

Overview

This standard is for those who control the transfer of recyclable materials with others. This includes ensuring all the necessary information is exchanged and that the exchange is understood. This also includes ensuring that any necessary documentation is completed, understood and transferred.

Control the transfer of recyclable materials

Performance criteria

- You must be able to:*
1. ensure that any plant and equipment required for the transfer is fit for the task, reporting any defects
 2. ensure that information required for the transfer is accurate, complete and understood
 3. follow approved procedures to rectify any missing information
 4. follow approved organisational procedures and practices to carry out the handover of recyclable materials
 5. confirm completion of transfer and record information in line with organisational procedures

Knowledge and understanding

- You need to know and understand:*
1. the importance of transferring accurate information
 2. the different types of transfer documentation and procedures
 3. your responsibilities for providing information
 4. the responsibilities of the recipient for understanding and clarifying information
 5. where records are kept and their content
 6. the correct information required for the handover
 7. how to check whether the information is complete and accurate and who to report to if any documentation is missing or incorrect
 8. how to pass on the information clearly and concisely
 9. how to confirm that the recipient understands the information
 10. the implications of relevant legislation

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Scope/range

Approved procedures and practices

Health, safety and environmental related to the individual and others, organisational, regulatory, statutory, relevant company policies, risk assessment

Information

Any special instructions, problems identified and action taken, health safety and environmental information, relevant documentation

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