



Unit and Assessment Specification

Unit title	Manage the Transfer of Outputs and Disposal of Residues from Non-hazardous Waste Transfer and Recovery Operations
SQA code	H37K 04
SCQF level	7
SCQF credit points	10
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H37K 04 (WM7b)

Title	Manage the Transfer of Outputs and Disposal of Residues from Non-hazardous Waste Transfer and Recovery Operations				
Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment	
1 Manage the transfer of outputs and disposal of residues from non-hazardous waste transfer and recovery.	1.1 Implement systems and procedures for the transfer and transport of outputs and the disposal of residues from the non-hazardous waste transfer or recovery operation in accordance with legislative and organisational requirements.	x	x		
	1.2 Make arrangements for an adequate supply of resources needed to carry out the loading, transport or energy transfer operations from the site.	x	x		
	1.3 Identify hazards and minimise risks to health, safety and the environment from non-hazardous waste transfer and transport operations and comply with legal and organisational requirements for reporting risks to health, safety and the environment.	x	x		
	1.4 Implement and maintain recording and information systems specifically relating to the transfer and transport of outputs and disposal of residues from the process carried out at the site in accordance with legislative and organisational requirements.	x	x		

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
	1.5 Make arrangements for the safe loading of the outputs and residues from the non-hazardous waste transfer and recovery processes. 1.6 Implement procedures and controls for the safe transfer of energy outputs from the non-hazardous waste transfer or recovery process. 1.7 Maintain the quality of the organisation's work by ensuring that all procedures and non-hazardous waste transfer and disposal processes are adhered to.	x	x	
		x	x	
		x	x	
2 Use and communicate data and information.	2.1 Make sure the programme of work and operational instructions relating to the transfer and transport operations contain all the information needed for site personnel to carry out the process in line with organisational procedures.	x	x	
	2.2 Communicate the programme of work and operational instructions to all site personnel in ways which suit the types of information being given.	x	x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
	2.3 Ensure that documentation is completed accurately and complies with legislation and organisational requirements. 2.4 Keep accurate records of all outputs and residues leaving the site in accordance with legislative and organisational requirements. 2.5 Advise colleagues and managers about accidents, incidents, interruptions to work or any situations that require their attention. 2.6 Maintain a record of training for all staff employed on transfer, recovery and transport operations on the site.	x	x	
	2.4 Keep accurate records of all outputs and residues leaving the site in accordance with legislative and organisational requirements.	x	x	
	2.5 Advise colleagues and managers about accidents, incidents, interruptions to work or any situations that require their attention.	x	x	
	2.6 Maintain a record of training for all staff employed on transfer, recovery and transport operations on the site.	x	x	
3 Resolve problems which arise from the transfer of outputs and disposal of residues from non-hazardous waste transfer and recovery.	3.1 Take steps to rectify any staff or transport shortages, equipment deficiencies or external causes that prevent the transfer, transport or disposal of outputs and residues. 3.2 Seek advice to resolve situations which are outside the responsibility of the job role. 3.3 Formulate procedures for dealing with spillages on site and ensure that staff understand and follow the prescribed procedures.	x	x	
	3.2 Seek advice to resolve situations which are outside the responsibility of the job role.	x	x	
	3.3 Formulate procedures for dealing with spillages on site and ensure that staff understand and follow the prescribed procedures.	x	x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
4 Understand the underpinning regulations, procedures and requirements for managing waste operations.	4.1 Describe appropriately the relevant legislation, regulations and codes of practice applicable to safety, health and the environment.		x	
	4.2 Describe appropriately waste management legislation and guidance that is applicable to waste management sites.		x	
	4.3 Describe appropriately the types of personal protective equipment (PPE) required for different types of waste and the procedures for care, maintenance and use of this equipment.	x	x	
	4.4 Describe appropriately the regulatory requirements and company procedures for dealing with unauthorised wastes.	x	x	
	4.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.	x	x	
	4.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.	x	x	
	4.7 Describe appropriately the procedures for the proper management control of work activities on the site.	x	x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
5 Understand the specific regulations, procedures and requirements for managing the transfer of outputs and disposal of residues from non-hazardous waste transfer and recovery operations.	5.1 Describe appropriately the organisational procedures for the management of personnel and work activities.	x	x	
	5.2 Describe appropriately the specific legislative requirements and guidance applicable to the transfer and transport of non-hazardous waste from the site.	x	x	
	5.3 Describe appropriately planning permission and the organisation's working plan for the site.	x	x	
	5.4 Describe appropriately the quality inspection and identification procedures and the handling requirements for the types of non-hazardous waste recovered at the site.	x	x	
	5.5 Describe appropriately the operating procedures for all machinery, plant and equipment used on the site.	x	x	
	5.6 Describe appropriately the lifting and handling techniques suitable for the recovered non-hazardous wastes and residues that are being transported from the site.	x	x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
	5.7 Describe appropriately the onsite procedures for the management of storage of the outputs and residues from transfer processes.	x	x	
	5.8 Describe appropriately the records required by legislation and by company procedures in relation to the transfer and transport of recovered non-hazardous wastes and residues.	x	x	
	5.9 Describe appropriately the procedures for dealing with spillages.	x	x	x
	5.10 Describe appropriately the organisational procedures for transport operations and the supply and use of the transport resources required.	x	x	
	5.11 Describe appropriately the procedures and documentation required for the transport of non-hazardous waste to comply with legislative requirements and guidance.	x	x	
	5.12 Describe appropriately the procedures for dealing with residues, out of specification recovered non-hazardous waste and any other rejects from the process.	x	x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
	5.13 Describe appropriately the regulations for the export of energy from the site and the controls required for the export process.	x	x	
	5.14 Describe appropriately the methods used to communicate operational instructions orally and in writing.	x	x	
	5.15 Determine the storage and handling implications for the recovered non-hazardous waste types produced on the site.	x	x	
	5.16 Determine the types, functions and limitations of non-hazardous waste handling equipment available for use on the site.	x	x	
	5.17 Determine how to use risk assessment and the identification of potential work-related hazards and difficulties.	x	x	
	5.18 Determine the potential hazards to safety, health and the environment arising from the loading and transport of non-hazardous wastes.	x	x	
	5.19 Determine how to interpret documentation and verify that the information is accurate and relates to the recovered non-hazardous wastes and residues.	x	x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
	5.20 Determine the importance of ensuring people's understanding of operational instructions and how to check understanding.		x	
6 Work in a manner which underpins effective performance.	6.1 Be assertive in making decisions.	x	x	
	6.2 Pursue accountability of staff for delegated responsibilities.	x	x	
	6.3 Reflect critically on personal achievements to inform future actions.	x	x	

Additional information about the Unit
Unit purpose and aim(s)
This Unit is about managing the transfer of outputs and safe disposal of residues arising from waste treatment and recovery operations.
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
WM7b
Details of the relationship between the Unit and other standards or curricula (if appropriate)
N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)
Please refer to EUSSC Assessment Principles at www.euskills.co.uk

Assessment (evidence) Requirements
Please see Unit content or SQA/WAMITAB Workbook.
Guidance on Instruments of Assessment
Please see corresponding SQA/WAMITAB Workbook.