

COGWT9 – SQA Unit Code (H401 04)

Assess the performance of water systems programme



Overview

This unit is for those with responsibility to complete performance monitoring of water systems programmes.

This unit deals with the following processes

- 1 identifying the performance criteria to be assessed
- 2 determining the method of assessment
- 3 collecting information
- 4 presenting data in a clear, concise manner

Previous Version

None

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Performance criteria

- You must be able to:*
- P1 work safely at all times, complying with health and safety regulations and guidelines in line with company policies
 - P2 identify performance criteria from the treatment programme
 - P3 establish performance criteria are correct to agreed company standards
 - P4 identify the method of performance appraisal to be used
 - P5 ensure all resources required are available and/or installed
 - P6 ensure correct operation of performance monitoring equipment in accordance with company operating procedures
 - P7 collect any samples required for assessment
 - P8 complete any testing required for assessment
 - P9 gather all performance data required
 - P10 identify any data not available and report in accordance with company operating procedures
 - P11 compare data to performance criteria
 - P12 record the outcome of comparison in accordance with company operating procedures
 - P13 complete company documentation in accordance with company operating procedures
 - P14 present the documentation to the relevant people

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Knowledge and understanding

You need to know and understand:

- K1 what your personal responsibilities with regard to health and safety in the working area are
- K2 what your legal responsibility for your own health and safety, and the health and safety of others is
- K3 what working practices ensure that the working environment is conducive to good health
- K4 what the approved codes of practice/working practices are and why it is important to follow them
- K5 how and when to complete a work task risk assessment
- K6 when specific site requirements are in place and what to do to comply with them
- K7 what the control parameters are for the treatment programme
- K8 the performance criteria relevant to parameters involved
- K9 the different methods for establishing performance
- K10 the different equipment that is to be used and how to operate it correctly
- K11 how to establish that equipment is operating correctly
- K12 the company operating procedures
- K13 what samples are to be taken
- K14 how to take and convey samples
- K15 the different types of tests available and how to complete them
- K16 where any relevant performance data can be obtained
- K17 how to compare data and criteria
- K18 how to record the outcome of the comparison
- K19 how to complete report documentation
- K20 who requires the report

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Additional Information

Glossary

Regulations and guidelines

Includes relevant health, safety and environmental regulations, COSHH, Codes of Practice, British, European and International standards, site procedures

Water systems programmes

Can include for any water system: chemical and non chemical processes, monitoring and inspection, sampling, equipment provision and servicing, legionella risk assessment, cleaning operations, remedial engineering works, other products and services associated with water systems

Resources

Includes company documentation, performance monitoring equipment, electronic input device, writing materials

Performance criteria

Includes service delivery, chemical, physical, microbiological and water quality control parameters

Performance data

Includes test results, analysis sheets, site records, inspection reports, monitoring equipment output, visit reports, service reviews

Performance monitoring equipment

Includes dipslides, corrosion coupons, corrators, meters, data loggers, test equipment

Company operating procedures

Includes company requirements, instructions and method statements

Documentation

Includes analysis sheets, log book records, reports, certificates, laboratory results

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Relevant people

As defined in the programme design, log book, company procedures

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