

ASTPAR1.3.6

Identify the need for signage and lines which provide effective guidance and requirements



Overview

This standard is about obtaining and reviewing relevant information to assess whether there is a need for signage and lines in order to provide effective guidance and meet parking requirements. For those situations where a need is identified, it includes determining the location and specifications for signage and lines, and preparing proposals to address the actions to be taken to provide new signage and lines.

It also includes ensuring that the relevant authorities, organisations and stakeholders are consulted, where appropriate.

There is one element:

- 1 Identify the need for signage and lines which provide effective guidance and requirements

Target group

This standard is recommended for managers whose responsibilities include identifying the need for signage and lines which provide effective guidance and requirements.

This standard has been developed by the British Parking Association.

ASTPAR1.3.6

Identify the need for signage and lines which provide effective guidance and requirements

Performance criteria

- You must be able to:*
- P1 obtain and review the information necessary to determine the need for signage and lines within the identified parking area
 - P2 review and confirm that all details necessary to identify the need for signage and lines are accurate, addressing any gaps in line with legal requirements and your organisation's procedures
 - P3 identify locations where signage and lines are needed to meet the requirements for parking controls and restrictions
 - P4 prepare proposals to address the identified need for signage and lines and associated requirements for illumination, including addressing their situation and location, as well as all relevant steps and necessary information, in line with your organisation's procedures
 - P5 identify whether there are any signage and lines that are already present in the area that may impact upon those proposed, and if so determine the impact of these upon the proposals
 - P6 ensure that all relevant people are informed promptly of the proposals for parking controls and restrictions, establishing where signage and lines may be needed, in line with your regulatory requirements and organisation's procedures
 - P7 ensure that the proposed signage and lines comply with regulatory and organisational requirements
 - P8 identify, where appropriate, circumstances requiring government approval for the proposed signage configuration, and take the necessary actions to progress this
 - P9 agree with relevant individuals, organisations and authorities the signage and lines needed to address the identified requirements, in line with your organisation's procedures
 - P10 provide clear instructions in relation to the mapping of the signage and lines identified, including their location and specifications, in line with regulatory requirements and your organisation's procedures
 - P11 communicate with stakeholders in a manner which promotes professionalism
 - P12 keep the use of jargon, technical terms and abbreviations to a minimum and ensure that these are explained clearly, where relevant
 - P13 maintain accurate and up to date records of the findings, conclusions and recommendations agreed, in line with your organisation's requirements
 - P14 work within your own level of responsibility and authority, and refer to relevant others where appropriate

ASTPAR1.3.6

Identify the need for signage and lines which provide effective guidance and requirements

Knowledge and understanding

You need to know and understand:

Legislative, regulatory and organisational requirements

- K1 legal, regulatory and organisational requirements relating to the identification of the need for, and progression of, agreed signage and lines, and their impact for your area of operations
- K2 legislation, policies and procedures relating to data protection, health and safety, diversity and their impact for your area of operations
- K3 the role of your organisation and the parking services which it provides
- K4 your organisation's overall strategy relevant to the provision of parking services
- K5 the limits of your authority and responsibility, and the actions to take if these are exceeded

Requirements particular to identifying the needs for signage and lines which provide effective guidance and requirements

You need to know and understand:

- K6 the range and type of parking controls and restrictions and the associated range of signage and/or lines required
- K7 the types of signage and lines available, and when and where these can be used
- K8 the information required for identifying the need for signage and lines which provide effective guidance and requirements
- K9 how to investigate and identify the signage and lines already in place, and the factors and consequent actions to consider when these are in place
- K10 how to prepare proposals to address the identified need for signage and lines, and methods for doing this
- K11 the importance of consulting with relevant individuals, organisations and authorities in the context of identifying the need for signage and lines, and how to do this effectively
- K12 the relevant individuals, organisations and authorities with which communication and/or consultation is appropriate and/or necessary
- K13 the ways in which it is necessary to alter communication when working with different individuals and representatives of different organisations
- K14 the importance of detailing clear instructions, locations and specifications for signage and lines, in line with your organisation's procedures
- K15 your organisation's objectives relating to the provision of parking services and related activities
- K16 the importance of maintaining accurate and up to date records, and your organisation's procedures for doing this

ASTPAR1.3.6

Identify the need for signage and lines which provide effective guidance and requirements

Developed by Asset Skills

Version number 1

Date approved May 2010

Indicative review date May 2012

Validity Current

Status Original

Originating organisation British Parking Association.

Original URN PAR1.3.6

Relevant occupations Health, Public Services and Care; Public Services; Elementary Occupations; Elementary Security Occupations

Suite Parking Sector

Key words guidance, requirements, parking, location, specifications, signage, lines, proposals
