



Unit XXXX 04 (226)

Complete Pre-Journey and Post-Journey Procedures

Unit Summary

This Unit is about preparing, setting up the vehicle and completing pre-journey procedures as well as carrying out end of journey and debrief procedures.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:

Communication Access 3

- ◆ Read and understand simple written communication.
- ◆ Produce simple written communication.

Communication Intermediate 1

- ◆ Read, understand and evaluate straightforward written communication.

Problem Solving Access 3

- ◆ Analyse a simple situation or issue.
- ◆ Plan, organise and complete a simple situation or issue.

I have completed the requirements of this Unit.

Candidate name: _____ **Date:** _____

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

IV signature: _____ **Date:** _____

Assessment centre: _____

You must be able to	Evidence Requirements	Evidence/ Activity Ref No.
<p>1 Carry out pre-journey procedures</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Identify the vehicle and equipment being used for transporting the load. (b) Carry out pre-journey inspections on the vehicle in line with manufacturer's instructions and relevant legislation, regulation and industry codes of practice. (c) Complete all pre-journey documentation. (d) Prepare and set up the vehicle to optimise performance and efficiency for the journey. (e) Confirm the safety and security of loads in accordance with relevant legislation, regulation and industry codes of practice. (f) Confirm vehicle and loads are protected and free from contamination and damage in line with manufacturer's and industry guidelines. (g) Determine appropriate action to resolve any problems or difficulties found with the vehicle or the load. (h) Report and record any defects or damage in line with operational and organisational procedures. 	<p>Evidence of carrying out pre-journey procedures in accordance with workplace procedures.</p>	

		Evidence Requirements (cont)	
2	<p>Carry out end of journey close-down procedures</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Refuel the vehicle when required in line with manufacturer's operating instructions and operational and organisational procedures. (b) Park the vehicle in a safe and secure position ready to drive away. (c) Shut down vehicle in line with manufacturer's operating instructions. (d) Ensure the vehicle's braking system is applied for parking in line with manufacturer's operating instructions. (e) Remove or put away any items of value and activate any security devices in line with manufacturer's operating instructions. (f) Check the vehicle for any damage or maintenance defects and report them in line with operational and organisational procedures. 	Evidence of carrying out end of journey close-down procedures in accordance with workplace procedures.	
3	<p>Carry out end of journey debrief procedures</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Confirm the load has been collected or delivered in line with the schedule. (b) Confirm that all the necessary documentation has been completed and signed by the relevant person(s) and copies returned to the appropriate office. (c) Completed driver's records and make sure they comply with relevant legislation, regulation and industry codes of practice. (d) Report any damage or road traffic accidents to the relevant person(s) in line with operational and organisational procedures. (e) Complete a vehicle defect report where required in line with operational and organisational procedures. 	Evidence of carrying out end of journey debrief procedures in accordance with workplace procedures.	

Evidence of Performance

Evidence of performance may employ examples of the following assessment:

- ◆ observation
- ◆ written and oral questioning
- ◆ evidence from company systems (eg Food Safety Management System)
- ◆ reviewing the outcomes of work
- ◆ checking any records of documents completed
- ◆ checking accounts of work that the candidate or others have written

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		

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You need to know and understand		Evidence
Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.		
Carry out pre-journey procedures		
K1	Type of load for delivery or collection.	
K2	Type of vehicle transporting the consignment.	
K3	Relevant legislation, regulations and industry codes of practice related to pre-journey inspections.	
K4	Health and safety issues relating to contamination of vehicles and consignments.	
K5	Environmental issues relating to aerodynamics and driving efficiency.	
K6	Manufacturers and industry guidelines for preventing contamination and damage to the goods in transport.	
K7	Operational and organisation procedures for reporting and recording damage and defects.	
K8	Relevant legislation, regulations and industry codes of practice for loading and unloading (eg distribution and re-distribution, restraints and protection of consignments).	
K9	Methods of communication (eg oral, written, electronic).	
K10	Documentation systems for pre-journey procedures.	
Carry out end of journey close-down procedures		
K11	Types of vehicles.	
K12	Relevant manufacturers operating instructions.	
K13	Refuelling operational and organisational procedures.	
K14	Security implications when parking.	
K15	Health and safety issues relevant to the vehicle.	
K16	Relevant legislation, regulations and industry codes of practice related to end of journey close down procedures.	
K17	Operational and organisational procedures for reporting and recording damage and defects.	
K18	Methods of communication (eg oral, written, electronic).	
Carry out end of journey debrief procedures		
K19	Type of consignment delivered or collected.	
K20	Type of vehicle transporting the consignment.	
K21	Documentation systems and procedures.	
K22	Relevant legislation, regulation and codes of practice (eg driver's hours).	
K23	Vehicle defect recording procedures.	
K24	Operational and organisational procedures for reporting and recording damage and defects.	
K25	Methods of communication (eg oral, written, electronic).	

Notes/Comments

Assessor signature: _____

Date: _____