

EUSWO27 - SQA Unit Code H2KC 04

Exchange responsibility for control of waste processing operations



Overview

This national occupational standard defines the competences required to hand over, and accept, responsibility for controlling a waste process. It involves being able to communicate accurately and fully, both verbally and through documentation.

The term 'waste' can refer to a variety of materials that are both recycled and treated including those in anaerobic digestion plants.

Performance criteria

You must be able to:

Hand over responsibility for the control of the waste process to an incoming operator

- P1 follow operational procedures for handing over responsibility both during and at the end of a work period
- P2 ensure the incoming operator knows that decisions outside the operator's job role responsibilities must be referred to the designated person
- P3 inform the incoming operator about ongoing problems before responsibility is handed over and confirm they are entered in the operating log
- P4 confirm the current operational settings for treatment and associated equipment according to operating requirements
- P5 confirm completion of handover and that incoming operator accepts responsibility in accordance with operational requirements

You must be able to:

Accept responsibility for the control of waste processing from an outgoing operator

- P6 confirm information provided by the outgoing operator is understood before accepting responsibility, and that issues of concern are clarified before handover
- P7 ensure issues of concern are entered in the operating log
- P8 confirm all the operational settings for treatment and associated equipment are received from the outgoing operator and are recorded accurately
- P9 accept responsibility when all the information needed for continuing the process operation in accordance with operational procedures is complete

You must be able to:

Use and communicate data and information

- P10 confirm the incoming operator understands the information provided and questions are answered before handing over responsibility
- P11 provide the incoming operator with accurate and up-to-date information about the current process conditions and settings, and confirm the process records are complete
- P12 relay special instructions applying to the process or materials and ensure the incoming operator understands the instructions
- P13 check the incoming operator is informed fully about problems and steps taken to resolve them, and other safety, health and environment matters which relate to the process
- P14 maintain operational logs for information passed onto incoming operators
- P15 record and report discrepancies in data or information required by operational procedures to the designated person

EUSWO27 - SQA Unit Code H2KC 04

Exchange responsibility for control of waste processing operations

P16 check documentation is legible and clear, and seek confirmation from the designated person if there are doubts or discrepancies

You must be able to:

Resolve problems for the control of waste processing which arise during the exchange of responsibility

P17 resolve instances where information is missing or unclear, as an incoming operator and as an outgoing operator

P18 agree, with the designated person, responsibility for passing information about operational or staffing situations that have arisen

P19 report situations which are outside the responsibility of the job role to the designated person

Knowledge and understanding

You need to know and understand:

General

- K1 the classifications and types of waste
- K2 the potential hazards associated with different wastes
- K3 how to identify work-related hazards and risks
- K4 details of operational procedures and documentation
- K5 how to deal constructively with colleagues and other people and resolve disagreements
- K6 how to use personal protective equipment (PPE) in line with operational procedures
- K7 operational procedures and why it is important to comply with them
- K8 the limits of the job responsibility when communicating with others

You need to know and understand:

Exchange of responsibility for treatment control

- K9 the responsibilities of both the incoming and outgoing operators for providing, understanding and clarifying information
- K10 how to provide data and other information effectively and efficiently
- K11 how, where, and when to record and store data and information
- K12 how, and when, to use verbal and written communications effectively
- K13 the importance of passing on information about problems encountered during the previous period, causes, and steps taken to resolve them
- K14 problems that might arise, symptoms, and steps to take to deal with them
- K15 the expected operational performance of the treatment process
- K16 where, and how, to access accurate and up-to-date records of the treatment operation and the need to keep it maintained and current
- K17 the timing of significant stages in the process
- K18 the status of stocks of raw waste, treatment materials, and other necessities
- K19 the present health and safety status of the treatment operation
- K20 the operational procedures for maintenance of health & and safety and environmental permit compliance

Additional information

Behaviours

You work in a manner which:

1. recognises and acts when others need support
2. takes responsibility for resolving problems in your work area

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