

EUSWO45 - SQA Unit Code F8XC 04

Control the reception of recyclable materials



Overview

This unit is designed to demonstrate competence in controlling the reception of recyclable materials. This includes ensuring all the necessary information is correct and accept responsibility and that any necessary documentation is completed and exchanged where appropriate.

EUSWO45 - SQA Unit Code F8XC 04

Control the reception of recyclable materials

Performance criteria

You must be able to:

- P1 ensure that all information for the handover is received
- P2 confirm understanding of the information and clarify any concerns
- P3 make sure that information handed over is accessible, accurate and complete
- P4 report and chase up any missing information
- P5 confirm the acceptance of responsibility of recyclable materials
- P6 follow approved procedures and practices to carry out the handover
- P7 deal with unacceptable materials or incorrect documentation in accordance with approved procedures and practices

Knowledge and understanding

You need to know and understand:

- K1 the importance of receiving information about and the different types of information
- K2 the different types of handover documentation and procedures
- K3 their responsibilities for receiving information
- K4 their responsibilities for understanding and clarifying information
- K5 who to report to if any documentation is missing
- K6 the implications of relevant legislation

Additional Information

**Scope/range
related to
performance
criteria**

Information

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

Approved procedures and practices

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

EUSWO45 - SQA Unit Code F8XC 04

Control the reception of recyclable materials

Developed by Energy and Utility Skills

Version number 1

Date approved May 2010

Indicative review date May 2015

Validity Current

Status Original

Originating organisation Energy and Utility Skills

Original URN WO45

Relevant occupations Public Services; Public Service and Other Associate Professionals

Suite Waste Management

Key words control, reception, recyclables, materials, risk assessment