies of all the following types:

- nature
- quantity
- quality

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all types of relevant regulations.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- releasing and securing load
- loading/unloading
- checking specialist equipment
- working with others

Products of work:

- load documentation
- written or oral reports on defects and discrepancies

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you preserved the safety of others working with you in loading/unloading

Witness testimony:

- statements from people who have observed you loading and unloading wastes and materials

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-125 Run waste treatment operation

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Unit Detail: WT-125.1 Prepare equipment and materials for waste treatment  
WT-125.2 Monitor and control waste treatment operation  
WT-125.3 Complete and shut down waste treatment operation

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## Unit Description:

Achievement of this unit demonstrates your competence in running a waste treatment operation.

You must check that the materials and waste to be treated match any appropriate documentation, check the process equipment, and report any problems which you cannot solve yourself.

You must ensure correct start up of the process, monitor it, and take appropriate action to rectify out of specification operation.

You must complete and shut down the treatment process and deal with its outcomes.

In all of this you must ensure that you and others involved with the process select and use correctly the appropriate personal protective equipment for the hazards involved.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-125	Run waste treatment operation
Element:	WT-125.1	Prepare equipment and materials for waste treatment

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you confirm that any required documentation is correct and equipment and materials are ready for use
- b) the relevant emergency equipment is ready for use, and appropriate personal protective equipment is worn and used correctly
- c) you confirm that treatment area and equipment are clean and prepared for safe processing
- d) you deal with problems which might delay treatment promptly, or report them to the appropriate person
- e) you inform others when treatment is ready to start
- f) you follow start up procedures as specified

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Wastes and treatment materials:

- hazards of wastes and treatment materials
- precautions to be used in handling wastes and treatment materials
- how to confirm agreement between any required documentation and wastes and materials
- how to deal with disagreement between any required documentation and wastes and materials

Equipment:

- procedures for checking and making ready process equipment
- detail of the process and function of the equipment used
- availability and functioning of process safety equipment

Health and safety:

- nature and hazards of wastes and treatment materials
- personal protective equipment appropriate to the hazards
- correct use of personal protective equipment
- how to use the process equipment safely
- emergency equipment associated with the process and how to use it
- safe working practice

Organisational context:

- procedures for handling wastes and treatment materials
- specification range of treated waste and any other product of the process
- interpretation of any process documentation
- nature and identification of situations which might delay processing, and corrective action
- good housekeeping practices and standards required
- start up procedures
- people to be informed of readiness to start up
- documentation if appropriate, and record keeping

Communications:

- communication of instructions or information to others

Legislation:

- the implications of relevant legislation and the waste management licence on treatment process operation

# WASTE MANAGEMENT OPERATIONS

---

Unit:	WT-125	Run waste treatment operation
Element:	WT-125.1	Prepare equipment and materials for waste treatment

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can ensure the correct preparation of equipment and materials for at least one of the following types of process:

- batch waste treatment processes
- continuous waste treatment processes

You must also show evidence that you can deal with at least two of the following types of situation:

- disagreement between waste and materials and any required documentation
- faults in processing equipment
- variations from specification range of raw waste and treatment materials

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- choice and use of personal protective equipment by yourself and others
- checking wastes and treatment materials against any necessary documentation
- checking treatment equipment
- initiating start up procedures

Products of work:

- process records
- equipment defect reports
- reports of problems affecting start up of treatment process and corrective action taken

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you select the appropriate personal protective equipment for different circumstances
- dealing with disagreement between waste, treatment materials and any necessary documentation
- identifying defects in equipment
- identifying and correcting problems that might delay start up

Witness testimony:

- statements from people who observed you initiating process start up

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-125	Run waste treatment operation
Element:	WT-125.2	Monitor and control waste treatment operation

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that

- a) you wear and use appropriate personal protective equipment correctly
- b) you follow treatment procedures as specified
- c) you monitor the treatment process according to organisation procedures
- d) you adjust process variations promptly to maintain treatment within specification
- e) if required you sample the process as specified in operating procedures
- f) you confirm that treated waste and any other products of the process meet specification

### Knowledge and Understanding:

You must demonstrate that you know and understand:

#### Treatment process:

- detail of the process
- specification range of treated wastes to be achieved
- methods of monitoring the process
- symptoms of out of specification processing
- methods of process adjustment to meet specification range
- limits of corrective action that can be taken within your own authority
- people to inform of circumstances outside your authority to correct
- timing and methods of sampling from the process if required
- interpretation of any necessary sampling results

#### Health and safety:

- nature and hazards of wastes and treatment materials
- personal protective equipment appropriate to the raw wastes, treatment materials, and process used
- correct use of the personal protective equipment
- safe sampling, and safe handling techniques for any samples taken, if required
- safe working practice
- procedures for dealing with spillages
- emergency shut down procedures

#### Organisational context:

- process operating procedures
- monitoring procedures
- sampling procedures and treatment of samples taken, if required
- good housekeeping practices and standards required
- record keeping

#### Communications:

- communication of instructions and information to others

#### Legislation:

- the implications of relevant legislation and the waste management licence on treatment process operation

# WASTE MANAGEMENT OPERATIONS

Unit: WT-125 Run waste treatment operation

Element: WT-125.2 Monitor and control waste treatment operation

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can monitor and control at least one of the following types of process:

- batch waste treatment processes
- continuous waste treatment processes

You must also show evidence that you can identify symptoms of the process going out of specification and make process corrections for at least one of the following types of process:

- batch waste treatment processes
- continuous waste treatment processes

You must also show evidence that, where required, you can carry out sampling of the following:

- treatment process operation
- treatment process products

You must also show evidence that you can deal with spillage of at least two of the following:

- raw waste
- treated waste
- treatment materials

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- choice and use of personal protective equipment
- following treatment procedures
- monitoring the treatment process
- sampling the process and products if required
- interpreting sampling results
- making corrections to process operation

Products of work:

- process records
- reports of out of specification production and action taken

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you identify that the process is going out of specification
- how you correct the process operation to achieve specification range
- how you take samples and interpret the results if necessary
- how you would deal with spillage of different substances

Witness testimony:

- statements from people who observed you monitoring and controlling waste treatment operations

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-125	Run waste treatment operation
Element:	WT-125.3	Complete and shut down waste treatment operation

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you shut down services according to operating procedures
- c) you identify treated waste that is out of specification and report it to the appropriate person
- d) you deal with outcomes of the treatment process in accordance with operating procedures
- e) you ensure that all records are complete

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Treatment process:

- identification of out of specification treated waste
- procedures for dealing with treated waste, out of specification waste, any other products of the treatment process, and residual treatment materials from the work area

Health and safety:

- nature and hazards of raw wastes, out of specification wastes, any other products of treatment, and treatment materials
- personal protective equipment appropriate to the raw wastes, treatment materials, any other products of the treatment process, and the process itself
- correct use of the personal protective equipment
- safe working practice

Organisational context:

- procedures for normal or maintenance shut down
- good housekeeping practices and standards required
- record keeping

Communications:

- communication of instructions or information to others

Legislation:

- the implications of relevant legislation and the waste management licence on treatment process operation

# WASTE MANAGEMENT OPERATIONS

---

Unit:	WT-125	Run waste treatment operation
Element:	WT-125.3	Complete and shut down waste treatment operation

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can shut down at least one of the following types of process:

- batch treatment processes
- continuous treatment processes
- 

You must also show evidence that you can shut down the process in at least one of the following circumstances:

- normal shut down
- shut down for maintenance

You must also show evidence that you can deal with at least three of the following outcomes from the treatment process:

- treated waste
- out of specification treated waste
- any other products of the treatment process
- residual treatment materials from the work area

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- choice and use of personal protective equipment
- following normal shutting down procedures
- following shutting down procedures for maintenance
- identifying treated waste that is out of specification
- dealing with treated waste, out of specification treated waste, any other products of the process, and residual treatment materials

Products of work:

- process records
- reports of out of specification product and action taken

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you identify out of specification treated waste
- how you deal with treated waste, out of specification treated waste, any other products of the treatment process, and residual treatment materials
- the reasons for any difference between normal shut down procedures and shut down for maintenance purposes

Witness testimony:

- statements from people who observed you shutting down the process and dealing with its outcomes

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-126	Maintain condition of treatment equipment
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Unit Detail:	WT-126.1	Clean, maintain, and adjust equipment
	WT-126.2	Check the performance of waste treatment equipment

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## Unit Description:

Achievement of this unit demonstrates competence in maintaining the condition of treatment equipment and controlling colleagues assisting you.

You must ensure that cleaning, maintenance and adjustment of treatment equipment and its components is carried out safely and correctly. You must ensure that appropriate standards of cleanliness are maintained and that observed faults are reported and corrected within the limits of your own authority. You must also know when to seek skilled assistance in maintenance.

You must ensure that the necessary adjustments are carried out and appropriate records completed.

You must also ensure that you check the performance of equipment and components safely and correctly, identify faults, and take appropriate action if needed.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-126	Maintain condition of treatment equipment
Element:	WT-126.1	Clean, maintain, and adjust equipment

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) the work area is safe for the cleaning and maintenance activity
- b) you ensure that appropriate personal protective equipment is worn and used correctly
- c) the work area and equipment are cleaned as required
- d) you record damaged or faulty equipment, and replace worn or defective parts within the limits of your own authority, and report them to the appropriate person
- e) you adjust treatment and associated equipment according to requirements

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Equipment:

- services and relevant isolation procedures
- access requirements
- components needing special treatment and the nature of that treatment
- items needing dismantling prior to cleaning and maintenance, and reassembly
- operator adjustments
- cleaning and maintenance tools and equipment

Health and safety:

- initiation and use of permit procedures
- selection and use of appropriate personal protective equipment
- implications of COSHH for cleaning and maintenance processes
- environmentally safe disposal of cleaning fluids, residues, and other materials
- hazards of the cleaning and maintenance processes
- emergency procedures related to cleaning and maintenance operations

Organisational context:

- cleaning procedures
- operator maintenance procedures
- operator adjustment procedures
- component dismantling and reassembly procedures
- records of cleaning and maintenance

Communications:

- communication of instructions or information to others

Legislation:

- the implications of relevant legislation and the waste management licence for cleaning, maintenance, and adjustment activities

# WASTE MANAGEMENT OPERATIONS

Unit: WT-126 Maintain condition of treatment equipment

Element: WT-126.1 Clean, maintain, and adjust equipment

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can check all the following items before commencement:

- cleaning, dismantling and reassembly, and maintenance procedures
- authorisation of any necessary permits
- selection of cleaning materials and equipment
- use of appropriate personal protective equipment
- selection of methods of disposal of cleaning fluids, residues and other materials

You must also show evidence that you can ensure correct cleaning and maintenance, and provide clear instruction to others to do so, for at least one of the following classes of equipment:

- batch treatment process equipment
- continuous treatment process equipment

You must also show evidence that you have ensured correct cleaning and maintenance under both the following conditions:

- operational conditions
- non-operational conditions

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- checking authorisation, cleaning materials, and tools, and providing instructions
- choice and use of personal protective equipment
- controlling cleaning operations
- controlling maintenance and adjustment operations
- controlling necessary dismantling of components for cleaning and maintenance, and their reassembly

Products of work:

- cleaning and maintenance records
- fault reports on components or equipment

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you selected and checked the personal protective equipment for the operation
- how you checked that the permit authorisation procedure had been carried out correctly
- how you decided on the appropriate equipment for a specific cleaning and maintenance operation
- how you decided that skilled maintenance assistance was required
- how you decided which components needed to be dismantled before cleaning
- how you ensured that the necessary adjustments were carried out correctly
- how you ensured the safe disposal of the cleaning fluids, residues and other materials

Witness testimony:

- statements from people who observed you controlling the cleaning and maintenance of treatment equipment and components

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-126	Maintain condition of treatment equipment
Element:	WT-126.2	Check the performance of waste treatment equipment

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that

- a) you wear and use appropriate personal protective equipment correctly
- b) you check operation of the equipment according to procedures
- c) you identify any failure to reach expected performance and its possible cause
- d) you take corrective action or report to the appropriate person

### Knowledge and Understanding:

You must demonstrate that you know and understand:

#### Checking:

- checking procedures
- expected performance of the equipment
- possible reasons for failure to achieve expected performance

#### Organisation context:

- any required records of checking carried out and results
- any required records of reasons for failure to achieve expected performance and any action taken
- procedures for requesting further assistance

#### Health and safety:

- hazards of the checking process and the equipment being checked
- ways to minimise the hazards
- selection and use of personal protective equipment during checking
- safety signage during checking if appropriate

#### Communications:

- communication of instructions or information to others

#### Legislation:

- implications of relevant legislation and the waste management licence on checking the operation of equipment

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-126	Maintain condition of treatment equipment
Element:	WT-126.2	Check the performance of waste treatment equipment

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can check treatment equipment under the following conditions:

- under normal operating conditions
- under non-operating conditions

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- carrying out checking procedures
- identifying failure to achieve expected performance standards
- taking corrective action
- requesting further assistance

Products of work:

- any required records of check results and conclusions
- fault reports and action taken

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you carried out the checking procedure
- how you compared actual performance with expected performance
- how you identified the possible causes of poor performance
- any corrective action you took and its results

Witness testimony:

- statements from people who observed you checking treatment equipment

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-127 Exchange responsibility for control of waste treatment

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Unit Detail: WT-127.1 Hand over responsibility for control of waste treatment to others

WT-127.2 Accept responsibility for control of waste treatment from others

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## Unit Description:

Achievement of this unit demonstrates competence in exchanging responsibility for control over waste treatment processes with others.

As the outgoing operator you must ensure that you provide all the information necessary for the incoming operator to take responsibility, and check that he or she understands the information.

As the incoming operator you must check that all the information given to you by the outgoing operator is adequate for you to accept responsibility.

You must record the exchange of responsibility as required by the organisation.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-127	Exchange responsibility for control of waste treatment
Element:	WT-127.1	Hand over responsibility for control of waste treatment to others

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you adjust treatment and associated equipment according to operating requirements
- b) you make sure that information needed by the incoming operator is complete and accurate
- c) you chase up any missing information
- d) you record equipment performance shortfalls for further action
- e) you follow organisational procedures to carry out the handover
- f) you confirm completion of handover and that incoming operator accepts responsibility

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Handing over process control:

- the importance of passing on information about:
  - expected normal performance
  - problems encountered during previous period, symptoms, and action taken
  - possible problems that might arise, symptoms, and action required
  - accurate and up-to-date records of the treatment operation
  - persons to refer to for decisions outside operator's remit
  - timing of significant stages in the process if applicable
  - status of stocks of raw waste, treatment materials, and other necessities
  - present health and safety status of the treatment operation
  - present status of emergency equipment and supplies

Documentation:

- handover documentation

Organisational context:

- handover procedures
- your responsibilities for providing information
- responsibilities of the incoming operator for understanding and clarifying information
- information to be handed over
- operating records kept, their location, and content

Communication:

- how to pass on the information clearly and concisely
- how to confirm that the recipient understands the information

Legislation:

- the implications of relevant legislation and the waste management licence for the treatment operation

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-127	Exchange responsibility for control of waste treatment
Element:	WT-127.1	Hand over responsibility for control of waste treatment to others

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:  
that you have handed over responsibility for a treatment operation under each of the following circumstances:

- during a work period
- at the end of a work period

You must also show evidence that you have provided sufficient information and all the necessary documentation during each of the following circumstances:

- when everything is running normally
- when there are on-going problems

You must also show evidence that you provide information on all the following factors:

- current state of the process
- problems identified and action taken
- waste and treatment materials stocks
- any special instructions applying
- safety health and environment matters

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- assembling information and records prior to handover
- updating process operation records
- completing process log
- handing over responsibility
- clarifying information for incoming operator

Products of work:

- process log
- process operation records
- other information to be passed on

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you ensured that all the necessary information was put together
- how you presented it to the incoming operator
- how you clarified points for the benefit of the incoming operator

Witness testimony:

- statements from people who observed you handing over responsibility

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-127	Exchange responsibility for control of waste treatment
Element:	WT-127.2	Accept responsibility for control of waste treatment from others

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that

- a) you confirm your understanding of the information with the outgoing operator and clarify any concerns
- b) you satisfy yourself that the information is accessible, accurate and complete
- c) you confirm that you accept responsibility only when you have all information needed for safe plant and process operation

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Accepting responsibility for process control:

- the importance of receiving information about:
  - expected normal performance
  - problems encountered during previous period, symptoms, and action taken
  - possible problems that might arise, symptoms, and action required
  - timing of significant stages in the process if applicable
  - status of stocks of raw waste, treatment materials, and other necessities
  - persons to refer to for decisions outside operator's remit
  - present health and safety status of the treatment operation
  - present status of emergency equipment and supplies
- the importance of accurate and up-to-date records of the treatment operation

Documentation:

- handover documentation

Organisational context:

- handover procedures
- responsibilities of the outgoing operator for providing information
- your responsibilities for understanding and clarifying the information
- information to be handed over
- operating records kept, their location, and content

Communication:

- how to receive the information
- how to confirm and clarify your understanding by questioning

Legislation:

- the implications of relevant legislation and the waste management licence for the treatment operation

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-127	Exchange responsibility for control of waste treatment
Element:	WT-127.2	Accept responsibility for control of waste treatment from others

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you have accepted responsibility for a treatment operation under each of the following circumstances:

- during a work period
- at the end of a work period

You must also show evidence that you have received and checked information and all the necessary documentation for sufficiency during each of the following circumstances:

- when everything is running normally
- when there are on-going problems

You must also show evidence that you accepted or sought information on all the following factors:

- current state of the process
- problems identified and action taken
- waste and treatment materials stocks
- any special instructions applying
- safety health and environment matters

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- checking information and records during handover
- checking that process operation records are up-to-date
- clarifying information from the outgoing operator
- completing process log
- accepting responsibility

Products of work:

- process log
- process operation records
- other information passed on to you

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you checked that all the necessary information was given to you
- how you clarified points by questioning the outgoing operator

Witness testimony:

- statements from people who observed you accepting responsibility

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-130 Carry out mechanical handling of wastes or materials

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Unit Detail: WT-130.1 Load wastes or materials

WT-130.2 Transfer and unload wastes or materials

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## Unit Description:

Achievement of this unit demonstrates your competence in using mechanical handling equipment to load, transfer and unload wastes and materials.

You must wear the appropriate personal protective equipment throughout the whole operation. You must check the working environment continuously during operations to ensure that you avoid any damage to buildings, other structures, vehicles, and accidents to people.

Whilst loading you must monitor the stability of the stockpile, and the condition of the working surface. During unloading you must monitor the stability of the stockpile or, if unloading into containers, you must ensure that you do not damage the container.

You must also record any information required by the organisation in relation to the wastes and materials and the plant used.

# WASTE MANAGEMENT OPERATIONS

Unit: WT-130 Carry out mechanical handling of wastes or materials

Element: WT-130.1 Load wastes or materials

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you identify wastes or materials to be transferred as instructed
- c) you continuously check the working environment for potential hazards and take appropriate action
- d) you ensure that the mechanical handling equipment and its attachments or accessories are appropriate to the task
- e) you ensure the load is stable and within the capacity of the equipment
- f) you monitor the stability of the wastes/materials and working surface in the loading area during extraction and ensure no hazards develop due to movement of the stockpile
- g) you leave the working area appropriately clean and tidy at the end of the operation

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Wastes and materials:

- physical and handling characteristics of waste and materials to be picked up
- stability of stockpile
- techniques of picking up and extracting loads appropriate to the nature of the wastes or materials

Loading area:

- ground conditions
- possibility of vehicle or pedestrian traffic and precautions necessary
- potential for damage to buildings or other structures during picking up and extracting load
- potential for distortion or movement of stockpile whilst picking up load

Health and safety:

- hazards of wastes and materials to be picked up and extracted
- requirements for personal protective equipment
- techniques of manoeuvring safely both loaded and unloaded

Organisational context:

- any documentation associated with the picking up and transfer of load
- documentation associated with the mechanical handling equipment

# WASTE MANAGEMENT OPERATIONS

Unit: WT-130 Carry out mechanical handling of wastes or materials

Element: WT-130.1 Load wastes or materials

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you check all the following items during picking up and extracting the load from the stockpile:

- potential for damage to buildings and other structures whilst picking up and extracting load
- stability of the stockpile and effect of any movement of wastes or materials whilst picking up load
- possible obstructions whilst picking up and extracting load
- potential for damage to pedestrians and vehicles whilst picking up and extracting load
- nature of the surface and its effect upon manoeuvrability

You must also show evidence that you can deal with at least three of the following types of waste or material:

- normal household waste
- drummed wastes or materials
- loose garden waste
- hazardous wastes
- recyclable materials
- loose materials
- bulky wastes
- packaged materials

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- choice and use of personal protective equipment
- use of mechanical handling equipment
- precautions taken during picking up and extracting load
- completion of any necessary documentation

Products of work:

- working area after picking up and extracting load
- any related documentation

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you selected the attachments or accessories for picking up and extracting a specific type of waste or material
- how you kept a constant check on the safety of the picking up and extraction operation
- how you dealt with problems related to instability of the stockpile
- how you dealt with adverse working surfaces

Witness testimony:

- statements from people who observed you picking up and extracting loads of wastes or materials

# WASTE MANAGEMENT OPERATIONS

Unit: WT-130 Carry out mechanical handling of wastes or materials

Element: WT-130.2 Transfer and unload wastes or materials

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you transfer the wastes or materials efficiently and safely
- c) you monitor the stability of the load during transfer and unloading
- d) you continuously check the working environment for hazards and take appropriate action
- e) you ensure that access to the destination is clear and safe
- f) you unload wastes or materials efficiently, safely, and without damage to equipment or structures
- g) you check the stability of the wastes or materials during and after unloading
- h) you complete any necessary documentation

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Wastes and materials:

- physical and handling characteristics of waste or materials to be loaded
- nature of storage at destination
- techniques of transfer and unloading appropriate to the nature of the wastes or materials

Transfer:

- ground conditions
- possibility of vehicle or pedestrian traffic and precautions necessary
- instability of load

Destination:

- potential for damage to equipment, buildings, or other structures during unloading

Health and safety:

- hazards of wastes or materials to be unloaded
- requirements for personal protective equipment
- techniques of manoeuvring safely both loaded and unloaded

Organisational context:

- any documentation associated with transfer and unloading
- documentation associated with the mechanical handling equipment

# WASTE MANAGEMENT OPERATIONS

Unit: WT-130 Carry out mechanical handling of wastes or materials

Element: WT-130.2 Transfer and unload wastes or materials

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you check all the following items during transfer and unloading:

- potential for damage to buildings and other structures
- stability of the destination stockpile and effect of addition of further wastes or materials
- possible obstructions
- potential for damage to pedestrians and vehicles
- nature of surfaces and their effect upon manoeuvrability

You must also show evidence that you can deal with at least three of the following types of waste or material:

- normal household waste
- drummed wastes or materials
- loose garden waste
- hazardous wastes
- recyclable materials
- loose materials
- bulky wastes
- packaged materials

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- choice and use of personal protective equipment
- use of mechanical handling equipment
- precautions taken during transferring and unloading
- completion of any necessary documentation

Products of work:

- working area after unloading
- any related documentation

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you kept a constant check on the safety of the transferring and unloading operation
- how you dealt with problems related to instability of the load and destination stockpile
- how you dealt with adverse working surfaces
- how you dealt with various types of container

Witness testimony:

- statements from people who observed you transferring and unloading wastes or materials

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-135 Control the removal of recyclable waste

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Unit Detail: WT-135.1 Control the acceptance and collection of recyclable waste

WT-135.2 Control operation of equipment

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## Unit Description:

Achievement of this unit demonstrates your competence in controlling the collection of recyclable waste, ensuring that the use of the vehicle's equipment is safe and correct, and that the collection sites and loading areas are left in an acceptably clean and tidy state.

This unit is suitable for the recycling collection team leader controlling the work of a team and for the skip driver working alone or with a mate.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-135	Control the removal of recyclable waste
Element:	WT-135.1	Control the acceptance and collection of recyclable waste

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you ensure that waste for collection is correctly identified, and accepted in accordance with requirements
- b) you report circumstances affecting collection promptly
- c) you check that access to the waste is safe or take appropriate action
- d) you ensure that work consistently meets with requirements
- e) you give information and instructions clearly and check understanding
- f) you ensure that the collection site is clean and safe after collection as required, and report any damage promptly
- g) you ensure that documentation is completed as required
- h) you take corrective action promptly where standards are not met

### Knowledge and Understanding:

Customer care:

- why it is important to look after the customer, and how to do it

Waste:

- how to identify types of waste
- how to assess the strength and suitability of containers
- classification of waste
- types of container and handling required

Organisation context:

- your own areas of responsibility
- special collection schemes
- acceptable reasons for non-collection
- organisation policies and why it is important to work to them
- what the contract requires you to do
- what could happen if you don't do what the contract requires
- route plans, work schedules and the importance of carrying them out correctly

Health and safety:

- how to identify possible hazards, difficulties
- what to do to avoid them
- lifting and handling techniques

Legislation:

- how to avoid breaking the law while collecting waste

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-135	Control the removal of recyclable waste
Element:	WT-135.1	Control the acceptance and collection of recyclable waste

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can collect from at least two of the following types of location:

- private property
- commercial and other premises
- public footpath/roadway
- other public area

You must also show evidence that you can deal successfully with at least four of the following situations which might affect collection:

- dangerous site/access
- toxic materials
- risk of injury/infection
- traffic/routing problems
- split bags
- unsuitable/damaged containers
- nature of waste
- need for special collection

You must also show evidence that you can use both of the following types of paperwork:

- formal
- informal

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in all types of location and situation affecting collection listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- observation of your working activities
- comparison of your work with the client's requirements

Products of work:

- paperwork you have produced associated with waste collection
- hazards, difficulties, and other reasons affecting collection which you have reported
- client requirements

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you dealt with four situations affecting collection
- how you ensured collection to the required standards

Witness testimony:

- statements from people who have observed your work in accepting and collecting waste

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-135	Control the removal of recyclable waste
Element:	WT-135.2	Control operation of equipment

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you ensure the use of machinery, equipment, and materials follows requirements
- b) you identify faults and defects, take appropriate action, and when necessary inform others
- c) you ensure operation of equipment minimises the chance of damage or injury
- d) you give information and instructions clearly and check understanding
- e) you ensure the loading area is clean and safe after collection, and meets requirements
- f) you take prompt corrective action where work doesn't meet standards

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Operation of equipment:

- operating procedures
- how to identify faults and decide on appropriate action

Health and safety:

- safe manual handling techniques
- hazards and risks of the mechanisms and how to reduce the risk when in use

Organisation context:

- working procedures
- emergency procedures

# WASTE MANAGEMENT OPERATIONS

Unit: WT-135 Control the removal of recyclable waste

Element: WT-135.2 Control operation of equipment

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can use and identify faults in at least two of the following items of equipment:

- lifting
- compaction
- suction

You must also show evidence that you can provide both of the following types of instruction or information:

- oral
- written

You must also show evidence that you can ensure that at least two of the following loading areas are left clean and safe:

- roadways
- public areas
- other working areas

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in all types of location and situation affecting collection listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- observation of your working activities
- comparison of area where the vehicle is being loaded with the client's and the organisation's requirements

Products of work:

- faults you have identified and action taken
- fault documentation
- client requirements
- instructions or information written by you

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you ensure correct use of equipment
- how you identified faults in the two types of equipment and the action you took
- how you provided oral and written instructions or information to others

Witness testimony:

- statements from people who have observed you controlling the operation of equipment

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-136 Receive and validate recyclable waste

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Unit Detail: WT-136.1 Receive recyclable waste

WT-136.2 Examine and validate recyclable waste

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## Unit Description:

Achievement of this unit demonstrates competence in receiving and validating recyclable wastes. You must demonstrate competence in confirming that the carrier is registered and that documentation accompanying the recyclable waste appears to be correct. You must also demonstrate that the recyclable waste is examined to confirm that it appears to match the documentation. A key competence is the ability to identify waste that should not be accepted and to deal with it correctly.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-136	Receive and validate recyclable waste
Element:	WT-136.1	Receive recyclable waste

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a. you ensure that a carrier is registered
- b. you check that documentation accompanying the waste is complete and correct
- c. your records of incoming wastes are complete, legible, and stored correctly
- d. you deal with unacceptable waste or incorrect documentation in accordance with organisation procedures
- e. you ensure that reception equipment is kept operational in accordance with requirements
- f. you deal with failure of reception equipment in accordance with organisation procedures

### Knowledge and Understanding:

You must demonstrate that you know and understand:

#### Carrier Registration:

- ensuring carrier is registered

#### Documentation:

- ensuring transport documentation is correct
- the use of transfer notes
- processing reception documentation

#### Health and Safety:

- confirming possession of protective equipment by crew

#### Communication:

- issuing facility instructions

#### Legislation:

- how legislation affects the reception of wastes
- application of duty of care in receiving wastes
- safety in the use of vehicles
- waste transport documentation
- implications of Trading Standards legislation on reception operations

#### Organisational context:

- organisation procedures for reception, acceptance and rejection of wastes
- internal documentation
- procedures for emergencies
- limitations on information to be provided to people outside the organisation
- organisation procedures for dealing with failure of reception equipment
- organisational quality assurance procedures

# WASTE MANAGEMENT OPERATIONS

Unit: WT-136 Receive and validate recyclable waste

Element: WT-136.1 Receive recyclable waste

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can deal with documentation related to both of the following:

- proof of carrier registration
- transport documentation related to loads delivered

You must also show evidence that you can maintain records of incoming waste by at least one of the following techniques:

- manual
- computerised

You must also show evidence that you can deal with waste considered unacceptable for at least three of the following reasons:

- incorrect or no documentation
- documentation does not comply with waste management licence
- operational considerations
- breach of duty of care

You must also show evidence that you can pass on all the following facility instructions:

- routing to unloading area
- possession and use of personal protective equipment
- requirement for "tare off" on leaving

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of waste considered unacceptable for all the reasons listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- reception of wastes
- checking documentation
- passing instructions to visiting crews

Products of work:

- reception records
- documentation on rejected wastes
- appropriate quality assurance documentation

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you have dealt with unacceptable wastes
- how you have confirmed that carriers are registered

Witness testimony:

- statements from people who observed you receiving waste

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-136	Receive and validate recyclable waste
Element:	WT-136.2	Examine and validate recyclable waste

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that

- a) you carry out required examination procedures correctly
- b) you wear and use appropriate personal protective equipment correctly
- c) you establish that the waste complies with the waste management licence
- d) you ask for help promptly when necessary

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Waste acceptance:

- determining nature of examination needed
- recognising obvious signs of non-conformity of waste
- the importance of ensuring that accepted waste meets the waste management licence requirements

Documentation:

- processing reception documentation

Organisation context:

- facility operating instructions
- organisation procedures for reception, acceptance and rejection
- internal documentation
- procedures for emergencies
- organisational quality assurance procedures

Legislation:

- relevant waste management licence details
- application of duty of care to transport of waste
- safety in the use of vehicles
- waste transport documentation

# WASTE MANAGEMENT OPERATIONS

Unit: WT-136 Receive and validate recyclable waste

Element: WT-136.2 Examine and validate recyclable waste

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can carry out all of the following reception procedures:

- examination of waste
- recording results
- other organisation procedures related to accepting waste

You must also show evidence that you can seek assistance from all the following types of person:

- colleagues
- supervisor
- facility manager

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- inspection and validation of wastes
- carrying out work procedures correctly

Products of work:

- reception documentation
- appropriate quality assurance documentation

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- what wastes are permitted by the waste management licence
- how you decide what examination procedures to use
- how you deal with different types of waste
- how you deal with wastes not permitted by the waste management licence

Witness testimony:

- statements from people who observed you examining and validating waste

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-137	Store recyclable wastes and operating materials within a waste facility
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Unit Detail:	WT-137.1	Sort and store recyclable wastes and operating materials
	WT-137.2	Monitor and maintain storage conditions

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## Unit Description:

Achievement of this unit demonstrates your competence in storing recyclable wastes and operating materials in a waste management facility, using the facility's equipment safely and correctly.

You must check the availability of necessary equipment for sorting and storing recyclable wastes and operating materials, and deal with defects. You must sort and store the recyclable wastes and operating materials correctly and ensure that the storage area is suitably clean and tidy. You must use the storage facilities available as effectively as possible and label the recyclable wastes and operating materials appropriately where required. Finally, you must complete any necessary documentation.

You must also monitor the safety, security and condition of the storage area and its contents whilst in use, and deal with any defects.

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-137 Store recyclable wastes and operating materials within a waste facility

Element: WT-137.1 Sort and store recyclable wastes and operating materials

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a. you wear and use appropriate personal protective equipment correctly
- b. you use appropriate equipment correctly to sort and move the wastes and operating materials to the designated area
- c. you identify equipment defects, take corrective action if possible and report them promptly
- d. you sort, store, and label wastes and materials if required, according to their nature, hazards, and organisation procedures
- e. You ensure that the best use is made of storage facilities available
- f. you ensure the storage area is clean and tidy after movement of wastes or materials
- g. any necessary documentation is complete, accurate and up to date

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Storage:

- making the best use of the facilities available
- storage requirements of the wastes and materials concerned
- storage methods
- good housekeeping practices and the standards required
- labelling of wastes and materials when required

Equipment:

- using equipment correctly
- identifying defects and correcting them where permissible

Health and safety:

- hazards of wastes and materials handled and stored
- requirements for personal protective equipment

Legislation:

- implications of relevant legislation to sorting and storing wastes and operating materials
- waste management licence requirements related to storage

Organisational context:

- necessary documentation procedures
- storage facilities location and layout
- operational procedures for sorting and storage
- storage methods

# WASTE MANAGEMENT OPERATIONS

Unit: WT-137 Store recyclable wastes and operating materials within a waste facility

Element: WT-137.1 Sort and store recyclable wastes and operating materials

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can deal effectively with all the following types of material:

- wastes to be stored for treatment or awaiting transport elsewhere
- recyclable materials
- materials required for the operation of the facility

that you can use, identify defects in, and take permitted corrective action with at least two of the following items of equipment:

- powered/manual handling equipment
- containers
- safety signs

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all the equipment items listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- choice and use of personal protective equipment
- use of handling equipment
- sorting and storage of wastes or materials
- completion of any necessary documentation

Products of work:

- storage facility areas under your control
- wastes and materials you have sorted and stored
- storage documentation

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- dealing with equipment defects
- storing different types of wastes and materials

Witness testimony:

statements from people who observed you sorting and storing wastes and materials

# WASTE MANAGEMENT OPERATIONS

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Unit: WT-137 Store recyclable wastes and operating materials within a waste facility

Element: WT-137.2 Monitor and maintain storage conditions

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a. you wear and use appropriate personal protective equipment correctly
- b. you identify any problems in storage conditions
- c. you report problems, and take necessary corrective action within limits of your own authority
- d. you maintain the safety and security of the storage facility areas according to procedures
- e. you ensure the storage facility areas are kept appropriately clean and tidy

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Storage:

- storage methods
- characteristics of wastes and materials stored
- identifying and dealing with problems in storage
- requirements for keeping the storage facilities area clean and tidy

Health and Safety:

- maintaining safety and security of storage
- nature and hazards of wastes and materials stored

Organisational context:

- documentation procedures
- operational procedures for storage
- types of problem
- security practices
- waste management licence requirements related to storage

# WASTE MANAGEMENT OPERATIONS

Unit: WT-137 Store recyclable wastes and operating materials within a waste facility

Element: WT-137.2 Monitor and maintain storage conditions

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can identify at least three of the following problems in storage:

- unsuitability of storage area for the wastes or materials stored
- poor physical condition and security of the storage area itself
- hazards to people
- undesirable changes in the wastes or materials stored
- breakdown, damage, deterioration of equipment
- fire
- infestation
- nuisance

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all the problems listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- maintaining safety and security of storage facilities
- cleanliness and tidiness of the storage facilities area

Products of work:

- storage facilities area under your control
- reports of problems
- storage documentation

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- dealing with problems

Witness testimony:

- statements from people who observed you monitoring and maintaining storage conditions

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-138 Direct recyclable waste and other waste loads

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Unit Detail: WT-138.1 Ensure suitability of vehicle for facility  
WT-138.2 Direct recyclable waste and other waste to unloading or holding

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## Unit Description:

Achievement of this unit demonstrates your competence in ensuring the suitability of a visiting vehicle for the facility conditions, and directing the vehicle and load to the unloading area or, if the waste is not accepted, to a holding area pending decision on action to be taken. You must demonstrate competence in directing the vehicle crews clearly and precisely.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-138	Direct recyclable waste and other waste loads
Element:	WT-138.1	Ensure suitability of vehicle for facility conditions

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you confirm that the vehicle and load is suitable for facility conditions
- c) you report any unsuitable vehicle or load promptly
- d) you report, and take appropriate action, on other incidents interfering with operations

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Vehicle and load suitability for facility conditions:

- recognising vehicle and load problems
- current facility conditions and implications for vehicles manoeuvring and unloading

Health and safety:

- interpretation of identification codes for hazardous substances

Organisational context:

- recognising and responding to incidents interfering with operations
- facility operating procedures
- other relevant organisation procedures

Communication:

- communicating effectively

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-138	Direct recyclable waste and other waste loads
Element:	WT-138.1	Ensure suitability of vehicle for facility conditions

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can wear and use all of the following types of personal protective equipment correctly:

- fluorescent tabard or jacket
- safety helmet
- safety boots
- other PPE appropriate to the circumstances

You must also show evidence that you can ensure suitability for the facility of all the following types of vehicle:

- vehicles delivering waste
- facility vehicles
- other vehicles

You must also show evidence that you can deal with at least two of the following types of incident interfering with operations:

- weather
- congestion
- mechanical breakdown
- hot loads

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all types of incident listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- choice and use of personal protective equipment
- directing vehicle crews

Products of work:

- reception documentation

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- action taken with vehicles or loads unsuitable for facility
- dealing with incidents interfering with operations

Witness testimony:

- statements from people who observed you ensuring the suitability of vehicles and loads for facility conditions

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-138	Direct recyclable waste and other waste loads
Element:	WT-138.2	Direct recyclable waste and other waste to unloading or holding

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you wear and use appropriate personal protective equipment correctly
- b) you make visiting crews aware of facility procedures
- c) you direct conforming waste to the appropriate area for discharge
- d) you direct rejected waste to an appropriate holding area pending further instructions
- e) you provide vehicle crews with clear and precise instructions

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Organisational context:

- how to recognise, respond to, and record incidents interfering with operations, and emergencies
- relevant facility operating procedures
- other relevant organisation procedures

Health and safety:

- personal protective equipment necessary on facility
- interpreting identification codes for hazardous substances

Communication:

- effective communication

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-138	Direct recyclable waste and other waste loads
Element:	WT-138.2	Direct recyclable waste and other waste to unloading or holding

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you wear and use all of the following types of personal protective equipment correctly:

- fluorescent tabard or jacket
- safety helmet
- safety boots
- other PPE appropriate to the circumstances

You must also show evidence that you can direct crews delivering all types of waste listed in the Waste Management licence.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- communication with vehicle crews, provision of written instructions, information cards etc.
- identification and direction of rejected waste

Products of work:

- reception documentation
- rejection documentation

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- dealing with non-compliance with facility operating procedures

Witness testimony:

- statements from people who observed you directing waste to unloading or holding areas

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-140	Collect and deliver recyclable wastes and other materials
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Unit Detail:	WT-140.1	Prepare for the loading/unloading of recyclable wastes and other materials
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	WT-140.2	Load/unload recyclable wastes and other materials
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## Unit Description:

You must hold a valid licence appropriate to the vehicle(s) upon which assessment of this Unit takes place, and must produce evidence of this at the time of assessment. The particular type(s) of vehicle(s) used will be recorded on the Awarding Body's certificate in accordance with the vehicle licence categories.

Achievement of this unit demonstrates your competence in preparing for and carrying out loading and unloading of recyclable wastes or other materials.

You must show that you make all preparations necessary for safe loading and unloading, and that you observe relevant regulations. You must also demonstrate your ability to work with colleagues, customers, and staff receiving your loads.

This unit is suitable for operatives carrying out this activity whilst collecting recyclable waste and other materials or on a materials recycling facility.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-140	Collect and deliver recyclable wastes and other materials
Element:	WT-140.1	Prepare for the loading/unloading of recyclable wastes and other materials

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you accurately establish the compliance of wastes or materials with documentation and deal with discrepancies appropriately
- b) you establish the accessibility and the suitability of the site, and the appropriate method of loading/unloading
- c) you check the operational suitability of the vehicle specialist loading/unloading equipment
- d) you identify any defects in the specialist equipment, take corrective action where practicable, and report it promptly
- e) you position and prepare the vehicle, to ensure safe and secure loading/unloading
- f) you observe all regulations relating to loading/unloading

### Knowledge and Understanding:

You must demonstrate that you know and understand:

The load:

- checking compliance of load with paperwork
- nature and characteristics of load

The delivery/pick up site:

- assessing accessibility and suitability of site
- loading/unloading equipment requirements and availability

The vehicle:

- assessing operational suitability of vehicle
- vehicle limitations

Organisational context:

- sources of information and how to access them
- defects and discrepancies and reporting procedures
- organisation and customer/recipient procedures
- identifying remedies for defects and discrepancies and reporting them

Requirements:

- customer/recipient requirements
- relevant regulations

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-140	Collect and deliver recyclable wastes and other materials
Element:	WT-140.1	Prepare for the loading/unloading of recyclable wastes and other materials

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and knowledge evidence specific to your facility to demonstrate your competence. You must demonstrate that you can achieve all the performance criteria consistently. When performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can make use of at least one of the following types of specialist loading/unloading equipment:

- integral with vehicle
- non-integral with vehicle

You must also show evidence for taking account of all the following types of regulation:

- the laws relevant to loading/unloading
- organisation procedures
- customer/recipient procedures and regulations

In all, you must convince your assessor that you have the knowledge, understanding, and skills to perform competently in both types of specialist equipment listed above.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- checking compliance of paperwork with wastes or materials
- checking suitability and accessibility of site, and method of loading/unloading
- checking specialist loading/unloading equipment

Products of work:

- load paperwork
- written or oral reports on defects or discrepancies

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you assess the accessibility and suitability of the site for loading/unloading
- what factors you take into account in positioning and preparing the vehicle for loading/unloading

Witness testimony:

- statements from people who have observed you preparing for loading/unloading

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-140	Collect and deliver recyclable wastes and other materials
Element:	WT-140.2	Load/unload recyclable wastes and other materials

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you distribute and secure the load to minimise movement and displacement, enhance ease of access, and comply with relevant regulations
- b) you ensure that loading/unloading involving others is carried out safely and responsibly and effective working relationships are maintained
- c) Ant defects in specialist equipment or load discrepancies identified during loading/unloading are remedied and reported to the relevant person
- d) you load or unload in compliance with the relevant regulations and instructions
- e) you ensure that all documentation is complete, accurate, and contains your legible signature where necessary

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Loading/unloading:

- establish compliance of load with transfer requirements
- transfer and secure safely
- operate specialist equipment
- identify, rectify and record discrepancies and defects
- complete documentation correctly and accurately
- what constitutes a discrepancy/defect
- documentation requirements
- nature and characteristics of load

Organisational context:

- sources of information and how to access them
- lines and methods of effective communication
- specific customer requirements

Regulations:

- relevant legislation
- customer and organisation requirements

# WASTE MANAGEMENT OPERATIONS

Unit: WT-140 Collect and deliver recyclable wastes and other materials

Element: WT-140.2 Load/unload recyclable wastes and other materials

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you comply with at least one of the following types of relevant regulations:

- statutory legislation
- organisation and customer procedures

You must also show evidence that you ensure the safety of all others involved in loading/unloading in the following categories:

- colleagues
- customer staff

You must also show evidence for identifying load discrepancies of all the following types:

- nature
- quantity
- quality

You must, however, convince your assessor that you have the necessary knowledge, understanding, and skills to be able to perform competently in respect of all types of relevant regulations.

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- releasing and securing load
- loading/unloading
- checking specialist equipment
- working with others

Products of work:

- load documentation
- written or oral reports on defects and discrepancies

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you preserved the safety of others working with you in loading/unloading

Witness testimony:

- statements from people who have observed you loading and unloading wastes and materials

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-141 Run waste recycling operations

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Unit Detail: WT-141.1 Prepare equipment and materials for waste recycling  
WT-141.2 Monitor and control waste recycling operations  
WT-141.3 Complete and shut down waste recycling operations

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## Unit Description:

Achievement of this unit demonstrates your competence in running a waste recycling operation.

You must check that the materials and waste to be recycled match any appropriate documentation, check the process equipment, and report any problems which you cannot solve yourself.

You must ensure correct start up of the process, monitor it, and take appropriate action to rectify out of specification operation.

You must complete and shut down the recycling process and deal with its outcomes.

In all of this you must ensure that you and others involved with the process select and use correctly the appropriate personal protective equipment for the hazards involved.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-141	Run waste recycling operations
Element:	WT-141.1	Prepare equipment and materials for waste recycling

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a) you confirm that any required documentation is correct and equipment and materials are ready for use
- b) the relevant emergency equipment is ready for use, and appropriate personal protective equipment is worn and used correctly
- c) you confirm that treatment area and equipment are clean and prepared for safe processing
- d) you deal with problems which might delay treatment promptly, or report them to the appropriate person
- e) you inform others when treatment is ready to start
- f) you follow start up procedures as specified

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Wastes and treatment materials:

- hazards of wastes and treatment materials
- precautions to be used in handling wastes and treatment materials
- how to confirm agreement between any required documentation and wastes and materials
- how to deal with disagreement between any required documentation and wastes and materials

Equipment:

- procedures for checking and making ready process equipment
- detail of the process and function of the equipment used
- availability and functioning of process safety equipment

Health and safety:

- nature and hazards of wastes and treatment materials
- personal protective equipment appropriate to the hazards
- correct use of personal protective equipment
- how to use the process equipment safely
- emergency equipment associated with the process and how to use it
- safe working practice

Organisational context:

- procedures for handling wastes and treatment materials
- specification range of treated waste and any other product of the process
- interpretation of any process documentation
- nature and identification of situations which might delay processing, and corrective action
- good housekeeping practices and standards required
- start up procedures
- people to be informed of readiness to start up
- documentation if appropriate, and record keeping

Communications:

- communication of instructions or information to others

Legislation:

- the implications of relevant legislation and the waste management licence on treatment process operation

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-141	Run waste recycling operations
Element:	WT-141.1	Prepare equipment and materials for waste recycling

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can ensure the correct preparation of equipment and materials for at least one of the following types of process:

- batch waste treatment processes
- continuous waste treatment processes

You must also show evidence that you can deal with at least two of the following types of situation:

- disagreement between waste and materials and any required documentation
- faults in processing equipment
- variations from specification range of raw waste and treatment materials

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- choice and use of personal protective equipment by yourself and others
- checking wastes and treatment materials against any necessary documentation
- checking treatment equipment
- initiating start up procedures

Products of work:

- process records
- equipment defect reports
- reports of problems affecting start up of treatment process and corrective action taken

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you select the appropriate personal protective equipment for different circumstances
- dealing with disagreement between waste, treatment materials and any necessary documentation
- identifying defects in equipment
- identifying and correcting problems that might delay start up

Witness testimony:

- statements from people who observed you initiating process start up

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-141	Run waste recycling operations
Element:	WT-141.2	Monitor and control waste recycling operations

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that

- a. you wear and use appropriate personal protective equipment correctly
- b. you follow treatment procedures as specified
- c. you monitor the treatment process according to organisation procedures
- d. you adjust process variations promptly to maintain treatment within specification
- e. if required you sample the process as specified in operating procedures
- f. you confirm that treated waste and any other products of the process meet specification

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Treatment process:

- detail of the process
- specification range of treated wastes to be achieved
- methods of monitoring the process
- symptoms of out of specification processing
- methods of process adjustment to meet specification range
- limits of corrective action that can be taken within your own authority
- people to inform of circumstances outside your authority to correct
- timing and methods of sampling from the process if required
- interpretation of any necessary sampling results

Health and safety:

- nature and hazards of wastes and treatment materials
- personal protective equipment appropriate to the raw wastes, treatment materials, and process used
- correct use of the personal protective equipment
- safe sampling, and safe handling techniques for any samples taken, if required
- safe working practice
- procedures for dealing with spillages
- emergency shut down procedures

Organisational context:

- process operating procedures
- monitoring procedures
- sampling procedures and treatment of samples taken, if required
- good housekeeping practices and standards required
- record keeping

Communications:

- communication of instructions and information to others

Legislation:

- the implications of relevant legislation and the waste management licence on treatment process operation

# WASTE MANAGEMENT OPERATIONS

---

Unit:	WT-141	Run waste recycling operations
Element:	WT-141.2	Monitor and control waste recycling operations

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can monitor and control at least one of the following types of process:

- batch waste treatment processes
- continuous waste treatment processes

You must also show evidence that you can identify symptoms of the process going out of specification and make process corrections for at least one of the following types of process:

- batch waste treatment processes
- continuous waste treatment processes

You must also show evidence that, where required, you can carry out sampling of the following:

- treatment process operation
- treatment process products

You must also show evidence that you can deal with spillage of at least two of the following:

- raw waste
- treated waste
- treatment materials

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- choice and use of personal protective equipment
- following treatment procedures
- monitoring the treatment process
- sampling the process and products if required
- interpreting sampling results
- making corrections to process operation

Products of work:

- process records
- reports of out of specification production and action taken

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you identify that the process is going out of specification
- how you correct the process operation to achieve specification range
- how you take samples and interpret the results if necessary
- how you would deal with spillage of different substances

Witness testimony:

- statements from people who observed you monitoring and controlling waste treatment operations

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-141	Run waste recycling operations
Element:	WT-141.3	Complete and shut down waste recycling operations

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a. you wear and use appropriate personal protective equipment correctly
- b. you shut down services according to operating procedures
- c. you identify treated waste that is out of specification and report it to the appropriate person
- d. you deal with outcomes of the treatment process in accordance with operating procedures
- e. you ensure that all records are complete

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Treatment process:

- identification of out of specification treated waste
- procedures for dealing with treated waste, out of specification waste, any other products of the treatment process, and residual treatment materials from the work area

Health and safety:

- nature and hazards of raw wastes, out of specification wastes, any other products of treatment, and treatment materials
- personal protective equipment appropriate to the raw wastes, treatment materials, any other products of the treatment process, and the process itself
- correct use of the personal protective equipment
- safe working practice

Organisational context:

- procedures for normal or maintenance shut down
- good housekeeping practices and standards required
- record keeping

Communications:

- communication of instructions or information to others

Legislation:

- the implications of relevant legislation and the waste management licence on treatment process operation

# WASTE MANAGEMENT OPERATIONS

---

Unit:	WT-141	Run waste recycling operations
Element:	WT-141.3	Complete and shut down waste recycling operations

---

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can shut down at least one of the following types of process:

- batch treatment processes
- continuous treatment processes
- 

You must also show evidence that you can shut down the process in at least one of the following circumstances:

- normal shut down
- shut down for maintenance

You must also show evidence that you can deal with at least three of the following outcomes from the treatment process:

- treated waste
- out of specification treated waste
- any other products of the treatment process
- residual treatment materials from the work area

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- choice and use of personal protective equipment
- following normal shutting down procedures
- following shutting down procedures for maintenance
- identifying treated waste that is out of specification
- dealing with treated waste, out of specification treated waste, any other products of the process, and residual treatment materials

Products of work:

- process records
- reports of out of specification product and action taken

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you identify out of specification treated waste
- how you deal with treated waste, out of specification treated waste, any other products of the treatment process, and residual treatment materials
- the reasons for any difference between normal shut down procedures and shut down for maintenance purposes

Witness testimony:

- statements from people who observed you shutting down the process and dealing with its outcomes

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-142 Maintain condition of recycling equipment

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Unit Detail: WT-142.1 Clean, maintain, and adjust equipment  
WT-142.2 Check the performance of waste recycling equipment

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## Unit Description:

Achievement of this unit demonstrates competence in maintaining the condition of recycling equipment and controlling colleagues assisting you.

You must ensure that cleaning, maintenance and adjustment of recycling equipment and its components is carried out safely and correctly. You must ensure that appropriate standards of cleanliness are maintained and that observed faults are reported and corrected within the limits of your own authority. You must also know when to seek skilled assistance in maintenance.

You must ensure that the necessary adjustments are carried out and appropriate records completed.

You must also ensure that you check the performance of equipment and components safely and correctly, identify faults, and take appropriate action if needed.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-142	Maintain condition of recycling equipment
Element:	WT-142.1	Clean, maintain, and adjust equipment

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a. the work area is safe for the cleaning and maintenance activity
- b. you ensure that appropriate personal protective equipment is worn and used correctly
- c. the work area and equipment are cleaned as required
- d. you record damaged or faulty equipment, and replace worn or defective parts within the limits of your own authority, and report them to the appropriate person
- e. you adjust treatment and associated equipment according to requirements

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Equipment:

- services and relevant isolation procedures
- access requirements
- components needing special treatment and the nature of that treatment
- items needing dismantling prior to cleaning and maintenance, and reassembly
- operator adjustments
- cleaning and maintenance tools and equipment

Health and safety:

- initiation and use of permit procedures
- selection and use of appropriate personal protective equipment
- implications of COSHH for cleaning and maintenance processes
- environmentally safe disposal of cleaning fluids, residues, and other materials
- hazards of the cleaning and maintenance processes
- emergency procedures related to cleaning and maintenance operations

Organisational context:

- cleaning procedures
- operator maintenance procedures
- operator adjustment procedures
- component dismantling and reassembly procedures
- records of cleaning and maintenance

Communications:

- communication of instructions or information to others

Legislation:

- the implications of relevant legislation and the waste management licence for cleaning, maintenance, and adjustment activities

# WASTE MANAGEMENT OPERATIONS

Unit: WT-142 Maintain condition of recycling equipment

Element: WT-142.1 Clean, maintain, and adjust equipment

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can check all the following items before commencement:

- cleaning, dismantling and reassembly, and maintenance procedures
- authorisation of any necessary permits
- selection of cleaning materials and equipment
- use of appropriate personal protective equipment
- selection of methods of disposal of cleaning fluids, residues and other materials

You must also show evidence that you can ensure correct cleaning and maintenance, and provide clear instruction to others to do so, for at least one of the following classes of equipment:

- batch treatment process equipment
- continuous treatment process equipment

You must also show evidence that you have ensured correct cleaning and maintenance under both the following conditions:

- operational conditions
- non-operational conditions

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- checking authorisation, cleaning materials, and tools, and providing instructions
- choice and use of personal protective equipment
- controlling cleaning operations
- controlling maintenance and adjustment operations
- controlling necessary dismantling of components for cleaning and maintenance, and their reassembly

Products of work:

- cleaning and maintenance records
- fault reports on components or equipment

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you selected and checked the personal protective equipment for the operation
- how you checked that the permit authorisation procedure had been carried out correctly
- how you decided on the appropriate equipment for a specific cleaning and maintenance operation
- how you decided that skilled maintenance assistance was required
- how you decided which components needed to be dismantled before cleaning
- how you ensured that the necessary adjustments were carried out correctly
- how you ensured the safe disposal of the cleaning fluids, residues and other materials

Witness testimony:

- statements from people who observed you controlling the cleaning and maintenance of treatment equipment and components

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-142	Maintain condition of recycling equipment
Element:	WT-142.2	Check the performance of waste recycling equipment

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that

- a. you wear and use appropriate personal protective equipment correctly
- b. you check operation of the equipment according to procedures
- c. you identify any failure to reach expected performance and its possible cause
- d. you take corrective action or report to the appropriate person

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Checking:

- checking procedures
- expected performance of the equipment
- possible reasons for failure to achieve expected performance

Organisation context:

- any required records of checking carried out and results
- any required records of reasons for failure to achieve expected performance and any action taken
- procedures for requesting further assistance

Health and safety:

- hazards of the checking process and the equipment being checked
- ways to minimise the hazards
- selection and use of personal protective equipment during checking
- safety signage during checking if appropriate

Communications:

- communication of instructions or information to others

Legislation:

- implications of relevant legislation and the waste management licence on checking the operation of equipment

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-142	Maintain condition of recycling equipment
Element:	WT-142.2	Check the performance of waste recycling equipment

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you can check treatment equipment under the following conditions:

- under normal operating conditions
- under non-operating conditions

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- carrying out checking procedures
- identifying failure to achieve expected performance standards
- taking corrective action
- requesting further assistance

Products of work:

- any required records of check results and conclusions
- fault reports and action taken

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you carried out the checking procedure
- how you compared actual performance with expected performance
- how you identified the possible causes of poor performance
- any corrective action you took and its results

Witness testimony:

- statements from people who observed you checking treatment equipment

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-143 Exchange responsibility for control of waste recycling

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Unit Detail: WT-143.1 Hand over responsibility for control of waste recycling to others

WT-143.2 Accept responsibility for control of waste recycling from others

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## Unit Description:

Achievement of this unit demonstrates competence in exchanging responsibility for control over waste recycling processes with others.

As the outgoing operator you must ensure that you provide all the information necessary for the incoming operator to take responsibility, and check that he or she understands the information.

As the incoming operator you must check that all the information given to you by the outgoing operator is adequate for you to accept responsibility.

You must record the exchange of responsibility as required by the organisation.

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-143	Exchange responsibility for control of waste recycling
Element:	WT-143.1	Hand over responsibility for control of waste recycling to others

---

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a. you adjust treatment and associated equipment according to operating requirements
- b. you make sure that information needed by the incoming operator is complete and accurate
- c. you chase up any missing information
- d. you record equipment performance shortfalls for further action
- e. you follow organisational procedures to carry out the handover
- f. you confirm completion of handover and that incoming operator accepts responsibility

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Handing over process control:

- the importance of passing on information about:
  - expected normal performance
  - problems encountered during previous period, symptoms, and action taken
  - possible problems that might arise, symptoms, and action required
- accurate and up-to-date records of the treatment operation
- persons to refer to for decisions outside operator's remit
- timing of significant stages in the process if applicable
- status of stocks of raw waste, treatment materials, and other necessities
- present health and safety status of the treatment operation
- present status of emergency equipment and supplies

Documentation:

- handover documentation

Organisational context:

- handover procedures
- your responsibilities for providing information
- responsibilities of the incoming operator for understanding and clarifying information
- information to be handed over
- operating records kept, their location, and content

Communication:

- how to pass on the information clearly and concisely
- how to confirm that the recipient understands the information

Legislation:

- the implications of relevant legislation and the waste management licence for the treatment operation

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-143	Exchange responsibility for control of waste recycling
Element:	WT-143.1	Hand over responsibility for control of waste recycling to others

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:  
that you have handed over responsibility for a treatment operation under each of the following circumstances:

- during a work period
- at the end of a work period

You must also show evidence that you have provided sufficient information and all the necessary documentation during each of the following circumstances:

- when everything is running normally
- when there are on-going problems

You must also show evidence that you provide information on all the following factors:

- current state of the process
- problems identified and action taken
- waste and treatment materials stocks
- any special instructions applying
- safety health and environment matters

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- assembling information and records prior to handover
- updating process operation records
- completing process log
- handing over responsibility
- clarifying information for incoming operator

Products of work:

- process log
- process operation records
- other information to be passed on

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you ensured that all the necessary information was put together
- how you presented it to the incoming operator
- how you clarified points for the benefit of the incoming operator

Witness testimony:

- statements from people who observed you handing over responsibility

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-143	Exchange responsibility for control of waste recycling
Element:	WT-143.2	Accept responsibility for control of waste recycling from others

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that

- a) you confirm your understanding of the information with the outgoing operator and clarify any concerns
- b) you satisfy yourself that the information is accessible, accurate and complete
- c) you confirm that you accept responsibility only when you have all information needed for safe plant and process operation

### Knowledge and Understanding:

You must demonstrate that you know and understand:

- Accepting responsibility for process control:
- the importance of receiving information about:
    - expected normal performance
    - problems encountered during previous period, symptoms, and action taken
    - possible problems that might arise, symptoms, and action required
  - timing of significant stages in the process if applicable
  - status of stocks of raw waste, treatment materials, and other necessities
  - persons to refer to for decisions outside operator's remit
  - present health and safety status of the treatment operation
  - present status of emergency equipment and supplies
  - the importance of accurate and up-to-date records of the treatment operation

Documentation:

- handover documentation

Organisational context:

- handover procedures
- responsibilities of the outgoing operator for providing information
- your responsibilities for understanding and clarifying the information
- information to be handed over
- operating records kept, their location, and content

Communication:

- how to receive the information
- how to confirm and clarify your understanding by questioning

Legislation:

- the implications of relevant legislation and the waste management licence for the treatment operation

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-143	Exchange responsibility for control of waste recycling
Element:	WT-143.2	Accept responsibility for control of waste recycling from others

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## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you have accepted responsibility for a treatment operation under each of the following circumstances:

- during a work period
- at the end of a work period

You must also show evidence that you have received and checked information and all the necessary documentation for sufficiency during each of the following circumstances:

- when everything is running normally
- when there are on-going problems

You must also show evidence that you accepted or sought information on all the following factors:

- current state of the process
- problems identified and action taken
- waste and treatment materials stocks
- any special instructions applying
- safety health and environment matters

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- checking information and records during handover
- checking that process operation records are up-to-date
- clarifying information from the outgoing operator
- completing process log
- accepting responsibility

Products of work:

- process log
- process operation records
- other information passed on to you

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you checked that all the necessary information was given to you
- how you clarified points by questioning the outgoing operator

Witness testimony:

- statements from people who observed you accepting responsibility

# WASTE MANAGEMENT OPERATIONS

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# WASTE MANAGEMENT OPERATIONS

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Unit: WT-144 Carry out mechanical handling of recyclable wastes or other materials

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Unit Detail: WT-144.1 Load recyclable wastes or other materials

WT-144.2 Transfer and unload recyclable wastes or other materials

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## Unit Description:

Achievement of this unit demonstrates your competence in using mechanical handling equipment to load, transfer and unload recyclable wastes and other materials.

You must wear the appropriate personal protective equipment throughout the whole operation. You must check the working environment continuously during operations to ensure that you avoid any damage to buildings, other structures, vehicles, and accidents to people.

Whilst loading you must monitor the stability of the stockpile, and the condition of the working surface. During unloading you must monitor the stability of the stockpile or, if unloading into containers, you must ensure that you do not damage the container.

You must also record any information required by the organisation in relation to the recyclable wastes, other materials and the plant used.

# WASTE MANAGEMENT OPERATIONS

Unit: WT-144 Carry out mechanical handling of recyclable wastes or other materials

Element: WT-144.1 Load recyclable wastes or other materials

## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a. you wear and use appropriate personal protective equipment correctly
- b. you identify wastes or materials to be transferred as instructed
- c. you continuously check the working environment for potential hazards and take appropriate action
- d. you ensure that the mechanical handling equipment and its attachments or accessories are appropriate to the task
- e. you ensure the load is stable and within the capacity of the equipment
- f. you monitor the stability of the wastes/materials and working surface in the loading area during extraction and ensure no hazards develop due to movement of the stockpile
- g. you leave the working area appropriately clean and tidy at the end of the operation

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Wastes and materials:

- physical and handling characteristics of waste and materials to be picked up
- stability of stockpile
- techniques of picking up and extracting loads appropriate to the nature of the wastes or materials

Loading area:

- ground conditions
- possibility of vehicle or pedestrian traffic and precautions necessary
- potential for damage to buildings or other structures during picking up and extracting load
- potential for distortion or movement of stockpile whilst picking up load

Health and safety:

- hazards of wastes and materials to be picked up and extracted
- requirements for personal protective equipment
- techniques of manoeuvring safely both loaded and unloaded

Organisational context:

- any documentation associated with the picking up and transfer of load
- documentation associated with the mechanical handling equipment

# WASTE MANAGEMENT OPERATIONS

Unit: WT-144 Carry out mechanical handling of recyclable wastes or other materials

Element: WT-144.1 Load recyclable wastes or other materials

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you check all the following items during picking up and extracting the load from the stockpile:

- potential for damage to buildings and other structures whilst picking up and extracting load
- stability of the stockpile and effect of any movement of wastes or materials whilst picking up load
- possible obstructions whilst picking up and extracting load
- potential for damage to pedestrians and vehicles whilst picking up and extracting load
- nature of the surface and its effect upon manoeuvrability

You must also show evidence that you can deal with at least three of the following types of waste or material:

- normal household waste
- drummed wastes or materials
- loose garden waste
- hazardous wastes
- recyclable materials
- loose materials
- bulky wastes
- packaged materials

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- choice and use of personal protective equipment
- use of mechanical handling equipment
- precautions taken during picking up and extracting load
- completion of any necessary documentation

Products of work:

- working area after picking up and extracting load
- any related documentation

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you selected the attachments or accessories for picking up and extracting a specific type of waste or material
- how you kept a constant check on the safety of the picking up and extraction operation
- how you dealt with problems related to instability of the stockpile
- how you dealt with adverse working surfaces

Witness testimony:

- statements from people who observed you picking up and extracting loads of wastes or materials

# WASTE MANAGEMENT OPERATIONS

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Unit:	WT-144	Carry out mechanical handling of recyclable wastes or other materials
Element:	WT-144.2	Transfer and unload recyclable wastes or other materials

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## The National Standard

This section provides criteria, which enables the employee to identify an individual's competence requirements to the national standard of competence. It also lists the knowledge and understanding which is essential for effective performance.

### Performance Criteria:

You must demonstrate that:

- a. you wear and use appropriate personal protective equipment correctly
- b. you transfer the wastes or materials efficiently and safely
- c. you monitor the stability of the load during transfer and unloading
- d. you continuously check the working environment for hazards and take appropriate action
- e. you ensure that access to the destination is clear and safe
- f. you unload wastes or materials efficiently, safely, and without damage to equipment or structures
- g. you check the stability of the wastes or materials during and after unloading
- h. you complete any necessary documentation

### Knowledge and Understanding:

You must demonstrate that you know and understand:

Wastes and materials:

- physical and handling characteristics of waste or materials to be loaded
- nature of storage at destination
- techniques of transfer and unloading appropriate to the nature of the wastes or materials

Transfer:

- ground conditions
- possibility of vehicle or pedestrian traffic and precautions necessary
- instability of load

Destination:

- potential for damage to equipment, buildings, or other structures during unloading

Health and safety:

- hazards of wastes or materials to be unloaded
- requirements for personal protective equipment
- techniques of manoeuvring safely both loaded and unloaded

Organisational context:

- any documentation associated with transfer and unloading
- documentation associated with the mechanical handling equipment

# WASTE MANAGEMENT OPERATIONS

Unit: WT-144 Carry out mechanical handling of recyclable wastes or other materials

Element: WT-144.2 Transfer and unload recyclable wastes or other materials

## NVQ and SVQ Assessment

This section specifies the evidence an employee must provide to be assessed for National Vocational Qualifications or Scottish Vocational Qualifications. It also gives some examples of evidence.

### Evidence Requirements:

You must provide both performance evidence and facility specific knowledge evidence to demonstrate your competence. The performance evidence must demonstrate that you can achieve all the performance criteria consistently. In addition, when the performance evidence does not clearly show the necessary knowledge and understanding, you will be questioned on it.

You must provide performance evidence for the following:

that you check all the following items during transfer and unloading:

- potential for damage to buildings and other structures
- stability of the destination stockpile and effect of addition of further wastes or materials
- possible obstructions
- potential for damage to pedestrians and vehicles
- nature of surfaces and their effect upon manoeuvrability

You must also show evidence that you can deal with at least three of the following types of waste or material:

- normal household waste
- drummed wastes or materials
- loose garden waste
- hazardous wastes
- recyclable materials
- loose materials
- bulky wastes
- packaged materials

### Examples of Evidence:

Here are a few examples to give you some ideas about the sort of evidence you might be able to find in your daily work.

Observed performance:

- choice and use of personal protective equipment
- use of mechanical handling equipment
- precautions taken during transferring and unloading
- completion of any necessary documentation

Products of work:

- working area after unloading
- any related documentation

You may also provide short reports of your own, or statements from others who have observed your performance.

Written or spoken reports, describing:

- how you kept a constant check on the safety of the transferring and unloading operation
- how you dealt with problems related to instability of the load and destination stockpile
- how you dealt with adverse working surfaces
- how you dealt with various types of container

Witness testimony:

- statements from people who observed you transferring and unloading wastes or materials