

EUSWFRBE2

Provide information for use in legal procedures



Overview

This unit is designed to demonstrate competence in providing evidence for use in legal procedures when water fittings/byelaws regulations have been breached by a customer.

The individual must obtain the information about non-compliance and present the information either orally to people in their organisation or in written form. The individual must also make sure the information is complete and comprehensive and that all the supporting documentation is included. The information must be presented logically, it must be understandable and will need to use unambiguous language.

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Performance criteria

- You must be able to:*
- P1 identify and obtain relevant information and supporting documentation relating to the specified non-compliance
 - P2 ensure the information presented is expressed in understandable and unambiguous language with a clear explanation of relevant details
 - P3 ensure any opinions and conclusions that are expressed are within area of expertise and are supported by findings
 - P4 provide the information to relevant people with required, identified timescales
 - P5 present relevant, accurate, clear and comprehensive information in a logical structure and an appropriate format

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Knowledge and understanding

You need to know and understand:

- K1 information sources and how to access them
- K2 what constitutes contravention of the regulations for different types of plumbing systems
- K3 different types of risk posed by different contraventions and sanctions and penalties that they incur
- K4 different types of supporting documentation
- K5 the limits of personal expertise
- K6 when the information needs to be provided
- K7 formats for presenting information and how to structure reports
- K8 communication skills regarding reading, writing, speaking and listening
- K9 the need for impartial judgements
- K10 who may need the information
- K11 organisational and regulatory formats for presenting information about non-compliance

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Additional Information

Glossary

Details

Date, time, persons, identified non-compliance, legal procedure

Format

Written, sketches, photographs

Information

Written, oral

Relevant people

Line manager, specialised personnel

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Suite Water Fittings Regulations/Byelaws Enforcement

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