

EUSWO44 - SQA Unit Code F8XA 04

Control the handover of recyclable materials



Overview

This unit is designed to demonstrate competence in controlling the handover of recyclable materials with others. This includes ensuring all the necessary information is exchanged and that the exchange is understood. This also includes ensuring that any necessary documentation is completed and handed over where appropriate.

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Performance criteria

You must be able to:

- P1 adjust equipment according to operating requirements and in accordance with **approved procedures and practices**
- P2 make sure that **information** needed by the recipient is accurate and complete
- P3 report and chase up any missing **information**
- P4 follow **approved procedures and practices** to carry out the handover of recyclable materials
- P5 confirm completion of handover and that the recipient accepts responsibility

Knowledge and understanding

You need to know and understand:

- K1 the importance of passing on information and the different types of information
- K2 the different types of handover documentation and procedures
- K3 their responsibilities for providing information
- K4 the responsibilities of the recipient for understanding and clarifying information
- K5 where records are kept and their content
- K6 who to report to if any documentation is missing
- K7 how to pass on the information clearly and concisely
- K8 how to confirm that the recipient understands the information
- K9 the implications of relevant legislation

Additional Information

**Scope/range
related to
performance
criteria**

Approved procedures and practices

Health, safety and environmental related to the individual and others, organisational, regulatory, statutory, relevant company policies, risk assessment

Information

Any special instructions, problems identified and action taken, health safety and environmental information, relevant documentation

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