
Overview

This national occupational standard defines the competence required to monitor and control operations and activities in compliance with all legislative and organisational requirements. It requires procedures to be in place which support and control people and work activities. It requires a demonstration of the ability to be fully informed about the nature of the work and to keep records for the activity to comply with all legislative and organisational requirements.

Performance criteria

You must be able to:

Implement and maintain operating procedures required for legislative compliance

- P1 establish regular monitoring and review schedules for all site operations to maintain compliance with procedures
- P2 design monitoring and review processes to record data from normal operating conditions and reporting systems for variations, and abnormal operating conditions
- P3 carry out monitoring of all procedures designed to meet compliance requirements and review procedures at intervals agreed with organisational and regulatory personnel
- P4 review health and safety procedures regularly to uphold safe and healthy operations and to meet all current legislative requirements
- P5 review environmental procedures regularly to maintain compliance with assessed environmental impact requirements
- P6 introduce new or updated procedures where data from monitoring indicates they are needed
- P7 ensure that procedures cover all situations on organisational premises and for attendance at external facilities
- P8 incorporate review and monitoring processes for situations where personnel are required to attend external facilities
- P9 take steps to ensure adequate procedures are in place, are understood, and operated, for situations where there is non-compliance

You must be able to:

Use and communicate data and information

- P10 obtain information to remain up to date about new legislative requirements, codes of practice, and other industry practices through a range of personal development activities
- P11 maintain recording and information systems in a way which enables them to be used easily to extract information for review and monitoring purposes

You must be able to:

Resolve problems connected with compliance issues

- P12 refer situations outside the authority of the job role to higher authority
- P13 take steps to deal with any failures with compliance
- P14 take steps to rectify any staff shortages, equipment deficiencies or external causes that prevent the maintenance of compliance regimes
- P15 seek expert advice to resolve situations which are outside the responsibility of the job role
- P16 make arrangements for carrying out repairs to any faulty equipment

Knowledge and understanding

You need to know and understand:

General

- K1 the relevant legislation, regulations and codes of practice applicable to safety, health and the environment
- K2 legislation and guidance that is applicable to the site
- K3 the types of personal protective equipment (PPE) required and the procedures for care, maintenance and use of this equipment
- K4 the regulatory requirements and company procedural compliance
- K5 the procedures for the proper management control of work activities on the site
- K6 the organisational environmental policy and procedures applicable to the site
- K7 the requirements for risk analysis to minimise hazards to personnel and the environment for the whole workplace

You need to know and understand:

Compliance with procedures

- K8 the most effective methods to communicate different types of data and information to comply with legislative and organisational requirements
- K9 the technical skills needed for the monitoring operations carried out on the site
- K10 how to ensure that relevant staff has the required skills and what to do in response to a perceived skills deficit
- K11 the specific legislative requirements and guidance applicable to the processes carried out at the site
- K12 planning permission permit and the organisation's working plan for the site
- K13 the operating procedures for all machinery, plant and equipment used on the site for monitoring processes
- K14 the storage and handling implications for the waste types handled on the site
- K15 how to use risk assessment and the identification of potential work-related hazards and difficulties
- K16 the potential hazards to safety, health and the environment arising from the monitoring processes
- K17 the records required by legislation and by company procedures in relation to the site activities
- K18 the procedures for dealing with emergencies
- K19 the organisational procedures for treatment operations and the supply and use of the resources required
- K20 the Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received, handled and used on the site

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Procedural compliance

- K21 how to interpret process documentation and verify that the information is accurate and relates to the processes carried out on the site
- K22 the procedures for dealing with waste, out of specification waste and any other rejects from the process
- K23 how to communicate operational instructions orally and in writing
- K24 the importance of ensuring people's understanding of operational instructions and how to do this

Additional Information

Behaviours

You work in a manner which:

1. encourages others to develop themselves
2. shows integrity, fairness and consistency in decision making
3. uses different leadership styles depending on individual

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Procedural compliance

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