
Overview

This NOS sets out the skills, knowledge and understanding for you to receive bulk consignments of notes, coin and valuables and store them in the vault. In the context of receiving and storing bulk consignments of notes, coin and valuables, supporting documentation can be either manual or electronic.

This NOS is aimed at people involved with cash processing.

Performance criteria

You must be able to:

1. take appropriate and approved action, within the limits of your responsibility, to open and close the vault
2. follow the security procedures of the vault area at all times
3. ensure that the vault area is cleaned, tidied and free from obstructions and hazards
4. make sure that any required equipment is in good working order in accordance with manufacturers standards and guidelines
5. use tools and equipment appropriate for receiving and storing bulk consignments and for which you have been trained in line with approved guidelines and procedures
6. check there are sufficient containers for storage within the vault area, in accordance with company policies and procedures
7. inform appropriate people within your company if insufficient storage capacity is available for anticipated deliveries of consignments
8. complete supporting documentation relating to receipt and storage of bulk consignments with information that is accurate and which complies with company audit trail requirements
9. use safe methods of working, complying with all relevant safety requirements to maintain your own and others' health and safety and welfare
10. identify, and act in accordance with approved guidelines and procedures, in the event of **discrepancies** when receiving bulk consignments of notes, coin and valuables
11. maintain the security of the consignment being received in line with approved procedures and guidelines, at all times
12. comply with relevant legislation, regulation and codes of practice at all times
13. make best use of available space and place consignments of notes, coin and valuables in such a way that they can be accessed at the right time, according to regulatory and operational requirements
14. store consignments of notes, coin and valuables within required timescales
15. promptly report any difficulties in storing consignments of notes, coin and valuables in the correct locations to appropriate people
16. take appropriate and approved action, within the limits of your

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responsibility, for the movement of Bond money

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 cash processing
2. company security procedures, and the limit of your responsibility, for opening and closing vault
3. safe working practices with regard to receiving and storing bulk consignments of notes, coin and valuables
4. health and safety requirements that relate to the health, safety and welfare of yourself and others including ergonomics and manual handling
5. operational and regulatory requirements, and how this impacts on the storage locations of consignments
6. the regulations and procedures for the storage and movement of Bond money

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7. which items of tools and equipment you are authorised and trained to use, which items are appropriate for the task, and how to use them safely and effectively
8. how to use a manual system if electronic systems and hardware are broken
9. the importance of accurately completing all supporting documentation and the possible consequences of incorrect completion
10. how to maintain the security of consignments being received at all times
11. what action to take in the event of **discrepancies** with consignments received
12. how to assess the suitability of locations for storing consignments of notes, coin and valuables
13. the different types of containers used in the vault and their purpose

Glossary

In these National Occupational Standards;

discrepancies: a difference in the amount of notes, coin or valuables received against what is expected. For example, excess coin or cash, insufficient coin or cash, counterfeits or mutilated/damaged items

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