

ASTPC02

Organise resources for action



Overview

This standard is about the correct deployment of resources, from their withdrawal from store, their preparation for use, and their return to store.

It includes organising the correct equipment and materials required for the treatment, organising and preparing resources for use and maintaining equipment and materials and storing them appropriately.

This standard is for pest management practitioners.

ASTPC02

Organise resources for action

Performance criteria

Organise and account for the use of resources

You must be able to:

- P1 verify the type of treatment to be carried out
- P2 correctly identify the type(s) and amount(s) of equipment required for the treatment and check that it is fit for purpose, correctly calibrated for use and available when required
- P3 correctly identify the type(s) and amount(s) of materials and supplies required for the treatment and ensure sufficient stocks will be available
- P4 ensure that personal protective equipment and emergency equipment, if required, for treatments is sufficient, suitable for purpose and available when required
- P5 ensure transport and on site storage requirements for equipment and materials are suitable for purpose and comply with relevant health and safety requirements and organisational policies
- P6 requisition all equipment, materials and transport required for treatments correctly and in good time, in accordance with organisational procedures
- P7 prepare materials for on-site use in appropriately sized batches and ensure containers are suitable for purpose and correctly labelled, in accordance with manufacturer's instructions and recommendations and treatment requirements
- P8 make recommendations for improving the use of resources to relevant people in an appropriate and timely manner
- P9 ensure records relating to the use of resources are complete, accurate and available

Prepare and deploy equipment and materials for activities

You must be able to:

- P10 ensure that the handling, loading and security of equipment and materials during transportation to site complies with organisational procedures, manufacturers' instructions and recommendations, relevant legislation and industry Codes of Practice
- P11 transport equipment and materials to site safely and securely in a vehicle which is fit for purpose and complies with relevant legislation
- P12 ensure that equipment and materials on site are correctly, securely and safely stored in accordance with relevant legislation, manufacturers instructions and recommendations and industry Codes of Practice
- P13 implement appropriate emergency procedures with minimum delay in the event of accidents, theft or hazardous incidents during the transportation and storage of equipment or materials
- P14 maintain accurate and complete records of equipment and materials transported and stored, in accordance with organisational requirements

ASTPC02

Organise resources for action

Clean and store equipment and materials and dispose of waste

You must be able to:

- P15 ensure that equipment is cleaned, maintained and serviced in accordance with the suppliers instructions and notify those responsible when scheduled major maintenance is due
- P16 ensure that equipment is correctly stored
- P17 promptly report equipment faults, breakdowns and damage
- P18 within limits of responsibility, carry out minor repairs, part replacements and adjustments to equipment correctly, in accordance with suppliers instructions and make and keep suitable records
- P19 ensure personal protective equipment is regularly checked and items replaced when necessary and keep suitable records
- P20 check stock levels regularly, implementing stock rotation procedures, and inform the responsible person of anticipated shortfalls and need for disposal of expired stock
- P21 ensure that materials returned to store are labelled and stored correctly in accordance with manufacturers' instructions and recommendations, legal requirements, industry Codes of Practice and organisational procedures
- P22 check that correct hazard notices are displayed on equipment, vehicles, materials and storage areas and promptly report to interested parties any concerns regarding safety and security of storage areas
- P23 ensure vehicles used for transporting equipment and materials and storage areas are thoroughly cleaned and, where spillages have occurred, that the washings are disposed of safely
- P24 ensure that waste is disposed of correctly, in accordance with legal requirements, industry best practice and organisational procedures

ASTPC02

Organise resources for action

Knowledge and understanding

You need to know and understand:

Estimating techniques

- K1 how to estimate requirements for size and type of equipment for treatments (including supplies and spares)
- K2 how to estimate the amount of materials required for treatments (including contingencies)
- K3 how to estimate batch sizes for treatments

Safety and emergency equipment

You need to know and understand:

- K4 types and functions of PPE required for different treatments
- K5 types of emergency equipment required for transporting, storing and using equipment and materials on site
- K6 requirements for hazard signs on vehicles, storage areas (and containers) and sites

Preparing materials for application

You need to know and understand:

- K7 how to break bulk materials into batches
- K8 how to calculate concentrations, mixes and dilutions
- K9 how to calibrate equipment for specified types of application

Requisitioning

You need to know and understand:

- K10 organisational procedures for drawing down equipment and materials from stock

Organisational context

You need to know and understand:

- K11 organisational policies regarding the use of resources
- K12 the trends and developments which may influence the future use of resources and how to plan for these
- K13 the problems which may occur with resources and how you can deal with these
- K14 organisational procedures for making recommendations on the use of resources

Resource management

You need to know and understand:

- K15 the importance of effective management of resources to organisational performance
- K16 the importance of keeping accurate records on the use of resources

ASTPC02

Organise resources for action

Emergency procedures

You need to know and understand:

- K17 first aid and emergency equipment needed
- K18 first aid and emergency procedures
- K19 procedures for dealing with spillage

Equipment

You need to know and understand:

- K20 the range of equipment for application of treatments
- K21 handling requirements of different types of equipment
- K22 how to set up and use equipment

Pesticides and their application

You need to know and understand:

- K23 principles of pesticide use
- K24 types of pesticides
- K25 reasons for following manufacturers' instructions and recommendations and the possible consequences of not doing so

Transport

You need to know and understand:

- K26 the hazards and security issues associated with the transport of equipment and hazardous substances
- K27 safety procedures and measures in transporting equipment and hazardous substances
- K28 signage requirements associated with transportation of a range of different equipment and hazardous substances
- K29 legal requirements of transport vehicles
- K30 how to load and unload equipment

Record keeping

You need to know and understand:

- K31 what records must be maintained
- K32 the importance of accurate and complete record keeping

Use and storage of equipment

You need to know and understand:

- K33 equipment checks, maintenance requirements and procedures
- K34 equipment storage
- K35 consequences of failure to maintain equipment
- K36 relevant legislation and Codes of Practice, health and safety guidelines

ASTPC02

Organise resources for action

Use and storage of materials

You need to know and understand:

- K37 signage required for different materials in different circumstances
- K38 storage requirements of different materials
- K39 safety regulations
- K40 the range of defects which may affect the security or safety of the store

Waste Disposal

You need to know and understand:

- K41 relevant legislation and industry codes of practice
- K42 segregation, storage and carrying of waste
- K43 classification of waste

ASTPC02

Organise resources for action

Additional Information

- Scope/range
- 1 handle resources:
 - 1.2 equipment (including Personal Protective Equipment (PPE) and emergency equipment)
 - 1.3 materials
 - 1.4 supplies
 - 1.5 people
 - 1.6 time
 - 2 handle, store and transport equipment and materials:
 - 2.1 physical control equipment including traps
 - 2.2 application equipment including sprayers, dusters
 - 2.3 pesticides for the control of invertebrate and vertebrate pests
 - 2.4 other materials for treatment / proofing
 - 2.5 personal protective equipment (PPE) and respiratory protection equipment (RPE)
 - 3 handle appropriate equipment:
 - 3.1 safety equipment
 - 3.2 safety clothing
 - 3.3 monitoring devices and detectors
 - 3.4 physical control equipment including traps
 - 3.5 application equipment including sprayers, dusters
 - 3.6 personal protective equipment (PPE) and respiratory protection equipment (RPE)
 - 4 handle materials:
 - 4.1 pesticides
 - 4.2 other materials used in treatments

ASTPC02

Organise resources for action

- 5 handle waste:
 - 5.1 chemical
 - 5.2 biological
 - 5.3 packaging
 - 5.4 physical

- 6 handle appropriate equipment:
 - 6.1 safety equipment
 - 6.2 safety clothing
 - 6.3 monitoring devices and detectors
 - 6.4 physical control equipment including traps
 - 6.5 application equipment including sprayers, dusters
 - 6.6 personal protective equipment (PPE) and respiratory protection equipment (RPE)

- 7 handle materials:
 - 7.1 pesticides
 - 7.2 other materials used in treatments

- 8 handle waste:
 - 8.1 chemical
 - 8.2 biological
 - 8.3 packaging
 - 8.4 physical

ASTPC02

Organise resources for action

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