

ASTFM510

Comply with regulation and legislation in facilities management



Overview

This standard is for senior managers in the facilities management environment. It is about ensuring that the organisation is compliant with regulations, legislation and codes of practice relevant to the facilities management function. It involves keeping up to date with any changes to existing regulations and/or legislation, and the introduction of new policies or procedures. You will be required to ensure that the organisation is compliant with all aspects of regulatory and legislative change, relevant to the development and maintenance - including inspection and testing - of assets; this could include, for example, Health and Safety Legislation, CDM Regulations, PUWER, COSHH.

This standard is applicable to those who deliver facilities management services:

- within an organisation, and
- to a client organisation

In this context 'the organisation' can be either your employer or a client.

Performance criteria

- You must be able to:*
- P1 where appropriate, consult with relevant regulatory, statutory and other bodies to formulate strategies for communicating openly, realistically and in a way likely to engage their support
 - P2 check regularly for requests from regulatory, statutory and industry bodies to contribute to consultations about proposed improvements or changes to regulatory requirements and practices
 - P3 consider the proposed improvements or changes and assess the difference between the current and potential new regulatory requirements and practices
 - P4 assess the implications of the proposed changes or improvements for your organisation
 - P5 resolve any potential conflict between regulatory, statutory and other relevant bodies' interests and your organisation's interests in ways which are consistent with your organisation's objectives, values and policies
 - P6 identify how the implications of regulations and legislation will impact on the way business is conducted
 - P7 report your assessment of the implications of regulation and legislation to the appropriate people
 - P8 identify the resources needed to fulfil the regulatory and legislative requirements
 - P9 assess the probability and impact of compliance breaches occurring in your organisation
 - P10 identify the consequences of non-compliance with regulations and legislation
 - P11 complete a risk assessment of the facilities management function within your organisation that takes into account external and internal events or threats
 - P12 determine how your organisation will deal with non-compliance with regulation and legislation
 - P13 identify and implement methods and measures for monitoring and evaluating compliance
 - P14 establish valid and appropriate measures for evaluating the implementation of regulatory and legislative compliance in your organisation

Knowledge and understanding

You need to know and understand:

- K1 the regulatory and legislative environment in which your organisation operates
- K2 the bodies with legislative and regulatory jurisdiction of relevance to the organisation
- K3 methods for communicating with legislative and regulatory bodies, and obtaining their support
- K4 the importance of contributing to the development of legislation and regulations relevant to facilities management
- K5 methods for assessing changes to legislation and regulations, the potential impact and required response
- K6 how to deal with conflicts between your organisation and any proposed changes or improvements to legislation and regulations
- K7 the service delivery model adopted by the organisation
- K8 primary sources of information on changes in legislation and regulations
- K9 the importance of regulatory and legislative compliance to the organisation
- K10 how to assess and estimate resources required to ensure continued compliance
- K11 the consequences both to the organisation, and individuals, of non-compliance
- K12 the systems and strategies used to monitor compliance with legislation and regulation
- K13 to whom information should be passed regarding required action in response to regulatory and legislative changes
- K14 roles and responsibilities for ensuring, monitoring and reviewing compliance with regulation and legislation in your area of responsibility

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