

# COGWT10 – SQA Unit Code (H40X 04)

## Carry out a review meeting



### Overview

There will be a need on a regular basis to audit and review performance against a set of agreed criteria.

This may include

- 1 Safety performance and adherence to standards
- 2 Fulfillment of contractual obligations
- 3 Records of all actions
- 4 Identification of non-conforming conditions
- 5 Progress of corrective actions, and preventative measures
- 6 Training review

This unit covers:

- 1 Preparation for review meetings
- 2 Establishing performance criteria
- 3 Presentation of data
- 4 Identification of actions

The scope of this unit refers to all works carried out on a client's site for water treatment, water hygiene, equipment installation and servicing, legionella monitoring works and legionella risk assessments.

### Previous Version

None

# COGWT10 – SQA Unit Code (H40X 04)

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### Performance criteria

- You must be able to:*
- P1 identify and communicate with the relevant contact(s) in accordance with company operating procedures
  - P2 collect and collate all data relevant to the tasks being reviewed
  - P3 produce presentation of data in accordance with company operating procedures
  - P4 provide presentation of data to relevant people in accordance with company operating procedures
  - P5 identify any changes and/or improvements to the water treatment programme that are required
  - P6 confirm and agree any corrective and/or preventive actions that are required
  - P7 establish and agree objectives for the next review period
  - P8 complete documentation in accordance with company operating procedures
  - P9 provide documentation to the relevant people

# COGWT10 – SQA Unit Code (H40X 04)

## Carry out a review meeting

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### Knowledge and understanding

*You need to know and understand:*

- K1 who is the contact(s)
- K2 the company operating procedures
- K3 what tasks are being reviewed
- K4 what data is relevant to the tasks
- K5 where to find data
- K6 what data should be presented
- K7 how data should be presented
- K8 who the relevant people are
- K9 how the presentation should be provided
- K10 what changes can be made to the water treatment programme
- K11 what improvements can be made to the water treatment programme
- K12 what corrective and/or preventive actions can be taken
- K13 what timescale the actions can be completed in
- K14 how actions should be agreed
- K15 what the next review period is
- K16 what objectives can be set in accordance with company policy
- K17 what documentation should be produced
- K18 how to complete the documentation

# COGWT10 – SQA Unit Code (H40X 04)

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### Additional Information

#### Glossary

##### **Water treatment programme**

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

##### **Company operating procedures**

Includes company requirements, instructions and method statements

##### **Data**

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

##### **Presentation**

Includes verbal, written, digital media, on-line

##### **Provide**

Includes in person, by post, on-line, by others

##### **Relevant people**

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

##### **Corrective and/or preventive actions**

Includes practical, system, management, quality, technical actions to be taken by service provider and/or client

##### **Objectives**

Includes programme performance, service delivery, quality, costs, etc.

##### **Documentation**

Includes minutes, reports, quotations, log book records

# COGWT10 – SQA Unit Code (H40X 04)

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**Relevant occupations** Engineering and manufacturing technologies; Manufacturing technologies; Process, Plant and Machine Operatives; Process Operatives

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**Suite** Water Treatment Management

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