

# ASTPKC10 SQA Unit Code (HA6C 04)

## Load and unload vehicles on to and from vehicle transporters



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### Overview

This unit defines the national standard of occupational competence for loading and unloading vehicles on to and from vehicle transporters. These vehicles would have been identified as being parked in contravention of parking regulations. This unit therefore sets the standard for you to: -

1. Prepare to load vehicles on to a transporter (Element PKC 10.1)
2. Load vehicles on to a transporter (Element PKC 10.2)
3. Unload vehicles from a transporter (Element PKC 10.3)

You should be able to correctly identify vehicles that have been parked in contravention of current regulations and that are to be transported. You must be able to manoeuvre the transporter into a suitable and safe position ready to load vehicles, and use loading and gripping equipment safely. Similarly when you unload vehicles, you must make sure the transporter is in a safe and secure position ready to unload vehicles into the required location.

When preparing to load, loading and unloading vehicles, you must follow the relevant health and safety requirements, as well as take care to maintain the condition of the vehicles that are transported.

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### Performance criteria

*You must be able to:*

#### Prepare to load vehicles on to a transporter

- P1 correctly identify the **vehicles** that contravene parking regulations and that are to be transported
- P2 manoeuvre the transporter in to a safe position in relation to the vehicle you are to load
- P3 make sure the transporter is stabilized and secure, always applying safe working practices
- P4 make sure all **loading and gripping devices and equipment** are secured to vehicles in line with your organisation's policies, procedures and safe working practices
- P5 complete vehicle condition reports and take supporting photographs
- P6 complete pre-lifting checks following instructions and in line with your organisation's policies and procedures
- P7 notify the appropriate person if you have difficulty or have to abort loading a vehicle
- P8 follow health and safety requirements while you prepare to load vehicles

#### Load vehicles on to a transporter

- P9 load **vehicles** on to a transporter only when it is safe to do so
- P10 use the appropriate and approved methods and **equipment** to load vehicles
- P11 make sure vehicles are secured on the transporter before moving off
- P12 notify the appropriate person that vehicle is on route to pound
- P13 take care to maintain the condition of vehicles throughout the loading and transporting operation
- P14 transport and deliver vehicles to the required destination following instructions and in line with your organisation's policies and procedures
- P15 notify the appropriate person if you have difficulty or have to abort loading a vehicle
- P16 follow health and safety requirements while you load and transport vehicles

#### Unload vehicles from a transporter

- P17 manoeuvre the transporter in to a safe position in relation to where you are to unload the **vehicle**
- P18 make sure the transporter is stabilized and secure, applying safe working practices
- P19 use the appropriate and approved methods and **equipment** to unload vehicles
- P20 unload vehicles into the required suitable place following instructions

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- P21 stow equipment away safely and securely after unloading vehicles
- P22 check the condition of vehicles after unloading and report any damage in line with your organisation's policies and procedures
  
- P23 complete the handover of vehicles to the appropriate persons in line with your organisation's policies and procedures follow health and safety requirements while you unload vehicles

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### Knowledge and understanding

*You need to know and understand:*

#### Prepare to load vehicles on to a transporter

- K1 current relevant legislation, regulations, codes of practice and guidelines relating to loading and unloading vehicles, particularly relating to health and safety
- K2 the local geography of the areas in which you work
- K3 how to confirm vehicle identification
- K4 the limits of your authority and responsibility relating to loading vehicles
- K5 how to use loading and gripping devices and equipment
- K6 the limits of operation of loading and gripping devices and equipment
- K7 the hazards and risks involved in loading vehicles on to a transporter
- K8 the situations when not to load a vehicle, including situations when a vehicle may not be removed, but only relocated
- K9 what the supporting photographs must capture
- K10 the information that is required for a vehicle condition report

#### Load vehicles on to a transporter

*You need to know and understand:*

- K11 current relevant legislation, regulations, codes of practice and guidelines relating to loading and unloading vehicles, particularly relating to safety
- K12 the limits of your authority and responsibility relating to loading and transporting vehicles
- K13 the appropriate methods you should use to load vehicles onto transporters
- K14 the types of equipment that you should use for loading vehicles and how to use them
- K15 how to prevent damage to the vehicles that you load and transport
- K16 the limits of operation of loading and gripping devices and equipment
- K17 the hazards and risks involved in loading vehicles on to a transporter and how to limit these
- K18 the situations when not to load or transport a vehicle, including situations when a vehicle may not be removed, but only relocated

#### Unload vehicles from a transporter

*You need to know and understand:*

- K19 current relevant legislation, regulations, codes of practice and guidelines relating to loading and unloading vehicles, particularly relating to safety
- K20 the limits of your authority and responsibility relating to unloading vehicles
- K21 the methods you are expected use to unload vehicles
- K22 the types of equipment that you should use for unloading vehicles and how to use them
- K23 how to prevent damage to the vehicles that you unload from a

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transporter

K24 the limits of operation of equipment used to unload vehicles

K25 the hazards and risks involved in unloading vehicles from a transporter and how to limit these

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### Additional Information

#### Scope/range related to performance criteria

##### Prepare to load vehicles on to a transporter

1. **vehicles:** cars; vans; light, medium or large goods **vehicles**; motorcycles
2. **loading and gripping devices and equipment:** crane; lifting gear; straps; clamps and extension bars; winches; ramps; wheel clamps; dolly wheels; 'Citroen bars'

##### Load vehicles on to a transporter

3. **vehicles:** cars; vans; light, medium or large goods **vehicles**; motorcycles
4. **loading and gripping devices and equipment:** crane; lifting gear; straps; clamps and extension bars; winches; ramps; wheel clamps; dolly wheels; 'Citroen bars'

##### Unload vehicles from a transporter

5. **vehicles:** cars; vans; light, medium or large goods **vehicles**; motorcycles
6. **loading and gripping devices and equipment:** crane; lifting gear; straps; clamps and extension bars; winches; ramps; wheel clamps; dolly wheels; 'Citroen bars'

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## Load and unload vehicles on to and from vehicle transporters

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**Relevant occupations** Health, Public Services and Care; Public Services; Elementary Occupations; Elementary Security Occupations

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**Suite** Parking Control Occupations

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