

ASTPKC2

Carry out start and end of working procedures



Overview

This unit defines the national standard of occupational competence for carrying out the procedures required before and after your shift. These procedures will probably relate to getting the equipment and supplies you need before your shifts, and returning them after shifts. This unit therefore sets the standards for you to: -

1. Start your working shift (Element PKC 2.1)
2. End your working shift (Element PKC 2.2)

You should be able to make sure the equipment you use is working properly and know what to do if it is not. Preparing to start your shift includes making sure your appearance meets the standards required by your organisation. You should also get and make sure you understand any special instructions that relate to your shift. At the end of your shift you should return all equipment and supplies to their correct locations and carry out any actions before passing on any documentation related to your shift that is required by other people.

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Performance criteria

Start your working shift

You must be able to:

- P1 follow your organisation's start of shift procedures without unnecessary delays
- P2 make sure you meet the standards required for dress and appearance
- P3 make sure you have all the **equipment** and **supplies** that you will need for your duty
- P4 confirm your equipment is working properly e. deal with any faulty equipment in line with your organisation's policies and procedures
- P5 ensure timekeeping devices are at the correct time
- P6 collect special instructions and seek clarification, as required, prior to starting shift

End your working shift

You must be able to:

- P7 follow your organisation's end of shift procedures
- P8 return all **equipment** and supplies to their correct locations, ready for further use in line with your organisation's policies and procedures
- P9 complete all documentation relating to shifts accurately, legibly and within required timescales
- P10 pass on documentation and relevant information to persons as required

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Knowledge and understanding

You need to know and understand:

Start your working shift

- K1 current relevant legislation, regulations, codes of practice and guidelines relating to working procedures
- K2 your organisational procedures for starting your shift, including the requirements for your dress and appearance
- K3 what equipment and supplies you will need and where to get them from
- K4 when and where to get any special equipment that you might need for specific circumstances
- K5 how to make sure the equipment is working properly and what to do if it isn't
- K6 why it is important to have timekeeping devices at the correct time, and how to adjust them
- K7 the types of special instructions and non-routine activities that you might have to follow
- K8 how and why it is important to get clarification relating to special instructions when you need it

End your working shift

You need to know and understand:

- K9 current relevant legislation, regulations, codes of practice and guidelines relating to working procedures
- K10 where and how to store equipment, supplies and clothing
- K11 how and why it is important to complete documentation at the end of shift
- K12 the types of additional reports and information which you might need to pass on at the end of shift
- K13 recording and reporting procedures that you should use
- K14 the procedures you must follow for signing off shift

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Additional Information

Scope/range related to performance criteria

Start your working shift

1. **equipment:** uniform; protective clothing; camera; timekeeping devices; torch; mobile telephones; hand held terminal; hand held printer; radio;
2. **supplies:** pens; pcn carrier; spare ticket rolls; out of order stickers; Removal notice, immobilisation notice, pocket book, daily diary, Manual pcn's

End your working shift

3. **equipment:** uniform; protective clothing; camera; timekeeping devices; torch; mobile telephones; hand held terminal; hand held printer; radio;
4. **supplies:** pens; pcn carrier; spare ticket rolls; out of order stickers; Removal notice, immobilisation notice, pocket book, daily diary, Manual pcn's

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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 PKC2

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

Suite Parking Control Occupations

Key words Ending, Procedures, Shifts, Starting, Working
