

Level 4 Diploma in Waste Management  
Operations: Managing Transfer  
Non-hazardous Waste

**Handbook**



**Group Award Code:**

**GG1J 47**

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## Qualification Structure

To achieve this award for managing transfer of hazardous waste activities, the learner must achieve twelve SQA units in total.

All learners must complete the following units:

- Manage the movement, sorting and storage of waste | H2LF 04 |
- Control maintenance and other engineering operations | H2LM 04 |
- Procedural Compliance | H2LN 04 |
- Manage improvements to waste management operations | H2LK 04|
- Manage and maintain effective systems for responding to emergencies | H2M0 04 |
- Control work activities on a waste management facility | H2LH 04 |
- Manage physical resources | H2LP 04 |
- Manage the environmental impact of work activities | H2LJ 04 |
- Monitor procedures to safely control work operations | H2LG 04 |
- Manage the reception of non-hazardous waste | H2LV 04 |
- Manage the transfer of outputs and disposal of residues from non-hazardous waste transfer and recovery operations| H37K 04|
- Organise the transportation of loads| H2LY 04 |

Achievement of the qualification demonstrates competence by the learner to operate appropriately and in accordance with employment requirements as determined by the SQA units selected, within the Environmental Services Industry.

The qualification is assessed 'on-the-job' at a suitable environmental services facility which may include working on public highways or other areas accessible by the public or other persons.

## Qualification Assessment Guidance

Suggested evidence types for the headings are as follows:

**Observation;** direct observation or witness testimony where direct observation is not possible. Where this evidence type has been suggested against Assessment Criteria which require the candidate to explain or describe, the assessor must hear or observe the explanation/description (directly or being delivered to others) or see it in writing. The assessor must not infer that the candidate can explain/describe based purely on observation.

**Question and Answer;** candidate statements, verbal questioning, professional discussion, written questions, product evidence supported by questioning

**Simulation / Realistic working environment;** should be used as a last resort where allowed. Please see the Energy and Utility Skills Assessment Strategy for further information.

## Glossary of Verbs and Qualitative Statements

**Explain:** show an understanding of the content/process mentioned. Include what it is, how it works, what it looks like, what it does, how it happens, why it happens, relevant reasons. The answer should make it plain or comprehensible.

**Describe:** provide a vivid picture of what it is. Use of imagery, adjectives and adverbs make it vivid and more understandable. Describe may also convey an idea and impart facts.

**Evaluate/Justify:** learner must look at whatever the required content/process, etc is and suggest other the relevance/significance/ possible outcomes/results/ possibilities. It is the process of exploring, checking and suggesting a likely outcome with reasons

**Analyse:** look at something/a process/etc using given classifications/principles to gain a further understanding

**Demonstrate:** a doing verb which requires the learner to show he can actually do whatever the AC requires. The learner will have to provide evidence of him/her actually doing the requirements of the AC/task. It is about application of knowledge and skills rather than just talking about them. The evidence for this can be the learner discussing the task with an assessor and then showing that he has done it by nature of documentation, video, etc. It is not enough to actually just write about it unless the task requires such evidence as the production of a balance sheet, health and safety guidance, etc

**List:** produce a number of relevant items which apply to the question. Further description is not required.

**Identify:** for most ACs this requires the learner to list and describe what is required or relevant to produce a required outcome or requires the learner to make choices to achieve a particular aspect of their job. At levels 4, 5 and 6 this would require the learner to say what is available, make the choice and then to explain or justify why the choice was made.

**Develop:** Build a process or activity or understanding either from scratch or forward from the existing product into something workable.

**Manage:** after a development process ensure that the product/process etc works using relevant management techniques. This is very much a “doing” activity.

**Apply:** put something into action - a “doing” task which requires “real” evidence from a workplace scenario.

**Implement:** A “doing” task. After a development process, ensure that the product/process is actually employed and/or used by self and others during work activities.

**Differentiate:** look at the characteristics of an item or situation and explain the differences.

**Distinguish:** look at the characteristics of an item or activity and explain the difference. Use this evaluation to pick an appropriate item/activity in the context of the requirements of the assessment criteria.

**Compare:** look at the characteristics of an item or activity and note the similarities and differences. This is more often used at level 1 and 2.

**Critically Compare:** look at the characteristics of an item or situation, note the similarities and differences and their respective positive and negative aspects. In some cases, the can include the use of the comparison in context as the basis for decision making. This is generally used at level 3 and above.

**Recognise:** be aware of, familiar with and able to identify an activity or product.

#### Terms often used to provide a qualitative benchmark for assessment evidence

**Appropriate** - provide evidence which is specific to the assessment criteria and relevant to the operation.

**Suitable** - Due consideration has been given to the context of the site/waste type/operation/safety regulations in the formulation of the response/evidence.

**Compliant/compliance** - Evidence/response meets clearly defined operational and/or regulatory guidance in relation to the work activity.

**Constructive** - Possibilities for positive improvement have been considered, perhaps with examples of suggested improvements and the positive/negative aspects of the work activity.

**Proper** - that which would be expected based on the regulatory/operational/procedural guidelines for the work activity.

## Standards and Assessment Guidance

### Manage the movement, sorting and storage of waste

SCQF Level: 6		Observation	Question and Answer	Simulation/ Realistic working environment
SCQF Credit Value: 7				
Learning Outcome	Assessment Criteria			
1. Manage the movement, sorting and storage of waste	1.1 Implement systems and procedures for the movement, sorting and storage of waste in accordance with legislative and organisational requirements.	x	x	
	1.2 Implement and manage systems and procedures that fully comply with legislative requirements to deal with wastes that require specific handling.	x	x	
	1.3 Establish systems to control the movement of vehicles and plant on site to comply with health & safety and organisational requirements.	x	x	
	1.4 Identify hazards and minimise risks to health, safety, and the environment arising from the movement, sorting and storage of wastes and comply with legal and organisational requirements for recording and reporting risks to safety, health or the environment.	x	x	
	1.5 Implement recording and information systems specifically relating to the sorting and storage of waste in accordance with legislative requirements and organisational procedures.	x	x	
	1.6 Ensure that staff understand the procedures relating to the movement, sorting and storage of wastes and implement them in full compliance with the legislative and organisational requirements.	x	x	

	1.7 Ensure that staff have received recognised training before any machinery, plant or equipment is used.	x	x	
2. Manage vehicles, plant and crews on sites which handle waste	2.1 Implement procedures to generate site rules for vehicles, plant and crews on the site that comply with legislative & organisational requirements.	x	x	
	2.2 Ensure that crews and passengers of vehicles comply with site rules.	x	x	
	2.3 Identify hazards and minimise risks to health, safety and the environment that arise from the use of vehicles and plant on the site.	x	x	
3. Use, record and communicate data and information	3.1 Give clear instructions for moving, sorting and storage of waste in accordance with organisational procedures.	x	x	
	3.2 Maintain accurate records and provide information for the moving, sorting and storage of waste.	x	x	
	3.3 Inform site staff of all procedures for on site activities to enhance or maintain the quality of the organisation's work.	x	x	
	3.4 Advise senior managers about accidents, incidents, interruptions to work, near hits or any situations that require their attention.	x	x	
	3.5 Maintain a record of training for all staff employed on the site.	x	x	
4. Resolve problems which arise during or resulting from the movement, sorting and storage of waste	4.1 Seek expert advice to resolve situations which are outside the responsibility of the job role.	x	x	
	4.2 Take steps to rectify any staff shortages, equipment deficiencies or external causes that prevent the movement, sorting or storage of wastes.	x	x	



	4.3 Formulate procedures for dealing with spillages on site and ensure that staff understand and follow the prescribed procedures.	x	x	
5. Understand the underpinning regulations, procedures and requirements for managing waste operations	5.1 Describe appropriately the relevant legislation, regulations and codes of practice applicable to safety, health and the environment.		x	
	5.2 Describe appropriately waste management legislation and guidance that is applicable to waste management sites.		x	
	5.3 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	
	5.4 Describe appropriately the regulatory requirements and company procedures for dealing with unauthorised wastes.	x	x	
	5.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.	x	x	
	5.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.	x	x	
	5.7 Describe appropriately the procedures for the proper management control of work activities on the site.	x	x	
6. Understand the specific regulation procedures and requirements for the movement, sorting and storage of waste	6.1 Describe appropriately the specific legislative requirements and guidance applicable to the movement, sorting and storage of waste on the site.	x	x	

	<p>6.2 Describe appropriately the on site procedures for the management of the movement, sorting and storage of waste as detailed below:</p> <ul style="list-style-type: none"> <li>• The organisation’s working plan for the site.</li> <li>• Collection schemes for pre-segregated wastes.</li> <li>• The waste inspection and identification procedures and the handling requirements for the types of waste received on the site.</li> <li>• The operating procedures for all machinery, plant and equipment used for moving segregating and storing wastes on the site.</li> <li>• The storage and handling implications for the waste types handled on the site.</li> <li>• The types, functions and limitations of waste handling equipment available for use on the site.</li> <li>• The lifting and handling techniques suitable for moving, sorting and storing wastes on the site.</li> <li>• Internal traffic management procedures.</li> </ul>	x	x	
	<p>6.3 Describe appropriately the on site procedures for the management of the movement, sorting and storage of waste as detailed below:</p> <ul style="list-style-type: none"> <li>• Risk assessment and the identification of potential work-related hazards and difficulties.</li> <li>• The records required by legislation and by company procedures in relation to the sorting and storage of waste.</li> <li>• The procedures for dealing with spillages.</li> </ul>	x	x	

	6.4 arising from the movement, sorting and storage of waste	x	x	
7. Work in a manner which underpins effective performance	7.1 Be assertive in making decisions.	x	x	
	7.2 Pursue accountability of staff for delegated responsibilities.	x	x	
	7.3 Reflect critically on personal achievements to inform future actions.	x	x	

## Control maintenance and other engineering operations

SCQF Level: 7		Observation	Question and Answer	Simulation/ Realistic working environment
SCQF Credit Value: 13				
Learning Outcome	Assessment Criteria			
1. Produce maintenance schedules	1.1 Confirm the maintenance activities that are required to achieve maintenance requirements and use the data to draw up the most suitable sequence and timing.	x	x	
	1.2 Schedule the time and resources available for undertaking maintenance activities.	x	x	
	1.3 Produce maintenance schedules that are capable of meeting all relevant maintenance requirements, comply with legislation, and meet the requirements of external bodies and equipment manufacturers.	x	x	
	1.4 Produce contingency plans which take account of potential difficulties.	x	x	
	1.5 Specify clearly and record the maintenance schedule in accordance with organisational procedures.	x	x	
	1.6 Implement procedures to ensure that test certificates and operator certificates are kept up-to-date.	x	x	
2. Use and communicate data and information	2.1 Communicate the maintenance schedules to the people involved in implementing them and to others who would be affected by them.	x	x	
	2.2 Provide clear and accurate instructions to those responsible for maintenance and other engineering activities and check they understand what is required.	x	x	

	2.3 Take steps to ensure those responsible for maintenance and other engineering activities will have the necessary resources available to carry out work to the required standard.	x	x	
	2.4 Review regularly the frequency, nature and causes of breakdowns and use the information to resolve the problems and prevent failures.	x	x	
	2.5 Maintain accurate and up-to-date records.	x	x	
3. Monitor maintenance and other engineering operations	3.1 Check the procedures to monitor and review the quality, safety and environmental impact of maintenance and other engineering activities are implemented correctly.	x	x	
	3.2 Take steps immediately to rectify any deviations from contractual or legal requirements.	x	x	
	3.3 Ensure the implementation of maintenance and other engineering activities comply with all relevant regulations and guidelines.	x	x	
	3.4 Ensure operatives on site implement and maintain the agreed systems to record faults and initiate repairs.	x	x	
	3.5 Be pro-active in taking measures to prevent potential breakdowns from occurring.	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.		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	
	4.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.	x	x	
	4.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.	x	x	
	4.7 Describe appropriately the procedures for the proper management control of work activities on the site.	x	x	
5. Understand the specific regulation procedures and requirements for controlling maintenance and other engineering operations	5.1 Describe appropriately relevant legislation, Regulations, Codes of Practice and guidelines applicable to maintenance and other engineering activities.		x	
	5.2 Describe appropriately the maintenance activities required for the plant, systems, equipment, vehicles, buildings and structures for which they are responsible.	x	x	
	5.3 Describe appropriately the requirements for statutory testing of equipment and operator certificates.		x	
	5.4 Describe appropriately organisational procedures and legal requirements for environmental protection and safe working practices.	x	x	
	5.5 Describe appropriately organisational or site procedures and requirements for reporting faults and initiating repairs.	x	x	

	5.6 Describe appropriately organisational procedures for implementation, control and completion of contracts.	x	x	
	5.7 Describe appropriately the recording systems used for maintenance schedules and records, permits to work and other contract information.	x	x	
	5.8 Describe appropriately handling procedures.	x	x	
	5.9 Determine the time and resources needed for the required maintenance activities.		x	
	5.10 Determine the factors to be taken into account when scheduling maintenance activities, including any insurance company requirements.		x	
	5.11 Determine what difficulties might occur when implementing maintenance activities and what should be included in contingency plans.		x	
	5.12 Determine the importance of checking people's understanding of instructions and how to do this.		x	
	5.13 Determine the technical skills needed for the maintenance and engineering activities carried out on their site, how to check that the people involved have the required skills and what to do in response to a perceived skills deficit.	x	x	
	5.14 Determine the system for allocating contracts and permits to work and their role and responsibility in relation to these.	x	x	
	5.15 Determine the terms and conditions of contracts for which they are responsible, including any insurance policy conditions regarding contract work.	x	x	

	5.16 Determine the quality assurance systems that are being used for the maintenance and other engineering activities.	x	x	
	5.17 Determine the importance of enforcing procedures for quality, safety and environmental protection and the actions to take in response to deviations from these.		x	
	5.18 Determine the factors that increase the likelihood of breakdowns and action to take to prevent or reduce these, including the relationship between breakdowns and planned maintenance.		x	
	5.19 Determine handling implications of recyclable materials.	x	x	
6. Work in a manner which underpins effective performance	6.1 Be assertive in making decisions.	x	x	
	6.2 Pursue accountability of staff for delegated responsibilities.	x	x	
	6.3 Reflect critically on personal achievements to inform future actions.	x	x	



## Procedural compliance

SCQF Level: 7		Observation	Question and Answer	Simulation/ Realistic working environment
SCQF Credit Value:6				
Learning Outcome	Assessment Criteria			
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	
	1.7 Ensure that procedures cover all situations on organisational premises and for attendance at external facilities.	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.	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.	x	x	
	3.2 Take steps to deal with any failures with compliance.	x	x	
	3.3 Take steps to rectify any staff shortages, equipment deficiencies or external causes that prevent the maintenance of compliance regimes.	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.		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	
	4.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.	x	x	
	4.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.	x	x	
	4.7 Describe appropriately the procedures for the proper management control of work activities on the site.	x	x	
5. Understand the specific regulation 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.	x	x	
	5.2 Describe appropriately the planning permission permit and the organisation's working plan for the site.	x	x	
	5.3 Describe appropriately the operating procedures for all machinery, plant and equipment used on the site for monitoring processes.	x	x	
	5.4 Describe appropriately the records required by legislation and by company procedures in relation to the site activities.	x	x	
	5.5 Describe appropriately the procedures for dealing with emergencies.	x	x	x

	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	
	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	
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	
	6.3 Use different leadership styles depending on individual.	x	x	

## Manage improvements to waste management operations

SCQF Level: 7		Observation	Question and Answer	Simulation/ Realistic working environment
SCQF Credit Value: 7				
Learning Outcome	Assessment Criteria			
1. Identify and plan improvements to waste management operations	1.1 Monitor and evaluate operations at intervals to identify potential improvements.	x	x	
	1.2 Establish a system for personnel to make recommendations on improvements to systems and operations.	x	x	
	1.3 Evaluate the costs and benefits of potential improvements against company objectives.	x	x	
	1.4 Evaluate the potential impact of any proposed improvements on other aspects of site operations.	x	x	
	1.5 Prepare a project plan for implementing the agreed improvement proposal and get agreement with internal and external contacts.	x	x	
	1.6 Review Risk Assessments for any changed working practices created by the improvement.	x	x	
	1.7 Review the training records to ensure that all skills needed for the improvement can be met.	x	x	
2. Implement and evaluate improvements to waste management operation	2.1 Provide clear and sufficient information on the improvement plan to enable those responsible for implementing the plan to carry it out.	x	x	
	2.2 Monitor and ensure implementation of the plan against the agreed specifications, schedules and budget.	x	x	
	2.3 Manage activities to rectify any deviations from the plan, specifications, schedules or budget.	x	x	

	2.4 Evaluate project results against previous performance for expected costs, operational benefits and environmental impact.	x	x	
	2.5 Report the results of their evaluation in the agreed format and timescale.	x	x	
	2.6 Manage all procedures connected with the improvement to enhance or maintain the quality of the organisation's work.	x	x	
3. Use and communicate data and information	3.1 Present recommendations for improvements to colleagues and managers in ways which suit the type of information being given.	x	x	
	3.2 Communicate the programme of work and operational instructions to all people involved in or affected by the improvement.	x	x	
	3.3 Advise colleagues and managers about accidents, incidents, interruptions to work or any situations that require their attention.	x	x	
4. Resolve problems which arise from managing improvements	4.1 Seek expert advice to resolve situations which are outside the responsibility of the job role.	x	x	
	4.2 Take steps to rectify any staff shortages, equipment deficiencies or external causes that prevent the fulfilment of the proposed improvement.	x	x	
	4.3 Implement any additional training needs caused by the improvement.	x	x	
	4.4 Identify any problems in achieving the expected project outcomes and make contingency arrangements for their resolution.	x	x	
	4.5 Arrange for any sub standard work to be remedied.	x	x	

5. Understand the underpinning regulations, procedures and requirements for managing waste operations	5.1 Describe appropriately the relevant legislation, regulations and codes of practice applicable to safety, health and the environment.		x	
	5.2 Describe appropriately waste management legislation and guidance that is applicable to waste management sites.		x	
	5.3 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	
	5.4 Describe appropriately the regulatory requirements and company procedures for dealing with unauthorised wastes.	x	x	
	5.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.	x	x	
	5.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.	x	x	
	5.7 Describe appropriately the procedures for the proper management control of work activities on the site.	x	x	
6. Understand the specific regulation procedures and requirements for managing improvements to waste management operations	6.1 Describe appropriately the organisation's objectives relating to environmental protection, health and safety, profitability, operational outcomes and quality standards.	x	x	
	6.2 Describe appropriately recent developments in technology and operating procedures within the waste management industry.		x	
	6.3 Describe appropriately the organisation's objectives and priorities for the management of the waste operations.	x	x	



	6.4 Describe appropriately the organisational procedures for the proper management control of work activities and the capital, installation and running costs of proposed improvements.	x	x	
	6.5 Describe appropriately the records required by legislation and by organisational procedures in relation to the operations of a waste management facility.	x	x	
	6.6 Describe appropriately the technical skills needed for the operations.	x	x	
	6.7 Describe appropriately the specific legislative requirements and guidance applicable to the waste operations.		x	
	6.8 Describe appropriately planning permission and the organisation's working plan for the site.	x	x	
	6.9 Describe appropriately the operating procedures for all machinery, plant and equipment used on the site.	x	x	
	6.10 Describe appropriately the storage, transportation, treatment and handling requirements for the waste types handled on the site.	x	x	
	6.11 Describe appropriately the records required by legislation and by company procedures in relation to the activities carried out at the site.	x	x	
	6.12 Describe appropriately the procedures for dealing with spillages.	x	x	
	6.13 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	

	6.14 Determine how to use cost benefit analysis methods and techniques.	x	x	
	6.15 Determine the current operating costs within the job role responsibility.	x	x	
	6.16 Determine techniques for monitoring and evaluating waste management operations.	x	x	
	6.17 Determine the importance of assessing the impact of potential improvements on other aspects of waste management operations.		x	
	6.18 Determine the reporting lines and procedures in relation to project approval, and its monitoring and evaluation.	x	x	
	6.19 Determine the importance of monitoring implementation of an improvement plan and how to deal with problems arising during implementation.	x	x	
	6.20 Determine the different types of waste and materials that could be handled at the site.	x	x	
	6.21 Determine how to complete all relevant paperwork.	x	x	
	6.22 Determine how to ensure that relevant staff has the required skills and what to do in response to a perceived skills deficit.		x	
	6.23 Determine the types, functions and limitations of waste handling equipment available for use on the site.	x	x	
	6.24 Determine how to use risk assessment and the identification of potential work-related hazards and difficulties.	x	x	
	6.25 Determine the potential hazards to safety, health and the environment arising from the activities carried out at the site.	x	x	

	6.26 Determine how to interpret process documentation and verify that the information is accurate and relates to the waste handled.	x	x	
	6.27 Determine how to communicate operational instructions orally and in writing.	x	x	
	6.28 Determine the importance of ensuring people's understanding of operational instructions and how to do this.		x	
7. Work in a manner which underpins effective performance	7.1 Be assertive in making decisions	x	x	
	7.2 Pursue accountability of staff for delegated responsibilities	x	x	
	7.3 Reflect critically on personal achievements to inform future actions.	x	x	

## Manage and maintain effective systems for responding to emergencies

SCQF Level: 8		Observation	Question and Answer	Simulation/ Realistic working environment
SCQF Credit Value: 19				
Learning Outcome	Assessment Criteria			
1. Implement emergency plans and procedures	1.1 Identify potential emergency situations for all activities dealing with waste and resources within their area of responsibility.	x	x	
	1.2 Review emergency systems and procedures to provide effective responses to emergencies that may arise during waste and resources handling, collection, transport, transfer or treatment processes.	x	x	
	1.3 Devise and implement new systems and procedures if they do not exist.	x	x	
	1.4 Establish preventative inspection and maintenance programmes for emergency equipment so that it is available and serviceable at all times.	x	x	
	1.5 Make provision for practices and drills to be carried out within normal work operations and record all such practices and drills in accordance with legislative and organisational requirements.	x	x	
	1.6 Introduce and establish mechanisms for communicating emergency plans and procedures to people concerned in ways that suit the types of information being given.	x	x	
	1.7 Carry out training programmes to meet reporting requirements for incidents and accidents.	x	x	
	1.8 Implement incident and accident reporting procedures for all activities in the work place.	x	x	

2. Maintain effective response to emergencies through the use of procedures and drills	2.1 Obtain feedback from all personnel participating in practises of emergency drills and use the feedback to improve procedures and practices for emergency situations.	x	x	
	2.2 Carry out reviews of established emergency procedures, and the equipment and resources needed for the procedures.	x	x	
	2.3 Arrange for any deficiencies identified through reviews, practices, and drills and implement plans to resolve the deficiency in accordance with legislative and organisational requirements.	x	x	
	2.4 Evaluate incident and accident reports and make improvements to the emergency plan and its procedures to reduce or eliminate the risks from the hazards identified.	x	x	
	2.5 Advise colleagues and managers about accidents, incidents, interruptions to work or any situations that require their attention.	x	x	
	2.6 Maintain a record of training in accident and emergency procedures for all staff employed.	x	x	
3. Understand the regulation procedures and requirements for managing and maintaining effective systems for responding to emergencies	3.1 Describe appropriately the relevant legislation, regulations and codes of practice applicable to safety, health and the environment.		x	
	3.2 Describe appropriately waste management and transport legislation and guidance that is applicable.		x	
	3.3 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	

	3.4 Describe appropriately the legal requirements and company procedures for dealing with unauthorised wastes.	x	x	
	3.5 Describe appropriately the procedures for the proper management control of work activities.	x	x	
	3.6 Describe appropriately the organisational environmental policy and procedures applicable to the services provided.	x	x	
	3.7 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the services provided.	x	x	
4. Understand the specific regulation procedures and requirements for managing and maintaining effective systems for responding to emergencies	4.1 Describe appropriately health and safety requirements and emergency procedures.	x	x	
	4.2 Describe appropriately the procedures required in order to load, unload and handle different types of waste.	x	x	
	4.3 Describe appropriately reviewing, organising and resourcing emergency operations.	x	x	
	4.4 Describe appropriately record keeping and the types of data required for monitoring purposes.	x	x	
	4.5 Describe appropriately the organisation's objectives relating to environmental protection, health and safety, profitability, operational outcomes and quality standards.		x	
	4.6 Describe appropriately the organisation's objectives and priorities for the provision of a waste and resource management service.		x	
	4.7 Describe appropriately the organisational procedures for the proper management control of work activities on customers sites.	x	x	

	4.8 Describe appropriately the records required by legislation and by organisational procedures in relation to the services provided.	x	x	
	4.9 Describe appropriately the specific legislative requirements and guidance applicable to the site and for collection and transport of waste.	x	x	
	4.10 Describe appropriately the records required by legislation and by company procedures in relation to the activities carried out to provide the service.	x	x	
	4.11 Describe appropriately the procedures for dealing with spillages.	x	x	X
	4.12 Describe appropriately the Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received, handled and used when providing the service.	x	x	
	4.13 Determine the importance of customer and workplace feedback and how to respond.		x	
	4.14 Determine how to evaluate feedback in terms of impact on operations.	x	x	
	4.15 Determine the importance of monitoring implementation of a service to a customer and how to deal with problems arising during implementation.		x	
	4.16 Determine the different types of waste and materials that could be handled by the service provided.	x	x	
	4.17 Determine how to complete all relevant paperwork.	x	x	
	4.18 Determine the technical skills needed for the services provided.	x	x	

	4.19 Determine how to ensure that relevant staff has the required skills to provide a service and what to do in response to a perceived skills deficit.	x	x	
	4.20 Determine the storage and handling implications for the waste types handled when providing a service.		x	
	4.21 Determine the types, functions and limitations of waste handling equipment available for use on the service.	x	x	
	4.22 Determine how to use risk assessment and the identification of potential work-related hazards and difficulties.	x	x	
	4.23 Determine the potential hazards to safety, health and the environment arising from the activities carried out to provide the service.	x	x	
5. Work in a manner which underpins effective performance	5.1 Encourage others to develop themselves.	x	x	
	5.2 Apply integrity, fairness & consistency in decision making.	x	x	
	5.3 Use different leadership styles depending on the individual.	x	x	



## Control work activities on a waste management facility

SCQF Level: 6		Observation	Question and Answer	Simulation/ Realistic working environment
SCQF Credit Value: 9				
Learning Outcome	Assessment Criteria			
1. Control work activities on a waste facility	1.1 Establish and oversee programmes of work which meet the legislative and organisational requirements required for site activities.	x	x	
	1.2 Ensure that work instructions comply with legislation and organisational procedures & requirements.	x	x	
	1.3 Ensure that staff understand and comply with their work instructions in accordance with legislative and organisational requirements.	x	x	
	1.4 Ensure that individuals have received training before using any machinery, plant or equipment.	x	x	
	1.5 Maintain safe systems of work and put in place precautions to eliminate or reduce the risk from hazards.	x	x	
	1.6 Ensure that the resources and staff with the skills needed to carry out the operating procedures safely are available.	x	x	
	1.7 Identify potential hazards and take steps to reduce risks to personnel and the environment related to wastes which are difficult to handle, may contain disguised materials or unacceptable components, are unauthorised, or likely to present unexpected health problems.	x	x	
	1.8 Monitor staff activity on site operations to ensure they enhance or maintain the quality of the organisation's work.	x	x	

2. Use and communicate data and information	2.1 Make sure the programme of work and operational instructions relating to the site operations contain all the information needed for site personnel to carry out the activity in accordance with organisational procedures.	x	x	
	2.2 Communicate the programme of work and operational instructions to all site personnel in ways which suit the types of information being given.	x	x	
	2.3 Keep accurate records of site activities in accordance with legislative and organisational requirements.	x	x	
	2.4 Advise colleagues and managers about accidents, incidents, interruptions to work or any situations that require their attention.	x	x	
	2.5 Maintain a record of training for all staff employed on transfer operations on the site.	x	x	
	2.6 Prepare documentation for the transfer of wastes that meets all duty of care requirements.	x	x	
3. Resolve any problems which may arise from controlling work activities on a waste facility	3.1 Take actions to rectify any staff shortages, equipment deficiencies or external causes that prevent the site activities from being carried out.	x	x	
	3.2 Seek advice to resolve situations which are outside the responsibility of the job role.	x	x	
	3.3 Formulate procedures for dealing with spillages on site and ensure that staff understand and follow the prescribed procedures.	x	x	
	3.4 Take steps to rectify any infringement of legislative conditions revealed during routine inspections of the site.	x	x	

4. Understand the regulation procedures and requirements for controlling work activities on a waste management facility	4.1 Describe appropriately the relevant legislation, regulations and codes of practice applicable to safety, health and the environment for waste management activities.		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 effective 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	
	4.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.	x	x	
	4.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.	x	x	
	4.7 Describe appropriately the procedures for the proper management control of work activities on the site.	x	x	
5. Understand the specific regulation procedures and requirements for controlling work activities on a waste management facility	5.1 Describe appropriately the organisation's objectives and targets for the waste facility.	x	x	
	5.2 Describe appropriately the planning permission legislative requirements and the site working plan for the activities.	x	x	
	5.3 Describe appropriately the records required by legislation and by organisational procedures in relation to work activities on the waste facility.	x	x	

	5.4 Describe appropriately the site procedures for the proper management of personnel and work activities.	x	x	
	5.5 Determine how to identify, rectify and record discrepancies and defects arising from site activities.	x	x	
	5.6 Determine the different types of waste including those requiring specific handling.	x	x	
	5.7 Determine all the types of information required for the completion of paperwork regarding site activities.	x	x	
	5.8 Determine the importance of following equipment operating procedures.		x	
	5.9 Determine how to communicate work instructions orally and in writing.	x	x	
	5.10 Determine the importance of ensuring each individual's understanding of work instructions and how to do this.		x	
	5.11 Determine the importance of monitoring compliance with work instructions, how to do this, and how to respond to incidents of non-compliance.		x	
	5.12 Determine how to report accidents and incidents that arise on site.	x	x	
6. Work in a manner which underpins effective performance	6.1 Be assertive in making decisions.	x	x	
	6.2 Pursue accountability of staff for delegated responsibilities.	x	x	
	6.3 Reflect critically on personal achievements to inform future actions.	x	x	

## Manage physical resources

SCQF Level: 6		Observation	Question and Answer	Simulation/ Realistic working environment
SCQF Credit Value: 3				
Learning Outcome	Assessment Criteria			
1. Understand the importance of sustainability when using physical resources.	1.1 Explain the importance of using sustainable resources.		x	
	1.2 Explain the potential impact of resource use on the environment.		x	
	1.3 Explain how to use resources effectively and efficiently.		x	
	1.4 Describe actions one can take to minimise any adverse environmental impact of using physical resources.		x	
2. Be able to identify resource requirements for own area of responsibility.	2.1 Consult with colleagues to identify their planned activities and corresponding resource needs.	x	x	
	2.2 Evaluate past resource use to inform expected future demand.	x	x	
	2.3 Identify resource requirements for own area of responsibility.	x	x	
3. Be able to obtain required resources for own area of responsibility.	3.1 Submit a business case to procure required resources.	x	x	
	3.2 Review and agree required resources with relevant individuals.	x	x	
	3.3 Explain an organisation's processes for procuring agreed resources.	x	x	
4. Be able to monitor and review the quality and usage of resources in own area of responsibility.	4.1 Monitor the quality of resources against required specifications.	x	x	
	4.2 Identify differences between actual and planned use of resources and take corrective action.	x	x	
	4.3 Analyse the effectiveness and efficiency of resource use in own area of responsibility.	x	x	
	4.4 Make recommendations to improve the effectiveness and efficiency of resource use.	x	x	

## Manage the environmental impact of work activities

SCQF Level: 7		Observation	Question and Answer	Simulation/ Realistic working environment
SCQF Credit Value: 5				
Learning Outcome	Assessment Criteria			
1. Understand the legal requirements and environmental policies that impact on own area of responsibility.	1.1 Explain the legal requirements that impact on own area of responsibility.		x	
	1.2 Explain the environmental policies that impact on own area of responsibility.		x	
2. Understand how to assess the impact of work activities on the environment and how this can be minimised.	2.1 Explain what specialist advice is available to manage the environmental impact of work activities.	x	x	
	2.2 Explain how to assess the impact of work activities and resources on the environment.	x	x	
	2.3 Explain how to minimise the environmental impact of work activities.	x	x	
3. Be able to assess and report on the environmental impact of work activities in own area of responsibility.	3.1 Assess the environmental impact of work activities and resource use.	x	x	
	3.2 Produce a report on the environmental impact of work activities and resource use, with recommendations for improvement.	x		
4. Be able to organise work activities and resource use to minimise environmental impact.	4.1 Adapt the use of resources in own area of responsibility to reduce environmental impact.	x	x	
	4.2 Organise activities in own area of responsibility to reduce environmental impact.	x	x	
5. Be able to promote ongoing improvement in environmental performance.	5.1 Establish means by which individuals can identify and report opportunities for improving environmental performance.	x	x	
	5.2 Communicate environmental benefits resulting from changes to work activities.	x	x	

## Monitor procedures to safely control work operations

SCQF Level: 6		Observation	Question and Answer	Simulation/ Realistic working environment
SCQF Credit Value:4				
Learning Outcome	Assessment Criteria			
1. be able to check that health and safety instructions are followed	1.1 keep up to date with health and safety regulations and workplace instructions, making sure that information is from reliable sources.	x	x	
	1.2 conduct monitoring of the workplace at agreed intervals and in accordance with workplace instructions.	x	x	
	1.3 confirm that workers are health and safety competent as defined in their job role and that identified health and safety training needs have been met.	x	x	
	1.4 communicate workplace instructions and receive feedback.	x	x	
2. be able to recommend changes to health and safety workplace instructions.	2.1 respond to any breaches of health and safety instructions in a way which meets workplace and legal requirements	x	x	
	2.2 make recommendations for any changes to health and safety workplace instructions to the responsible people.	x	x	
3. be able to make sure that hazards and risks are controlled safely and effectively.	3.1 maintain accurate records of workplace irregularities.	x	x	
	3.2 check other people are aware of the hazards/risks and know the action(s) to be taken to minimise them.	x	x	
	3.3 confirm that appropriate precautions to control risks have been agreed with the people responsible for health and safety.	x	x	
	3.4 review to make sure all recommended action has been taken.	x	x	

	3.5 report any conflicts that still exist between workplace and legal requirements.	x	x	
4. know how to monitor procedures to safely control work operations	4.1 explain employers' and employees' legal responsibilities for health and safety in the workplace.	x	x	
	4.2 explain the difference between 'hazard', 'risk' and 'control'.	x	x	
	4.3 describe the types of information available from reports and records covering the workplace.		x	
	4.4 explain the importance of evaluating information from reports and records covering the workplace.		x	



## Manage the reception of non-hazardous waste

SCQF Level: 7		Observation	Question and Answer	Simulation/ Realistic working environment
SCQF Credit Value: 7				
Learning Outcome	Assessment Criteria			
1. Manage the reception of non-hazardous waste	1.1 Implement systems and procedures for the reception and validation of non-hazardous wastes in accordance with legislative and organisational requirements.	x	x	
	1.2 Implement and manage systems and procedures that comply with legislative requirements to deal with non-hazardous wastes that require specific handling and for the rejection of unauthorised non-hazardous wastes.	x	x	
	1.3 Establish systems to control the movement of vehicles entering, moving around and leaving the site.	x	x	
	1.4 Identify hazards and minimise risks to health, safety, and the environment arising from the reception, inspection and validation of non-hazardous wastes.	x	x	
	1.5 Ensure that staff implement procedures and comply with the legislative requirements.	x	x	
	1.6 Ensure all procedures for the reception of non-hazardous wastes enhance or maintain the quality of the organisation's work.	x	x	
	1.7 Implement security arrangements to prevent the unauthorised delivery and removal of non-hazardous wastes on the site.	x	x	
2. Use and communicate data and information	2.1 Give clear instructions to customers and site staff about the procedures for receiving and validating non-hazardous waste.	x	x	

	2.2 Maintain records and information systems relating to the reception, inspection and validation of non-hazardous wastes that are complete, accurate, up-to-date and meet legislative requirements.	x	x	
3. Resolve problems which arise from managing the reception of non-hazardous waste	3.1 Seek expert advice to resolve situations which are outside the responsibility of the job role.	x	x	
	3.2 Take steps to rectify any staff shortages, equipment deficiencies or external causes that prevent the reception of non-hazardous wastes.	x	x	
	3.3 Notify customers and regulatory authorities of any breaches of the legislative requirements caused by the reception of unacceptable non-hazardous waste.	x	x	
	3.4 Advise senior managers of any breaches of security or other situations which require their attention.	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.		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	

	4.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.	x	x	
	4.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.	x	x	
	4.7 Describe appropriately the procedures for the proper management control of work activities on the site.	x	x	
5. Understand the specific regulation procedures and requirements for the reception of non-hazardous waste	5.1 Describe appropriately the specific legislative requirements and guidance applicable to the reception of non-hazardous waste onto the site.	x	x	
	5.2 Describe appropriately the planning permission permit and the organisation's working plan for the site.	x	x	
	5.3 Describe appropriately the waste inspection, and identification procedures and the handling requirements for the types of non-hazardous waste received on the site.	x	x	
	5.4 Describe appropriately the uses, purposes and processing requirements for documents relating to the reception and validation of non-hazardous waste on the site.	x	x	
	5.5 Describe appropriately the records required by legislation and by company procedures relating to the reception, inspection and validation of non-hazardous wastes.	x	x	
	5.6 Describe appropriately the procedures relating to non-hazardous waste delivered to, and removed from the site.	x	x	

	5.7 Determine the potential hazards to health, safety, and the environment arising from the reception of non-hazardous waste.	x	x	
	5.8 Determine the organisational environmental policy and the risks to the environment and human health resulting from, the reception, inspection and validation of non-hazardous wastes.	x	x	
6. Work in a manner which underpins effective performance	6.1 Be assertive in making decisions.	x	x	
	6.2 Pursue accountability of staff for delegated responsibilities.	x	x	
	6.3 Reflect critically on personal achievements to inform future actions.	x	x	

## Manage the transfer of outputs and disposal of residues from non-hazardous waste transfer and recovery operations

SCQF Level: 7		Observation	Question and Answer	Simulation/ Realistic working environment
SCQF Credit Value: 10				
Learning Outcome	Assessment Criteria			
1. Manage the transfer of outputs and disposal of residues from non-hazardous waste transfer and recovery	1.1 Implement systems and procedures for the transfer and transport of outputs and the disposal of residues from the non-hazardous waste transfer or recovery operation in accordance with legislative and organisational requirements.	x	x	
	1.2 Make arrangements for an adequate supply of resources needed to carry out the loading, transport or energy transfer operations from the site.	x	x	
	1.3 Identify hazards and minimise risks to health, safety and the environment from non-hazardous waste transfer and transport operations and comply with legal and organisational requirements for reporting risks to health, safety and the environment.	x	x	
	1.4 Implement and maintain recording and information systems specifically relating to the transfer and transport of outputs and disposal of residues from the process carried out at the site in accordance with legislative and organisational requirements.	x	x	
	1.5 Make arrangements for the safe loading of the outputs and residues from the non-hazardous waste transfer and recovery processes.	x	x	
	1.6 Implement procedures and controls for the safe transfer of energy outputs from the non-hazardous waste transfer or recovery process.	x	x	

	1.7 Maintain the quality of the organisation's work by ensuring that all procedures and non-hazardous waste transfer and disposal processes are adhered to.	x	x	
2. Use and communicate data and information	2.1 Make sure the programme of work and operational instructions relating to the transfer and transport operations contain all the information needed for site personnel to carry out the process in line with organisational procedures.	x	x	
	2.2 Communicate the programme of work and operational instructions to all site personnel in ways which suit the types of information being given.	x	x	
	2.3 Ensure that documentation is completed accurately and complies with legislation and organisational requirements.	x	x	
	2.4 Keep accurate records of all outputs and residues leaving the site in accordance with legislative and organisational requirements.	x	x	
	2.5 Advise colleagues and managers about accidents, incidents, interruptions to work or any situations that require their attention.	x	x	
	2.6 Maintain a record of training for all staff employed on transfer, recovery and transport operations on the site.	x	x	
3. Resolve problems which arise from the transfer of outputs and disposal of residues from non-hazardous waste transfer and recovery	3.1 Take steps to rectify any staff or transport shortages, equipment deficiencies or external causes that prevent the transfer, transport or disposal of outputs and residues.	x	x	
	3.2 Seek advice to resolve situations which are outside the responsibility of the job role.	x	x	

	3.3 Formulate procedures for dealing with spillages on site and ensure that staff understand and follow the prescribed procedures.	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.		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	
	4.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.	x	x	
	4.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.	x	x	
	4.7 Describe appropriately the procedures for the proper management control of work activities on the site.	x	x	
5. Understand the specific regulation procedures and requirements for managing the transfer of outputs and disposal of residues from non-hazardous waste transfer and recovery operations	5.1 Describe appropriately the organisational procedures for the management of personnel and work activities.	x	x	
	5.2 Describe appropriately the specific legislative requirements and guidance applicable to the transfer and transport of non-hazardous waste from the site.	x	x	

	5.3 Describe appropriately planning permission and the organisation's working plan for the site.	x	x	
	5.4 Describe appropriately the quality inspection and identification procedures and the handling requirements for the types of non-hazardous waste recovered at the site.	x	x	
	5.5 Describe appropriately the operating procedures for all machinery, plant and equipment used on the site.	x	x	
	5.6 Describe appropriately the lifting and handling techniques suitable for the recovered non-hazardous wastes and residues that are being transported from the site.	x	x	
	5.7 Describe appropriately the onsite procedures for the management of storage of the outputs and residues from transfer processes.	x	x	
	5.8 Describe appropriately the records required by legislation and by company procedures in relation to the transfer and transport of recovered non-hazardous wastes and residues.	x	x	
	5.9 Describe appropriately the procedures for dealing with spillages.	x	x	x
	5.10 Describe appropriately the organisational procedures for transport operations and the supply and use of the transport resources required.	x	x	
	5.11 Describe appropriately the procedures and documentation required for the transport of non-hazardous waste to comply with legislative requirements and guidance.	x	x	



	5.12 Describe appropriately the procedures for dealing with residues, out of specification recovered non-hazardous waste and any other rejects from the process.	x	x	
	5.13 Describe appropriately the regulations for the export of energy from the site and the controls required for the export process.	x	x	
	5.14 Describe appropriately the methods used to communicate operational instructions orally and in writing.	x	x	
	5.15 Determine the storage and handling implications for the recovered non-hazardous waste types produced on the site.	x	x	
	5.16 Determine the types, functions and limitations of non-hazardous waste handling equipment available for use on the site.	x	x	
	5.17 Determine how to use risk assessment and the identification of potential work-related hazards and difficulties.	x	x	
	5.18 Determine the potential hazards to safety, health and the environment arising from the loading and transport of non-hazardous wastes.	x	x	
	5.19 Determine how to interpret documentation and verify that the information is accurate and relates to the recovered non-hazardous wastes and residues.	x	x	
	5.20 Determine the importance of ensuring people's understanding of operational instructions and how to check understanding.		x	
6. Work in a manner which underpins effective performance	6.1 Be assertive in making decisions.	x	x	
	6.2 Pursue accountability of staff for delegated responsibilities.	x	x	

	6.3 Reflect critically on personal achievements to inform future actions.	x	x	
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## Organise the Transportation of Loads

SCQF Level: 5		Observation	Question and Answer	Simulation/ Realistic working environment
SCQF Credit Value: 5				
Learning Outcome	Assessment Criteria			
1. Organise transport	1.1 Demonstrate information gathering in relation to: <ul style="list-style-type: none"> <li>• loads required</li> <li>• time of delivery/collection</li> <li>• place of delivery/collection</li> <li>• mode of transportation</li> <li>• any special delivery/collection requirements</li> <li>• any limitations or constraints applicable to the load, mode of transport or route</li> <li>• route planning</li> <li>• health, safety and environment</li> </ul>	x	x	
	1.2 Organise transport on a priority basis	x	x	
	1.3 Demonstrate the selection of appropriate transport	x	x	
	1.4 Issue instructions in relation to the transportation of the load according to organisational procedures	x	x	
	1.5 Carry out checks on the suitability of the mode of transport and the operator	x	x	
	1.6 Maintain records according to organisational procedures	x	x	
2. Understand the organisation of transportation of loads	2.1 Describe the type and characteristics of loads to be organised	x	x	
	2.2 Describe the type, characteristics and limitations of modes of transportation used	x	x	

	2.3 Explain how this information is used to organise transportation		x	
	2.4 Explain the organisational policies and procedures in relation to the safe and efficient organisation of transport	x	x	
	2.5 Explain the environmental, economic, and efficiency issues in relation to the loads and modes of transport used		x	
	2.6 Outline the requirements of relevant legislation, regulation and codes of practice including: <ul style="list-style-type: none"> <li>• weights and measures</li> <li>• drivers hours</li> <li>• drivers licence regulations</li> <li>• vehicle operators licensing requirements</li> <li>• waste handling requirements</li> <li>• environmental constraints</li> </ul>		x	
	2.7 Explain the organisational policies and procedures in the event of: <ul style="list-style-type: none"> <li>• suitable transport being unavailable</li> <li>• routing or scheduling cannot be achieved in accordance with organisational or regulatory requirements</li> <li>• transport breakdown</li> <li>• accidents or incidents</li> <li>• transport or operator not conforming to requirements for safe efficient operation</li> </ul>	x	x	