

ASTPKC8

Complete documents for immobilising and de-immobilising vehicles



Overview

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

1. Identify vehicles to be immobilised and fix notices (Element PKC 8.1)
2. Confirm the de-mobilisation of vehicles (Element PKC 8.2)

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 and fix the relevant documents to the vehicles. You would also have to notify the relevant authority of the contravention, for example your control, giving the required details for vehicles to be immobilised.

Before confirming the de-mobilisation of vehicles, you must have the appropriate authorisation and make sure the de-mobilisation process is carried out according to operational procedures and timescales.

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Performance criteria

You must be able to:

Identify vehicles to be immobilised and fix notices

- P1 correctly identify **vehicles** that contravene parking regulations
- P2 confirm that all required on-site parking warning notices can be clearly seen and read
- P3 complete relevant documents in compliance with current legislation and in line with your organisation's policies and procedures
- P4 where appropriate, take photographs of vehicles that contravene regulations, showing evidence of the contravention
- P5 notify the appropriate persons as required following instructions and in line with your organisation's policies and procedures
- P6 securely fix the relevant **documents** to vehicles following instructions and in line with your organisation's policies and procedures

Confirm the de-mobilisation of vehicles

- P7 establish the required authorisation to remove immobilisation devices
- P8 correctly identify **vehicles** that are to be de-immobilised
- P9 complete the relevant **documents** in line with your organisations policies and procedures

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Knowledge and understanding

You need to know and understand:

Identify vehicles to be immobilised and fix notices

- K1 current relevant legislation, regulations, codes of practice and guidelines relating to immobilising and de-immobilising vehicles
- K2 the local geography of the areas in which you work
- K3 the limits of your authority and responsibility relating to immobilising vehicles
- K4 how to confirm vehicle identification
- K5 the situations when not to immobilise, including the categories of vehicle that are exempt from immobilisation
- K6 your operational instructions relating to immobilising vehicles
- K7 methods and procedures for fixing notices to vehicles
- K8 the type, location and wording of parking warning notices

Confirm the de-mobilisation of vehicles

You need to know and understand:

- K9 current relevant legislation, regulations, codes of practice and guidelines relating to immobilising and de-immobilising vehicles
- K10 the local geography of the areas in which you work
- K11 the limits of your authority and responsibility relating to the de-immobilisation of vehicles
- K12 how to confirm vehicle identification
- K13 your operational instructions relating to de-immobilisation of vehicles

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Additional Information

Scope/range related to performance criteria

Identify vehicles to be immobilised and fix notices

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

Confirm the de-mobilisation of vehicles

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

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Suite Parking Control Occupations

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