

COGSBP18 (SQA Unit Code - H8H8 04) V1

Promote Waste Minimisation within Sustainable Business Practice



Overview

This standard is about developing policies and guidelines that will ensure an organisation avoids and minimises waste through the development of effective waste management systems. It also includes being able to determine levels of waste, identifying opportunities for reducing waste, and the promotion of recycling and reuse within an organisation. It also includes managing the systems used to control unavoidable waste and its disposal.

This standard would be appropriate for:

- 1 A manager with responsibility for waste minimisation
- 2 An owner/manager of a business seeking to reduce wastage for the organisation
- 3 An individual with a specific brief to develop waste management
- 4 A consultant providing advice on waste management

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Performance criteria

- You must be able to:*
- P1 identify **legal requirements** that control the management of waste
 - P2 specify waste reduction, reuse and recycling targets
 - P3 establish current levels of waste for **activities** undertaken
 - P4 **benchmark** organisational waste management to determine their effectiveness
 - P5 identify opportunities for avoiding and reducing waste through redesign, reuse and recycling
 - P6 identify potential **barriers** that may limit waste avoidance and reduction
 - P7 specify waste monitoring procedures
 - P8 ensure measures for managing waste meet with legal requirements
 - P9 advise on the design of processes and products to help avoid and minimise potential waste
 - P10 promote and support the implementation of waste avoidance and reduction measures
 - P11 promote the application of waste avoidance, recycling and reuse in support of organisational **activities**
 - P12 define and allocate individual and team roles/responsibilities to support waste minimisation
 - P13 establish training needs and organise training to those responsible for reducing waste
 - P14 develop and implement strategies to overcome **barriers** that limit the impact of waste reduction measures
 - P15 establish methods to evaluate the impact of waste reduction measures
 - P16 support the implementation of monitoring and control procedures
 - P17 evaluate the impact of measures to reduce waste
 - P18 specify **benefits** achieved through waste reduction measures

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Knowledge and understanding

You need to know and understand:

- K1 the legal requirements that control an organisation's waste policies and procedures
- K2 the different types of waste and where and how they can legally be disposed of
- K3 how to establish current levels of waste for the different types of waste generated by the organisation across all organisational activities
- K4 how product and process design can help avoid and minimise the generation of waste
- K5 the opportunities available to an organisation for reducing waste
- K6 waste management hierarchies
- K7 the principles of waste benchmarking as a method of identifying opportunities for reducing waste
- K8 how to use a cost/benefit analysis to assess the impact of waste on the organisation
- K9 government targets and standards for waste reduction, reuse and recycling
- K10 how to develop targets for waste, reuse and recycling
- K11 how the production of waste impacts on environmental issues such as climate change
- K12 the impact of waste on sustainability
- K13 how waste avoidance and minimisation supports sustainability
- K14 the benefits of waste minimisation
- K15 how to assess effectiveness of waste management systems
- K16 the factors that limit organisational recycling and reuse
- K17 the barriers that can limit the impact of measures to minimise waste and how these barriers can be overcome
- K18 how process and product design can impact on the production of waste
- K19 how effective process control and quality assurance can support waste minimisation
- K20 methods of promoting waste avoidance and minimisation
- K21 how to monitor and control waste minimisation targets
- K22 how to define and allocate roles/responsibilities for all those involved in reducing waste
- K23 how to establish the training needs and organise training for those involved in waste minimisation
- K24 how to evaluate the impact of the measures used to reduce waste

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Additional Information

Scope/range related to performance criteria

Benchmark – a comparative measure of an organisation against industry best practice

Barriers can be economic, practical, social or legal compliance

Activities incorporate for example: purchasing, supply, production, storage, packaging, transport and all aspects of business support

Benefits can be social, economic and environmental

Legal requirements: National and European

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