

# ASTPKC12

## Complete documents for removal of vehicles



---

### Overview

This unit defines the national standard of occupational competence for completing documents related to removing vehicles that have contravened parking regulations. This unit therefore sets the standard for you to: -

1. Confirm the details of vehicles removals (Element PKC 12.1)
2. Complete final documents for vehicle removal (Element PKC 12.2)

Before confirming the removal of vehicles, you must have the appropriate authorisation and make sure the removal process is carried out according to operational procedures and timescales. You should be able to correctly identify vehicles that have been parked in contravention of current regulations and confirm that warning and other notices are clearly visible. You may have to take photographs to record evidence of contraventions. You would also have to notify the relevant authority of vehicle removals, for example your control, giving the required details of vehicle removals and progress of removals.

# ASTPKC12

## Complete documents for removal of vehicles

---

### Performance criteria

#### Confirm the details of vehicles removals

*You must be able to:*

- P1 make sure you have the appropriate authority and instructions to remove **vehicles**
- P2 correctly identify vehicles that contravene parking regulations
- P3 confirm that on-site parking warning notices can be clearly seen and read
- P4 confirm the information given in the removal **documents** is correct
- P5 where appropriate, take photographs of vehicles contravening regulations, showing evidence of the contravention
- P6 complete vehicle condition reports following instructions and in line with your organisation's policies and procedures, getting countersignatures where required
- P7 notify the relevant authority that vehicles are being removed following instructions and in line with your organisation's policies and procedures

*You must be able to:*

#### Complete final documents for vehicle removal

- P8 notify your control of the progress of removal operations following instructions and in line with your organisation's policies and procedures
- P9 help with the off-loading of removed vehicles where appropriate, following guidelines and safe working practices
- P10 complete final **documents** fully and accurately, passing on copies to other relevant authorised persons where required
- P11 store completed documents securely, or pass them on to the appropriate person, following instructions and in line with your organisation's policies and procedures

# ASTPKC12

## Complete documents for removal of vehicles

---

### Knowledge and understanding

*You need to know and understand:*

#### Confirm the details of vehicles removals

- K1 current relevant legislation, regulations, codes of practice and guidelines relating to completing vehicle removal documents, including those relating to safety
- K2 the local geography of the areas in which you work
- K3 how to confirm vehicle identification
- K4 the limits of your authority and responsibility relating to documenting the removal of vehicles
- K5 the situations when not to remove a vehicle, including the categories of vehicle that are exempt from removal but that may only be relocated
- K6 your operational instructions relating to vehicle removal documentation

#### Complete final documents for vehicle removal

*You need to know and understand:*

- K7 current relevant legislation, regulations, codes of practice and guidelines relating to completing vehicle removal documents, including those relating to safety
- K8 the limits of your authority and responsibility relating to documenting the removal of vehicles
- K9 how and when to notify your control of the progress of vehicle removal
- K10 your operational instructions relating to vehicle removal documentation

# ASTPKC12

## Complete documents for removal of vehicles

---

### Additional Information

#### Scope/range related to performance criteria

##### Confirm the details of vehicles removals

1. **vehicles:** cars; vans; motorcycles; light, medium or large goods vehicles
2. **documents** that are: hand written; computerised

##### Complete final documents for vehicle removal

3. **documents** that are: hand written; computerised

# ASTPKC12

## Complete documents for removal of vehicles

---

**Developed by** Asset Skills

---

**Version number** 1

---

**Date approved** December 2007

---

**Indicative review date** December 2009

---

**Validity** Current

---

**Status** Original

---

**Originating organisation** Asset Skills

---

**Original URN** PKC12

---

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

---

**Suite** Parking Control Occupations

---

**Key words** Documents, Vehicle removal, Vehicles