
Overview

This Standard is about receiving and storing chemicals and other consumables, including fuel, for use in the treatment process.

It includes checking that the facilities for receiving and storing material and reagents are fit for purpose, that the material and reagents being delivered meet the required specifications and are stored in a manner that prevents deterioration, handling materials and reagents safely and monitoring stock levels.

This Standard is suitable for operatives working at water, waste water and sludge treatment processing plants but is equally applicable for employees involved in manufacturing or treatment processes in other industries.

Performance criteria

You must be able to:

1. check sufficient storage capacity to receive the chemical, reagent or other consumable is available
2. check that there are suitable access arrangements and handling requirements in place
3. check that the receiving area is ready to receive the materials
4. check that the storage space and conditions conform to safety requirements
5. check that there are suitable emergency procedures in place
6. assemble the required Personal Protective Equipment (PPE) and check that it is suitable for the work to be carried out
7. confirm all the chemicals, reagents, and other consumables for treatment processing meet the delivery specification
8. confirm all the materials delivered are of the specified quality
9. follow appropriate quality control procedures, including sampling procedures
10. check that deliveries are made to the correct storage facility
11. wear the Personal Protective Equipment (PPE) specified for the job when handling chemicals, reagents or other consumables
12. handle chemicals, reagents or other consumables in accordance with safe working procedures
13. keep material wastage to a minimum by working efficiently
14. ensure any equipment is used in line with safety requirements
15. resolve any problems where the chemicals, reagents or other consumables do not meet delivery or safety requirements
16. store the materials in the designated place
17. check that the materials for storage are protected to avoid deterioration
18. rotate stock in line with procedures
19. monitor and periodically check materials for discrepancies in stock levels
20. dispose of stock safely and in line with organisational procedures
21. resolve situations where the storage facilities do not meet the storage requirements
22. work in line with relevant regulations and procedures
23. record all data relating to chemicals, reagents or other consumables in line with organisational procedures
24. complete and maintain required documentation relating to chemicals, reagents or other consumables in an auditable format
25. provide access to delivery records on request

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26. store delivery records in the designated place
 27. report any defective handling equipment or its unavailability to the designated person

Knowledge and understanding

You need to know and understand:

1. the organisation's procedures for receiving and chemicals, reagents and other consumables
2. when deliveries of chemicals, reagents and other consumables should be rejected and the organisation's delivery rejection procedures
3. the organisation's storage and stock rotation procedures
4. the organisation's process for safe working practices when dealing with equipment, instrumentation and environment, including lone working
5. the organisation's procedures for dealing with spillages and emissions of chemicals, reagents and other consumables
6. when to report defective handling equipment and storage facilities
7. the organisation's reporting lines and procedures
8. the organisation's process on how to manage vehicle movement on site
9. the organisation's quality control procedures in relation to chemicals, reagents and other consumables
10. why it is important to comply with current regulations related to the control of hazardous substances the importance of storing data in accordance with organisational requirements
11. the organisations procedures for assessing risk
12. dangerous substances & explosive atmospheres and their impact
13. the organisation's procedures for recording, documenting and storing information
14. the role and purpose of data audit trails in quality assurance, health and safety and for regulatory requirements
15. why it is important to comply with the organisation's confidentiality policies and cyber security protocols
16. why it is important to maintain site security

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Receive, store and handle processing chemicals, reagents and other consumables



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