



## Unit and Assessment Specification

<b>Unit title</b>	Procedural Compliance
<b>SQA code</b>	H2LN 04
<b>SCQF level</b>	7
<b>SCQF credit points</b>	6
<b>SSC ref</b>	WM23

## History of changes

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## H2LN 04 (WM23)

Title	Procedural Compliance				
Learning Outcomes  The learner will:	Assessment Criteria  The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment	
1 Implement and maintain operating procedures required for legislative compliance.	1.1 Establish regular monitoring and review schedules for all site operations to maintain compliance with procedures.	x	x		
	1.2 Design monitoring and review processes to record data from normal operating conditions and reporting systems for variations, and abnormal operating conditions.	x	x		
	1.3 Carry out monitoring of all procedures designed to meet compliance requirements and review procedures at intervals agreed with organisational and regulatory personnel.	x	x		
	1.4 Review health and safety procedures regularly to uphold safe and healthy operations and to meet all current legislative requirements.	x	x		
	1.5 Review environmental procedures regularly to maintain compliance with assessed environmental impact requirements.	x	x		
	1.6 Introduce new or updated procedures where data from monitoring indicates they are needed.	x	x		

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	1.7 Ensure that procedures cover all situations on organisational premises and for attendance at external facilities.  1.8 Incorporate review and monitoring processes for situations where personnel are required to attend external facilities.  1.9 Take steps to ensure adequate procedures are in place, are understood, and operated, for situations where there is non-compliance.	x	x	
	1.8 Incorporate review and monitoring processes for situations where personnel are required to attend external facilities.	x	x	
	1.9 Take steps to ensure adequate procedures are in place, are understood, and operated, for situations where there is non-compliance.	x	x	
2 Use and communicate data and information.	2.1 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.  2.2 Maintain recording and information systems in a way which enables them to be used easily to extract information for review and monitoring purposes.	x	x	
	2.2 Maintain recording and information systems in a way which enables them to be used easily to extract information for review and monitoring purposes.	x	x	
3 Resolve problems connected with compliance issues.	3.1 Refer situations outside the authority of the job role to higher authority.  3.2 Take steps to deal with any failures with compliance.	x	x	
	3.2 Take steps to deal with any failures with compliance.	x	x	

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	3.3 Take steps to rectify any staff shortages, equipment deficiencies or external causes that prevent the maintenance of compliance regimes.  3.4 Seek expert advice to resolve situations which are outside the responsibility of the job role.  3.5 Make arrangements for carrying out repairs to any faulty equipment.	x	x	
	3.4 Seek expert advice to resolve situations which are outside the responsibility of the job role.	x	x	
	3.5 Make arrangements for carrying out repairs to any faulty equipment.	x	x	
4 Understand the underpinning regulations, procedures and requirements for managing waste operations.	4.1 Describe appropriately the relevant legislation, regulations and codes of practice applicable to safety, health and the environment.  4.2 Describe appropriately waste management legislation and guidance that is applicable to waste management sites.  4.3 Describe appropriately the types of personal protective equipment (PPE) required for different types of waste and the procedures for care, maintenance and use of this equipment.  4.4 Describe appropriately the regulatory requirements and company procedures for dealing with unauthorised wastes.		x	
	4.2 Describe appropriately waste management legislation and guidance that is applicable to waste management sites.		x	
	4.3 Describe appropriately the types of personal protective equipment (PPE) required for different types of waste and the procedures for care, maintenance and use of this equipment.	x	x	
	4.4 Describe appropriately the regulatory requirements and company procedures for dealing with unauthorised wastes.	x	x	

<b>Learning Outcomes</b> <b>The learner will:</b>	<b>Assessment Criteria</b> <b>The learner can:</b>	<b>Observation</b>	<b>Question and Answer</b>	<b>Simulation/ Realistic working environment</b>
	4.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.  4.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.  4.7 Describe appropriately the procedures for the proper management control of work activities on the site.	x	x	
		x	x	
5 Understand the specific regulations, procedures and requirements for procedural compliance.	5.1 Describe appropriately the specific legislative requirements and guidance applicable to the processes carried out at the site.  5.2 Describe appropriately the planning permission permit and the organisation's working plan for the site.  5.3 Describe appropriately the operating procedures for all machinery, plant and equipment used on the site for monitoring processes.  5.4 Describe appropriately the records required by legislation and by company procedures in relation to the site activities.	x	x	
		x	x	
		x	x	
		x	x	
		x	x	

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	5.5 Describe appropriately the procedures for dealing with emergencies.			
	5.6 Describe appropriately the organisational procedures for treatment operations and the supply and use of the resources required.	x	x	
	5.7 Describe appropriately the Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received, handled and used on the site.	x	x	
	5.8 Describe appropriately the procedures for dealing with waste, out of specification waste and any other rejects from the process.	x	x	
	5.9 Determine the most effective methods to communicate different types of data and information to comply with legislative and organisational requirements.	x	x	
	5.10 Determine the technical skills needed for the monitoring operations carried out on the site.	x	x	
	5.11 Determine how to ensure that relevant staff has the required skills and what to do in response to a perceived skills deficit.	x	x	

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	5.12 Determine the storage and handling implications for the waste types handled on the site.	x	x	
	5.13 Determine how to use risk assessment and the identification of potential work-related hazards and difficulties.	x	x	
	5.14 Determine the potential hazards to safety, health and the environment arising from the monitoring processes.	x	x	
	5.15 Determine how to interpret process documentation and verify that the information is accurate and relates to the processes carried out on the site.	x	x	
	5.16 Determine how to communicate operational instructions orally and in writing.	x	x	
	5.17 Determine the importance of ensuring people's understanding of operational instructions and how to do this.	x	x	
6 Work in a manner which underpins effective performance.	6.1 Encourage others to develop themselves.	x	x	
	6.2 Apply integrity, fairness & consistency in decision making.	x	x	



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	6.3 Use different leadership styles depending on individual.	x	x	

<b>Additional information about the Unit</b>
<b>Unit purpose and aim(s)</b>
<b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b>
<b>Details of the relationship between the Unit and other standards or curricula (if appropriate)</b>
<b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>

<b>Assessment (evidence) Requirements</b>
<b>Guidance on Instruments of Assessment</b>