

## ASTPC206 - SQA Code HC8H 04

### Control the use of equipment and material in a facilities services environment



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#### Overview

This unit is about making sure you have the appropriate tools, equipment and materials to carry out safely the current and anticipated work, and that these resources are used properly.

It involves monitoring, ordering and storing resources as well as ensuring their safe and efficient use.

The resources used for the job could include tools, such as brushes and repair tools, equipment such as ladders or powered equipment, and materials such as those used for cleaning or building maintenance.

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#### Performance criteria

- You must be able to:*
- P1 correctly identify the type and amount of resources you need in order to carry out your job
  - P2 wear appropriate personal protective clothing when necessary
  - P3 at appropriate intervals monitor levels of resources needed for your work
  - P4 maintain resource levels according to workplace procedures including those for ordering resources
  - P5 handle and store resources securely and in accordance with their nature and characteristic
  - P6 keep accurate records of resources issued from storage, and of waste disposal
  - P7 make sure you have the necessary authority and training to use the resources that are needed for you to do your work
  - P8 use resources for their approved purposes only whilst minimising wastage
  - P9 prepare and use resources in accordance with health and safety requirements and the requirements of your organisation
  - P10 carry out routine maintenance of resources in accordance with manufacturers' instructions
  - P11 dispose of unwanted resources safely according to organisational procedures and manufacturers' instructions
  - P12 return unused and reusable resources to the appropriate place/s promptly

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### Knowledge and understanding

*You need to know and understand:*

- K1 what the relevant health, safety and organisational requirements are regarding the preparation and use of resources, and the possible consequences of failing to comply with these requirements
- K2 the purpose/s for which different types of resources are needed within your job role
- K3 how to monitor resource levels, why and when it is appropriate to do so
- K4 what are the approved procedures for maintaining resource levels, and why it is important that these are followed
- K5 how the nature and characteristics of different types of resources affect the way in which they are handled and stored
- K6 why it is important that resources should be handled and stored correctly
- K7 the appropriate personal protective equipment to wear when handling different types of resources
- K8 why it is important to keep accurate records of resources issued, and their format
- K9 how to record the waste and waste transfer and why this is important
- K10 the purpose/s for which resources should be used
- K11 which resources require authorisation for use, and the possible consequences of using them without authorisation
- K12 how to maximise the use of resources and reduce wastage
- K13 the benefits of routine maintenance of resources, and from where to get manufacturers' maintenance instructions
- K14 how and where unwanted resources should be disposed of
- K15 why it is important to return unused and reusable resources to the right place/s, and where these places are

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

**Unit assessed as being complete**

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| <b>Candidate's Name:</b>                       |  |
| <b>Candidate's Signature:</b>                  |  |
| <b>Date submitted to assessor as complete:</b> |  |

|                                   |  |
|-----------------------------------|--|
| <b>Assessor's Name:</b>           |  |
| <b>Assessor's Signature:</b>      |  |
| <b>Date assessed as complete:</b> |  |

**Internal Verification —**

to be completed in accordance with centre's IV strategy

| <b>Evidence for this Unit was sampled on the following date/s:</b> | <b>IV's Signature</b> | <b>IV's Name</b> |
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This Unit has been subject to an admin check in keeping with the centre's IV strategy.

| <b>Date of admin check</b> | <b>IV's Signature</b> | <b>IV's Name</b> |
|----------------------------|-----------------------|------------------|
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**Unit completion confirmed**

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|------------------------|--|
| <b>IV's Name:</b>      |  |
| <b>IV's Signature:</b> |  |
| <b>Date complete:</b>  |  |