SFLMS150 - SQA Code HD4M 04
SfL150 Sort mail

Overview

You will need to sort mail ready for further distribution or processing for delivery. This involves recognising the type of mail being sorted, reading the information on the mail, and then allocating the mail to the correct bundles or containers. You will need to identify any problems with mail items, and take the appropriate action.

SFLMS150 - SQA Code HD4M 04
SfL150 Sort mail

Performance criteria

You must be able to:

P1 follow **health and safety requirements** and relevant organisational procedures at all times

P2 recognise and confirm the **types of mail** being sorted

P3 remove the mail from the appropriate **containers** ready for sorting

P4 handle the mail safely to minimise the risk of injury to people or damage to the mail

P5 read information on the mail correctly, and take appropriate action when the information is not available

P6 sort the mail accurately at an appropriate rate

P7 identify mail requiring special handling or sorting

P8 identify and respond appropriately to any sorting problems

P9 identify and respond appropriately to any mail that appears to present a safety or security risk

P10 allocate the mail into its correct **containers** for distribution

P11 record the sorting of mail in the appropriate **information systems**

SFLMS150 - SQA Code HD4M 04

SfL150 Sort mail

Knowledge and understanding

You need to know and understand:

K1 health and safety requirements, and own responsibilities for self and others

K2 any relevant organisational procedures for the activities being undertaken

K3 types of mail that need to be sorted

K4 methods for removing mail from different types of container

K5 handling risks involved in sorting different types of mail

K6 display of information on mail

K7 priority to give to different types of information

K8 actions to take if information cannot be read

K9 organisational requirements for speed and accuracy for sorting mail

K10 different special handling or sorting requirements

K11 problems that can be encountered

K12 methods to deal with different problems

K13 safety and security risks

K14 indications that mail presents a safety or security risk

K15 methods to deal with suspicious or dangerous mail items

K16 containers that should be used for different types of mail

K17 capacities of the containers being used

K18 information systems used in the organisation

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

Unit assessed as being complete

Candidate's Name:	
Candidate's Signature:	
Date submitted to assessor as complete:	

Assessor's Name:	
Assessor's Signature:	
Date assessed as complete:	

Internal Verification —
to be completed in accordance with centre's IV strategy

Evidence for this Unit was sampled on the following date/s:	IV's Signature	IV's Name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	IV's Signature	IV's Name

Unit completion confirmed

IV's Name:	
IV's Signature:	
Date complete:	