
Overview

This NOS sets out the skills, knowledge and understanding for you to carry out receipt and despatch activities in a cash processing environment. This includes handling external consignments of notes, coin and valuables, and transferring these consignments to appropriate departments within your organisation. This could include foreign currency.

This NOS is aimed at people involved with cash processing.

Performance criteria

You must be able to:

1. make sure that the transfer of consignments is restricted to vehicles and persons that are authorised and scheduled to be within the loading area
2. confirm the identity of people who have accessed the loading area in line with company procedures
3. take appropriate and approved action with unscheduled or unexpected items in accordance with company procedures
4. verify that consignments correspond with documentation by completing all relevant receipting checks and procedures in accordance with company business standards
5. check that the status and condition of consignments is in accordance with company business standards
6. take appropriate and approved action, in line with company procedures, when a problems or discrepancies with consignments are identified
7. break down consignments received in accordance with company requirements
8. transfer consignments to the appropriate department within your company within required timescales
9. transfer consignments from appropriate persons in the format required by your company
10. comply with relevant legislation, regulations and codes of practice at all times when receiving, despatching or transferring items
11. complete documentation relating to consignments with accurate information and in line with company procedures
12. use tools and equipment appropriate for the task and for which you have been trained in line with approved guidelines and procedures
13. use chemicals and other materials in line with suppliers' instructions or recommendations, and in line with health and safety requirements
14. use safe methods of working, complying with all relevant safety requirements to maintain your own and others' health and safety and welfare
15. maintain the security of consignments at all times

Knowledge and understanding

You need to know and understand: **Legal and company requirements**

1. current relevant legislation, regulations, codes of practice and guidelines relating to receiving, despatching and transferring consignments of notes, coin and valuables
 2. health and safety requirements that relate to the health, safety and welfare of yourself and others including ergonomics and manual handling
 3. company procedures for the completion of documentation relating to the receipt, despatch or transfer of consignments
 4. the impact of your role on other areas within your company
 5. company requirements for personal conduct at work
 6. company procedures for processing and storing consignments
- Handle consignments of notes, coin and valuables**
7. how to verify the identity of vehicles and crew
 8. the action that you should take in the event of actual or attempted unauthorised access by vehicles and/or persons to the loading area
 9. your customer's requirements for the receipt and despatch of consignments
 10. what level of authorisation is required for persons entering the loading bay
 11. the physical characteristics of different types of containers
 12. how to identify whether the status and condition of consignments is in accordance with company requirements
 13. what you should do if the status and condition of consignments is not in accordance with company requirements
 14. the action that you should take in the event of a problem or discrepancy with consignments
 15. how to ensure your own and others' health and safety when receiving, despatching or transferring consignments
 16. the timescales that apply to the transfer of consignments within your company
 17. how to recognise the content of consignments
 18. where within your company consignments should be transferred to

Equipment

19. which items of tools and equipment you are authorised and trained to use
20. which items of tools and equipment are appropriate for the task
21. how to use items of tools and equipment safely and effectively
22. how to use a manual system if electronic systems and hardware are broken

SFSCSH6

Receive, despatch and transfer consignments of notes, coin and valuables



Developed by Skills for Security

Version Number 2

Date Approved November 2015

Indicative Review Date November 2018

Validity Current

Status Original

Originating Organisation Skills for Security

Original URN SFS CSH6

Relevant Occupations Elementary Occupations; Elementary Security Occupations

Suite Cash Processing Operations

Keywords despatch; receive; consignments; transfers; notes; cash; coins; valuables
