

# WAMITAB Level 2 Diploma for Anaerobic Digestion Operatives

*Guided Learning Hours: 80*

*Total Qualification time: 150*

*Total Credits: 45*

*Qualification Code: 600/8140/5*

*WAMITAB Code: ADO2*



*Version 4, October 2017*

## About WAMITAB and this Qualification Handbook

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### About WAMITAB

WAMITAB is an awarding organisation and charity that develops qualifications for those working in resource management and recycling; cleaning; street cleansing; facilities management; and parking from operative through to management level.

Since it was formed in 1989, WAMITAB has evolved in line with the convergence between the sectors with a clear focus on promoting and supporting environmental sustainability. With over 120 qualification pathways and 70 quality assured centres, WAMITAB offers an unrivalled specialist network to support staff development.

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### Equal Opportunities

WAMITAB supports the principles of equal opportunities and we are committed to meeting these principles in the provision of all our qualifications and assessments. We firmly believe that all learners and stakeholders are therefore entitled to receive equal treatment irrespective of age, sex, race, marital status, religion, disability or sexual orientation.

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### The Purpose of this Qualification Handbook

Welcome to your WAMITAB Qualification Handbook. This will help you to complete your Level 2 Diploma for Anaerobic Digestion Operatives.

- The units you need to achieve to complete your qualification.
  - Information about your responsibilities as a candidate.
  - Reference information covering each learning outcome and assessment criteria.
  - Activities you can use to test your understanding.
  - Forms you can use to record and organise your evidence.
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## Candidate Information

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**Name**

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**WAMITAB Candidate Number**

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**Registration Date**

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**Enrolment Date**

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**Centre Name**

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**Centre Address**

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**Centre Contact**

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**Assessor Name**

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## Frequently Asked Questions

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### What is a qualification?

A qualification is nationally recognised, based on National Occupational Standards and gained in the workplace. Achieving your qualification demonstrates that you can work to the standards expected by employers in your industry.

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### What is the objective of this qualification?

This qualification confirms occupational competence for operatives working within anaerobic digestion plants. Tailored to the specific requirements for operatives of Anaerobic Digestion technology, this qualification is focused on the effective, safe and environmentally aware operation of this emerging technology.

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### Who is it for?

- New entrants to the industry
  - Long-term unemployed who wish to retrain
  - Operatives
  - Experienced workers that want evidence of their skills
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### What are the entry requirements of this qualification?

This qualification is open entry. This means that learners interested in undertaking the WAMITAB Level 2 Diploma for Anaerobic Digestion Operatives do not require any other qualifications or levels of attainment in order to take this qualification. However, learners will need to be employed in a suitable position, or have access to the working environment, as the qualification is assessed 'on the job'.

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### What job role could this qualification lead to or support?

This qualification is ideal for people seeking entry to the waste and resource management industry, or those who are already working and require evidence of their competence. It is a specific qualification supporting job roles for Anaerobic Digestion Technologies – these job roles include:

- AD plant operator
- AD plant technician
- AD feedstock manager
- AD plant manager

This qualification will support the industry to overcome significant skills gaps as nearly one in five members of the workforce (18%) has no qualifications (UKCES, 2012). Demand for waste operatives with anaerobic digestion qualifications is set to increase over the next decade as the disposal of food and farm waste becomes a more high profile issue – the UK reached a significant milestone in 2013 with 100 AD plants outside the water industry (Resource, 2013).

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## What do I need to achieve?

To achieve this qualification, you must complete a minimum of 45 credits to achieve the qualification. Learners will achieve 37 credits from mandatory units, and a further 8 credits from four units in the Option Group.

### Mandatory Units

- Comply with health and safety processes and procedures in the workplace – RA2.1
- Promote sustainability and environmental good practice in the recycling industry – RA2.2
- Develop personal performance – RA2.3
- Develop relationships with colleagues and others – RA2.4
- Process received waste – WO19
- Maintain biosecurity and personal hygiene on anaerobic digestion plants in an energy and utilities environment – WM80
- Carry out emergency procedures in an energy and utilities environment – WM81
- Maintain the security of facilities and equipment used for recycling activities – RA2.18

### Option Group

- Control vehicle movements on recycling site – RA2.17
- Control the reception of recyclables and other materials – RA2.9
- Sort and prepare recyclables and other materials – RA2.10
- Use mechanical handling equipment in the recycling industry – RA2.5
- Manual handling, lifting and moving of loads in a waste environment – WO38
- Control the handover of recyclables and other materials – RA2.8
- Carry out routine checks on plant and equipment used in recycling activities – RA2.15
- Prepare plant and equipment for processing recyclables and other materials – RA1.13
- Operate and shut down processing plant – RA1.14
- Operate programmable processes – WM82
- Adjust process equipment to meet operating requirements in an energy and utilities environment – WM83
- Maintain the quality of treatment processes in an energy and utilities environment – WM84
- Exchange responsibility for control of waste processing operations – WO27
- Receive, store and handle waste processing chemicals, reagents and other consumables in an energy and utilities environment – WM85
- Encourage recycling services through promotion – RA2.7
- Work safely in confined spaces – EAL1

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### **What is a unit?**

The units of a qualification describe what you must be able to do and understand to perform work activities competently in your job role.

- Learning outcomes: Describe what tasks you will be able to do as a result of learning.
- Assessment criteria: Describe what activities you will need to do and what you must know to complete each task.

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### **What is an approved WAMITAB Centre?**

You will gain your qualification through an approved WAMITAB Centre. It may be your place of work, a local college or training provider. Assessment of your qualification will be carried out at your place of work and the centre is responsible for the administration. Centre staff will therefore:

- Register you with WAMITAB.
- Provide a candidate registration number.
- Apply for your certificate when you have completed your qualification or units.

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### **How long will it take?**

There is no time limit set by WAMITAB for you to complete your qualification. However, your centre may also have some requirements that they will explain to you.

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### **Who will help me achieve my qualification?**

The following people at the approved WAMITAB centre will help you to achieve your qualification.

#### **Your Assessor**

The assessor is the person you will have the most contact with as you work towards your qualification. They will:

- Help you identify any training you need.
- Help you plan your workload and organise your evidence.
- Observe you carrying out your job in the workplace over a period of time.
- Ask questions about the work you do.
- Make decisions about your evidence.
- Judge when you are competent.
- Provide feedback.

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### Internal Quality Assurer

The internal quality assurer maintains the quality of assessment within the centre.

### External Quality Assurer

An external quality assurer is employed by WAMITAB to ensure that your centre meets the required national standards for quality and assessment.

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### What are my responsibilities as a candidate?

As a candidate you will need to:

- Provide your centre with your personal details so they can register you with WAMITAB.
- Comply with health and safety law and regulations.

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### What steps will I need to take to complete my qualification?

1. **Planning:** Your assessor will tell you about the mandatory units of the qualification and will help you to select relevant optional units.
2. **Evidence:** You will gather evidence for your portfolio (see next question for types of evidence).
3. **Feedback:** Your assessor will provide regular feedback on your progress and will arrange for additional training if needed. When your assessor confirms you are competent after an assessment, it will be recorded in your handbook.
4. **Achievement:** Once you have completed all the units and gathered all the evidence you need, your centre will apply for your WAMITAB certificate.

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### What are the evidence requirements for this qualification?

The primary sources of evidence for this qualification are:

- **Observation (O):** Direct observation or witness testimony where direct observation is not possible. Where this evidence type has been suggested against Assessment Criteria which require the candidate to explain or describe, the assessor must hear or observe the explanation/description (directly or being delivered to others) or see it in writing. The assessor must not infer that the candidate can explain/describe based purely on observation.
- **Question and Answer (Q/A):** candidate statements, verbal questioning, professional discussion, written questions, product evidence supported by questioning
- **Simulation / Realistic working environment (S/R):** Should be used as a last resort where allowed. Please see the Assessment Strategy for further information.

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### Where do I go if I need more information about my qualification and assessments?

- your assessor
- your qualification handbook
- WAMITAB (01604 231950/ [www.wamitab.org.uk/info.admin@wamitab.org.uk](http://www.wamitab.org.uk/info.admin@wamitab.org.uk))

## Useful Words

### Approved Centre

WAMITAB Centres are training organisations that have met our strict quality standards and have been approved to deliver our qualifications to learners. They include private providers, colleges of further education, employers and prisons.

### Assessment Criteria

These specify the standard that you are expected to meet to demonstrate that you have achieved the Learning Outcome. Assessment criteria are detailed enough to allow judgments to be made about your competence.

### Assessor

A person who works with the Approved Centre to assess your competence against the standards set within the qualification. Assessors are qualified and experienced in the subject of the qualification you are registered for, and have the skills to plan and carry out your assessments. They will make judgments of your competence, based on the evidence you provide, and give feedback.

### Competence

Competence, in relation to the qualification, describes your ability to consistently be able to undertake work activities, know and understand work-related tasks as per the requirements set out in the standards.

### Evidence

You need to collect evidence to prove that you are competent as required by the standards set in the units of the qualification. There are different types of evidence, ranging from an assessor observing your work, question and answers, assignments and tests. Evidence can also be presented using photographs, audio and video files. Each unit gives guidance as to what is expected and acceptable evidence. Evidence must be authentic and your own work.

### External Quality Assurer

This is an expert employed by WAMITAB to monitor, review and advise Approved Centres. The External Quality Assurer regularly visits the Approved Centre to check that all assessments are carried out correctly, to the same standard, and that all paperwork is maintained accurately and consistently. External Quality Assurers are qualified and experienced in the subject of the qualification that you are registered for. They therefore have the skills to check that the Approved Centre is operating properly and has all of the systems in place to deliver the qualification.

### **Internal Quality Assurer**

A person who works with the Approved Centre to make sure that the assessment is carried out correctly, and that all administration of the assessment is properly managed. Internal Quality Assurers are qualified and experienced in the subject of the qualification that you are registered for, and have the skills to verify the work of the assessor for accuracy, quality and consistency.

### **Learner**

A person who is registered to work towards achievement of a qualification – i.e. you!

### **Learning Outcome**

These set out what you will be expected to know, understand or be able to do. Each learning outcome relates to one or more assessment criteria, and together they set a clear assessment standard for each unit.

### **Portfolio**

This is a place where you will collect evidence to demonstrate your competence. A portfolio could be either hard-copy or electronic, but this will need to be agreed with the Approved Centre in advance. The evidence held in your portfolio must be your own work, and be clearly referenced to the units of the qualification.

### **Unit – Mandatory and Optional**

Units form the building blocks of all qualifications that are nationally regulated. Units are small chunks of learning that focus on specific aspects of knowledge, skills and understanding. Mandatory units are those that you must achieve, and Optional units offer a range of subjects that you may choose between.

### **Vocational**

A qualification is vocational when it relates directly to the skills, knowledge and understanding required to undertake a specific or broad job role.

### **WAMITAB**

An Awarding Organisation for a wide range of qualifications in waste management and recycling, cleaning and street cleansing, facilities management and parking. WAMITAB is responsible for ensuring the on going quality of the delivery and assessment of qualifications, and issues certificates to learners upon completion. We have over 25 years of experience developing and quality assuring qualifications, training and course materials

## Unit Terms

### **Analyse**

Look at something (for example a process) and use given classifications or principles to gain a further understanding.

### **Apply**

Put something into action – a “doing” task which requires “real” evidence from a workplace scenario.

### **Compare**

Look at the characteristics of an item or activity and note the similarities and differences. This is more often used at level 1 and 2.

### **Critically Compare**

Look at the characteristics of an item or situation, note the similarities and differences and their respective positive and negative aspects. In some cases, this can include the use of the comparison in context as the basis for decision making. This is generally used at level 3 and above.

### **Demonstrate**

A doing verb which requires you to actually do what the assessment criteria requires. You will have to provide evidence of which clearly shows you applying your knowledge and skills to meet the requirements of the assessment criteria. The evidence for this can involve getting someone to take a picture of you completing the task or discussing the task with an assessor and recording the discussion using documentation, video, etc. Remember that it is not enough to just write about it unless the task requires this type of written evidence.

### **Describe**

Provide a vivid picture of what it is by using imagery, adjectives and adverbs to make the subject easy to understand. It may also convey an idea or fact.

### **Determine**

To find out or decide. This may involve research, following a set of procedures or carrying out a series of calculations to find a solution.

### **Develop**

Build a process or activity or understanding either from scratch or using an existing product to create something workable.

### **Differentiate/ Distinguish**

Look at the characteristics of an item or situation/ activity and explain the differences.

### **Evaluate/Justify**

You must look at whatever the required content/process is and suggest other relevant, significant or possible outcomes. It is the process of exploring, checking and suggesting a likely outcome with reasons.

### **Explain**

Provide a comprehensible answer that shows an understanding of the content/process mentioned. Your answer should include: what it is, how it works, what it looks like, what it does, how it happens, why it happens and any relevant reasons.

### **Identify**

For most assessment criteria this requires the learner to list and describe what is required or relevant to produce an outcome, or requires the learner to make choices to achieve a particular aspect of their job. At levels 4, 5 and 6 this would require the learner to say what is available, make the choice and then to explain or justify why the choice was made.

### **Implement**

Putting something into practice after the development process has taken place. This ensures that the product/process is actually employed and/or used by self and others during work activities.

### **List**

Produce a number of relevant items which apply to the question. Further description is not required.

### **Manage**

After a development process ensure that the product/process works using relevant management techniques.

### **Recognise**

Be aware of, familiar with and able to identify an activity or product.

# Mandatory Units

**RA2.1: Comply with health and safety processes and procedures in the workplace**

<b>Level: 2</b>		<b>Evidence Type</b>	<b>Portfolio Ref Number</b>	<b>Comments</b>
<b>Credit Value: 3</b>				
<b>Learning Outcome</b>	<b>Assessment Criteria</b>			
1. Monitor and maintain health and safety in the workplace during recycling activities	1.1 Implement site-specific risk assessments for your area of work and review in accordance with company procedures.			
	1.2 Wear PPE identified in the risk assessment, and store in appropriate place when not in use.			
	1.3 Carry out specified measures to control risks and hazards.			
	1.4 Identify procedures to deal with unfamiliar risks and hazards arising from non-routine work situations.			
	1.5 Behave in a manner that minimises risks and hazards to yourself and others.			
2. Maintain the safety of plant, equipment and the working environment	2.1 Use equipment and materials in accordance with organisational procedures and practices.			
	2.2 Move any equipment and materials in accordance with organisational procedures and practices and store them correctly at an appropriate location when not in use.			
	2.3 Handle recyclables and other materials in accordance with organisational procedures and practices.			
	2.4 Shut down and immobilise plant in accordance with organisational procedures and practices.			
	2.5 Follow emergency procedures without deviation when an alarm is raised.			
	2.6 Maintain security within the workplace in accordance with organisational procedures and practices and within own area of responsibility.			
	2.7 Locate emergency exits and emergency equipment and know how to use them.			

3. Use and communicate data and information	3.1 Record and report incidents according to organisational procedures and practices.			
	3.2 Report unsafe plant, equipment and hazardous situations outside own area of responsibility.			
	3.3 Provide health and safety information to others in accordance with organisational procedures and practices.			
	3.4 Keep accurate and up to date records on routine and non-routine matters, and ensure they are legible and complete.			
4. Resolve problems that could affect the safe working environment	4.1 Take action where incidents affect the health and safety of self and others.			
	4.2 Act on unsafe behaviour in accordance with own area of responsibilities and workplace procedures.			
	4.3 Resolve routine problems within own area of responsibility.			
	4.4 Refer matters outside own area of responsibility.			
5. Work in a manner which underpins effective performance	5.1 Demonstrate vigilance to potential risks and hazards.			
	5.2 Demonstrate being receptive to new ways of working.			
6. Understand the regulation procedures and requirements for recycling	6.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work Act 1974'.			
	6.2 Explain the safe procedures for handling hazardous materials.			
	6.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored.			
	6.4 Describe the organisational accident and incident recording and reporting procedures.			
7. Understand health and safety in the recycling industry	7.1 State the hazards that are likely to occur in the workplace and the risks those hazards pose.			
	7.2 Describe own role and responsibilities for health and safety in the workplace under organisational policy and legislation.			

	7.3 Explain the reasons for informing others of own whereabouts when working in isolation or remote locations.			
	7.4 Describe how to deal with health and safety emergencies.			
	7.5 Explain why the procedures to take for specific emergencies may be affected by their location.			
	7.6 Describe the basic emergency first aid procedures.			
	7.7 State the correct methods of storage of recyclables and other materials.			
	7.8 Explain how to move and store equipment and materials safely.			
	7.9 Explain how to immobilise machinery and plant.			
	7.10 Describe the methods for minimising environmental impact whilst maintaining health and safety in the workplace.			
	7.11 Explain why accidents and incidents should be reported without delay and recorded.			

**RA2.2: Promote sustainability and environmental good practice in the recycling industry**

<b>Level: 3</b>		<b>Evidence Type</b>	<b>Portfolio Ref Number</b>	<b>Comments</b>
<b>Credit Value: 10</b>				
<b>Learning Outcome</b>	<b>Assessment Criteria</b>			
1. Work in line with environmental practices	1.1 Select and use equipment and materials that will minimise environmental impact.			
	1.2 Make sure work is carried out in accordance with organisational procedures and practices.			
	1.3 Recognise any environmental impact and take action.			
	1.4 Identify improvements to procedures and practices in terms of environmental good practice and take action within own area of responsibility.			
	1.5 Work with recyclables and other materials safely and according to organisational procedures and practices.			
	1.6 Report environmental incidents promptly and accurately and in accordance with organisational procedures and practices.			
2. Use and communicate data and information	2.1 Report pollution incidents to the correct people.			
	2.2 Refer matters outside responsibility to the correct person.			
	2.3 Keep accurate, legible, complete and up to date records on routine and non-routine matters.			
3. Resolve environmental problems that occur	3.1 Handle pollution incidents in accordance with organisational procedures and practices.			
	3.2 Resolve unsound environmental behaviour in accordance with your responsibilities and workplace procedures.			
	3.3 Resolve day-to-day problems within your area of responsibility.			
4. Work in a manner which underpins effective performance	4.1 Demonstrate vigilance to potential risks and hazards.			
	4.2 Demonstrate being open to new ways of working.			

5. Understand the regulation procedures and requirements for recycling	5.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	5.2 Explain the safe procedures for handling hazardous materials.			
	5.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored.			
	5.4 Describe the organisational accident and incident recording and reporting procedures.			
6. Understand environmental good practice	6.1 State the methods for minimising environmental impact during work, including the storage of waste and how to recognise and resolve pollution incidents			
	6.2 Describe the suitable choice of materials and equipment given the nature of the work activity, and its potential impact on the environment			
	6.3 Explain the ways in which tools and materials should be used in order to minimise environmental impact			
	6.4 Describe the organisational and legislative requirements in terms of minimising environmental impact			
	6.5 State the types of damage that may occur, the impact this can have on the environment, and the corrective actions to be taken			
	6.6 Explain how to recognise major incidents and the importance of prompt, accurate reporting			
	6.7 Describe the limits of your own capabilities with regard to pollution incidents.			

### RA2.3: Develop personal performance

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Credit Value: 3				
Learning Outcome	Assessment Criteria			
1. Develop, implement and review personal performance plan	1.1 Agree personal performance plan.			
	1.2 Seek advice if clarification is required concerning specific tasks.			
	1.3 Agree development needs and methods of meeting these needs.			
	1.4 Develop personal performance according to own needs in accordance with organisational procedures and practices.			
	1.5 Review own personal performance with the correct person.			
2. Resolve problems that could affect personal performance	2.1 Resolve routine matters within own area of responsibility.			
	2.2 Refer matters outside own area of responsibility.			
3. Work in a manner which underpins effective performance	3.1 Demonstrate vigilance to potential risks and hazards.			
	3.2 Demonstrate being receptive to new ways of working.			
4. Understand the regulation procedures and requirements for recycling	4.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	4.2 Explain the safe procedures for handling hazardous materials.			
	4.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored.			
	4.4 Describe the organisational accident and incident recording and reporting procedures.			
5. Know how to improve personal performance	5.1 Describe the tasks and activities in own area of responsibility.			
	5.2 State the limits of own responsibility in relations to specific tasks and activities.			
	5.3 State from whom to seek advice in relation to specific tasks and activities.			

	5.4 Explain the correct procedures for obtaining advice.			
	5.5 Explain the risks involved in not obtaining advice where there is uncertainty about specific tasks and activities.			
	5.6 Describe how to determine and agree development needs and personal targets.			
	5.7 State the reasons why personal performance should be reviewed.			

### RA2.4: Develop relationships with colleagues and others

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Credit Value: 4				
Learning Outcome	Assessment Criteria			
1. Establish and maintain working relationships with colleagues and others	1.1 Communicate with colleagues, associates, managers, supervisors, customers and members of the general public in a manner that promotes good will.			
	1.2 Respond to reasonable requests positively and in a timely manner.			
	1.3 Offer support and assistance to colleagues and associates who appear to be in work-related difficulties.			
	1.4 Refer all unresolved matters likely to result in a breakdown of working relationships to the correct person.			
	1.5 Co-operate with others to identify solutions to problems.			
2. Use and communicate data and information	2.1 Discuss opportunities to improve working practices with colleagues and others.			
	2.2 Follow organisational procedures for communicating information to other people.			
	2.3 Maintain records in accordance with organisational requirements.			
	2.4 Check with correct personnel any circumstances where information appears to be incorrect.			
	2.5 Use organisational information systems to record and store data and information.			
	2.6 Respond courteously to colleagues and others in a style that meets the circumstances.			
3. Resolve problems which could damage effective relationships	3.1 Act promptly on problems within the limits of own responsibility.			
	3.2 Refer problems and conditions outside own responsibility using organisational procedures.			

4. Work in a manner which underpins effective performance	4.1 Demonstrate vigilance to potential risks and hazards.			
	4.2 Demonstrate being receptive to new ways of working.			
5. Understand the regulation procedures and requirements for recycling	5.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	5.2 State the safe procedures for handling hazardous materials.			
	5.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored.			
	5.4 Describe the organisational accident and incident recording and reporting procedures.			
6. Understand how to develop and maintain working relationships	6.1 Explain why good working relationships and communications are important			
	6.2 Explain the ways in which good working relationships can be maintained			
	6.3 Explain the need to support changes in working practices			
	6.4 Explain the methods of working effectively with others			
	6.5 Explain the methods for dealing with conflicts within the workplace			
	6.6 Explain own level of responsibility in relation to dealing with disagreements.			

**WO19: Process received waste**

<b>Level: 1</b>		<b>Evidence Type</b>	<b>Portfolio Ref Number</b>	<b>Comments</b>
<b>Credit Value: 7</b>				
<b>Learning Outcome</b>	<b>Assessment Criteria</b>			
1. Process received waste in accordance with operational procedures	1.1 Maintain personal standards of hygiene and conduct.			
	1.2 Use the designated methods when handling waste for processing.			
	1.3 Select and use the designated personal protective equipment (PPE).			
	1.4 Confirm the waste to be processed complies with waste acceptance procedures.			
	1.5 Determine the types of waste and the methods of processing them which needs to be used.			
	1.6 Reject unacceptable waste procedures and ensure it is dealt with in the proper way.			
	1.7 Take immediate steps to deal with the spillage of waste and any release of contamination to the environment.			
	1.8 Make sure the cleanliness and hygiene of the facility is maintained at all times.			
	1.9 Comply with all health and safety and organisational procedures and instructions.			
2. Use and communicate data and information to comply with waste processing procedures	2.1 Verify the detail in the documentation received with the waste is correct before the waste is processed.			
	2.2 Check the process control information for treatment meets the required operational standards.			
	2.3 Record and report any defects in equipment, failure to meet processing requirements, and accidents or incidents in accordance with operational procedures.			
	2.4 Check the records which will be used for quality assurance purposes are dealt with correctly and are stored securely.			
3. Resolve problems which arise from	3.1 Alert the designated person promptly to emergencies and accidents which arise on the work site.			

processing waste	3.2 Follow operational procedures promptly when dealing with accidents which result in personal injury or contamination of people.			
	3.3 Take steps to ensure hazards are removed from the site and they are reported to the designated person.			
	3.4 Check that unsafe behaviour is avoided in accordance with the responsibilities of the job role and workplace procedures.			
	3.5 Report problems that arise within the job role responsibility that cannot be resolved safely.			
	3.6 Refer matters - to the designated person - that affect the integrity of the process, or which pose a health and safety risk.			
	3.7 Resolve problems within own area of responsibility.			
4. Understand the regulations, procedures and requirements for processing received waste	4.1 Describe appropriately operational procedures and why it is important to comply with them.			
	4.2 Determine the classifications and types of waste.			
	4.3 Determine the potential hazards associated with different wastes.			
	4.4 Determine how to identify work-related hazards and risks.			
	4.5 Identify and determine the different types of waste received in a waste facility.			
	4.6 Describe appropriately the waste processing procedures for the site.			
	4.7 Describe appropriately the different methods of processing waste.			
	4.8 Describe appropriately the procedures for reporting hazards and removing them from site.			
	4.9 Describe appropriately documentation and recording procedures to comply with organisational requirements and regulations.			
	4.10 Describe appropriately environmental permit requirements relating to the processing of wastes.			
	4.11 Describe appropriately, organisational procedures and requirements related to the processing of wastes.			
	4.12 Determine the waste received matches the description on the documentation.			

	4.13 Determine different types of waste is contained and packaged correctly.			
	4.14 Determine how to identify unacceptable waste in deliveries.			
	4.15 Determine how to handle and process different types of waste and minimise risk.			
	4.16 Determine how to deal with accidents and emergencies resulting from spillages and contamination.			
	4.17 Determine how to deal with personal injury and accidents to other people.			
	4.18 Determine how to prevent processed waste becoming contaminated before it is despatched.			
5. Work in a manner which underpins effective performance	5.1 Recognise and act when others need support.			
	5.2 Be receptive to new ways of working.			

**WM80: Maintain biosecurity and personal hygiene on anaerobic digestion plants in an energy and utilities environment**

<b>Level: 2</b>		<b>Evidence Type</b>	<b>Portfolio Ref Number</b>	<b>Comments</b>
<b>Credit Value: 2</b>				
<b>Learning Outcome</b>	<b>Assessment Criteria</b>			
1. Maintain the correct bio-security measures on an anaerobic digestion plant.	1.1 Work to health and safety requirements whilst on the anaerobic digestion plant.			
	1.2 Ensure drivers of vehicles use the correct hygiene procedures when entering and leaving the anaerobic digestion plant.			
	1.3 Follow the organisational requirements for cleaning and hygiene whilst on site.			
	1.4 Assist in establishing bio-security measures for personnel and vehicles.			
	1.5 Use cleaning equipment correctly and in accordance with manufacturers' and organisational instructions.			
	1.6 Use chemicals according to instructions with regard to dilution, uses and health and safety practices.			
	1.7 Store all chemicals and equipment safely and correctly after use.			
	1.8 maintains suitable warning signs.			
	1.9 Identify and report any cases of contamination, including pest and rodent infestation.			
	1.10 Complete and ensure visitors complete any required hygiene records.			
2. Maintain personal hygiene on anaerobic digestion plants.	2.1 Use agreed methods to avoid unnecessary cross contamination whilst on the anaerobic digestion plant.			
	2.2 Wear approved clothing and footwear whilst on site in accordance with organisational and legal requirements.			
	2.3 Make sure you and visitors to site use the correct hygiene procedures when entering and leaving the anaerobic digestion plant.			
	2.4 Follow agreed personal hygiene methods whilst on site.			
	2.5 Identify and report any concerns regarding hygiene to the responsible person.			

3. Know how to maintain bio-security on anaerobic digestion plants.	3.1 State the reasons for bio-security measures on an anaerobic digestion plant.			
	3.2 State the reasons for applying correct hygiene procedures for vehicles entering and leaving an anaerobic digestion plant.			
	3.3 Explain the correct and safe handling, usage and storage of chemicals used on the anaerobic digestion plant.			
	3.4 Identify and state the use and location of warning signs used on the anaerobic digestion site.			
	3.5 Describe the signs of contamination, including pest and rodent infestation.			
	3.6 State the records required to be kept regarding chemical usage.			
4. Know how to maintain personal hygiene on an anaerobic digestion plant.	4.1 State the personal hygiene requirements on an anaerobic digestion plant.			
	4.2 State the organisational clothing and footwear requirements when working on an anaerobic digestion plant.			
	4.3 Describe how contamination and cross-contamination can occur and the potential consequences for human health.			
	4.4 State the hygiene methods that should be followed and the consequences of not following them.			
	4.5 State the health and safety requirements regarding hygiene for an anaerobic digestion plant.			
	4.6 State the records required to be kept regarding hygiene.			

**WM81: Carry out emergency procedures in an energy and utilities environment**

<b>Level: 3</b>		<b>Evidence Type</b>	<b>Portfolio Ref Number</b>	<b>Comments</b>
<b>Credit Value: 5</b>				
<b>Learning Outcome</b>	<b>Assessment Criteria</b>			
1. Know how to respond to an emergency.	1.1 Describe the importance of taking immediate action which is appropriate to the emergency.			
	1.2 Describe the consequences of not taking immediate action.			
	1.3 State the importance of checking the location of an emergency.			
	1.4 Describe the method of raising the alarm.			
2. Know how to communicate and inform others of the emergency.	2.1 Describe how to provide details on the nature and location of the emergency.			
	2.2 Describe when and how to alert other personnel to the emergency.			
	2.3 Explain the importance of communication with relevant others.			
	2.4 Describe the methods of communication to use in the case of an emergency.			
	2.5 Describe the importance of providing an accurate report of an incident.			
3. Know how to minimise the effect of an emergency.	3.1 Describe the importance of containing emergencies and the methods used to contain them.			
	3.2 Describe how to minimise environmental damage and why this is important.			
4. Know how to maintain the safety of self and others when dealing with an emergency.	4.1 Explain the importance of following safe working practices.			
	4.2 Describe own responsibilities with regard to health, safety and environment.			
5. Be able to respond to an emergency.	5.1 Take action in the event of an emergency.			
	5.2 Check the location and type of emergency.			
	5.3 Raise alarm on discovering the emergency.			
6. Be able to communicate information in the event of an emergency.	6.1 Provide details of the emergency to emergency service.			
	6.2 Alert others to the emergency.			
	6.3 Follow emergency reporting procedures.			

7. Be able to minimise the effect of an emergency.	7.1 Try to ensure that people do not panic.			
	7.2 minimise the effect of the emergency on people and the environment.			
8. Be able to maintain the safety of self and others when responding to an emergency.	8.1 Assess the risk to self and others of trying to contain the emergency.			
	8.2 Follow procedures to take action.			
	8.3 Follow safe working procedures at all times.			

**RA2.18: Maintain the security of facilities and equipment used for recycling activities**

<b>Level: 2</b>		<b>Evidence Type</b>	<b>Portfolio Ref Number</b>	<b>Comments</b>
<b>Credit Value: 3</b>				
<b>Learning Outcome</b>	<b>Assessment Criteria</b>			
1. Identify health and safety risks and hazards in relation to the workplace	1.1 Implement site-specific risk assessments in own area of work and review in accordance with organisational procedures.			
	1.2 Wear personal protective equipment (PPE) identified in the risk assessment.			
	1.3 Carry out specified measures to control risks and hazards.			
	1.4 Identify procedures to deal with unfamiliar risks and hazards arising from non-routine work situations.			
2. Be able to maintain the security of facilities and equipment	2.1 Maintain the security of the workplace in accordance with organisational procedures and practices.			
	2.2 Make sure that correct entering and leaving procedures are followed in accordance with organisational procedures and practices.			
	2.3 Make sure that suspicious occurrences are reported immediately.			
	2.4 Identify actual and potential breaches of security and report them immediately to an appropriate person.			
	2.5 Make sure that equipment and materials used for work are safely and securely stored in accordance with organisational procedure and practice.			
	2.6 Make sure that equipment not stored in a secure place is sufficiently immobilised to prevent interference or theft.			
	2.7 Make sure records of consumable resource use are up to date and report excesses or shortages promptly.			
	2.8 Use equipment and materials in accordance with organisational procedures and practices.			
	2.9 Move any equipment and materials in accordance with organisational procedures and practices and store them correctly.			

	2.10 Manage recyclable and other materials in accordance with organisational procedures and practices.			
3. Use and communicate data and information	3.1 Report unsafe plant, equipment and hazardous situations.			
	3.2 Make sure that confidentiality of information is maintained.			
	3.3 Provide health and safety information to others in accordance with organisational procedures and practices.			
	3.4 Keep accurate and up to date records on routine and non-routine matters, and ensure they are legible and complete.			
4. Resolve problems which could affect the security of the facilities	4.1 Report unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	4.2 Resolve routine problems within own area of responsibility.			
	4.3 Refer matters outside own area of responsibility to the designated people.			
5. Work in a manner which underpins effective performance	5.1 Demonstrate vigilance to potential risks and hazards.			
	5.2 Demonstrate pride in achieving high quality work.			
6. Understand the regulation procedures and requirements for recycling	6.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	6.2 Explain the safe procedures for handling hazardous materials.			
	6.3 State the types personal protective equipment and clothing needed and how they must be used, cleaned and stored.			
	6.4 Describe the organisational accident and incident recording and reporting procedures.			
7. Understand health, safety and security	7.1 State the hazards that are likely to occur in the workplace and the risks those hazards pose			
	7.2 Describe the organisational procedures and practices with regard to maintaining the security of the workplace			
	7.3 State own role and responsibilities for health and safety in the workplace under organisational policy and legislation			

	7.4 Explain why inadequate measures to control risks should be reported and what corrective action needs to be taken			
	7.5 Explain how to recognise suspicious occurrences and breaches of security and who to inform			
	7.6 Describe the procedures to be followed by persons entering or leaving the facility.			
	7.7 Explain how to determine which information about the organisation is confidential			
	7.8 Explain how to transport and store equipment and materials safely			
	7.9 Explain how to immobilise vehicles, machinery and equipment			
	7.10 Describe the procedures for obtaining equipment and materials			
	7.11 Describe the importance of the formal recording of use of equipment and materials			
	7.12 State the location and security of keys of vehicles and plant			
	7.13 Describe the procedure for reporting excesses and shortages of consumables			
	7.14 Describe the relationship between security and safety within the workplace			
	7.15 Explain how and why accidents should be reported.			

# Optional Unit Group

### RA2.17: Control vehicle movements on recycling site

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Credit Value: 6				
Learning Outcome	Assessment Criteria			
1. Identify health and safety risks and hazards in relation to the workplace	1.1 Implement site-specific risk assessments for own area of work and review in accordance with organisational procedures.			
	1.2 Wear personal protective equipment (PPE) identified in the risk assessment.			
	1.3 Carry out specified measures to control risks and hazards.			
	1.4 Identify procedures to deal with unfamiliar risks and hazards arising from non-routine work situations.			
2. Be able to control vehicle movements on site	2.1 Check that vehicles are suitable for the loading or unloading conditions.			
	2.2 Direct and assist the vehicle driver to the correct loading or unloading area.			
	2.3 Ensure that drivers and crews comply with organisational procedures, practices and relevant legislation.			
	2.4 Use equipment and materials in accordance with organisational procedures and practices.			
	2.5 Maintain the safety of the workplace in accordance with organisational procedures and practices.			
3. Use and communicate data and information	3.1 Report unsafe vehicles and hazardous situations in accordance with own responsibilities and workplace procedures.			
	3.2 Provide health and safety information to others in accordance with organisational procedures and practices.			
	3.3 Keep accurate, legible, complete and up to date records on routine and non-routine matters.			
4. Resolve problems which could affect the control of vehicles on	4.1 Report unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	4.2 Resolve routine problems within own area of responsibility.			

site	4.3 Refer matters outside own area of responsibility to the designated people.			
5. Work in a manner which underpins effective performance	5.1 Demonstrate vigilance to potential risks and hazards.			
	5.2 Demonstrate being receptive to new ways of working.			
6. Understand the regulation procedures and requirements for recycling	6.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	6.2 Explain the safe procedures for handling hazardous materials.			
	6.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored.			
	6.4 Describe the organisational accident and incident recording and reporting procedures.			
7. Know how to control vehicle movements on site	7.1 Explain the hazards that are likely to occur in the workplace and the risks those hazards pose			
	7.2 Describe the organisational procedures and practices with regard to ensuring the safety of the working environment			
	7.3 State own role and responsibilities for health and safety in the workplace under organisational policy and legislation			
	7.4 Explain how to recognise problems with vehicles and access			
	7.5 Explain how to communicate with drivers, crews and others			
	7.6 Describe the methods that can be used to assist vehicles in reversing and getting into position			
	7.7 State what signals are to be used to assist the driver to position the vehicle correctly			
	7.8 Explain how to recognise and respond to incidents interfering with operations			
	7.9 Explain how to recognise and respond to emergencies			
	7.10 Describe what the law requires during vehicle loading and unloading operations			
	7.11 Describe the organisational procedures for operation of vehicles			
	7.12 State the person to whom non-compliance should be reported			

	7.13 State the relationship between security and safety within the workplace			
	7.14 Explain how and why accidents should be reported.			

**RA2.9: Control the reception of recyclables and other materials**

<b>Level: 2</b>		<b>Evidence Type</b>	<b>Portfolio Ref Number</b>	<b>Comments</b>
<b>Credit Value: 6</b>				
<b>Learning Outcome</b>	<b>Assessment Criteria</b>			
1. Receive recyclables and other materials	1.1 Implement site-specific risk assessments for own area of work and review in accordance with company procedures.			
	1.2 Wear personal protective equipment (PPE) identified in the risk assessment.			
	1.3 Carry out specified measures to control risks and hazards.			
	1.4 Identify procedures to deal with unfamiliar risks and hazards arising from non-routine work situations.			
	1.5 Follow organisational procedures and practices to carry out the reception of recyclables and other materials.			
	1.6 Process unacceptable materials in accordance with organisational procedures and practices.			
2. Use and communicate data and information	2.1 Provide health and safety information to others in accordance with organisational procedures and practices.			
	2.2 Make sure that all information for the handover is received and understanding of information is clarified.			
	2.3 Report and chase up any missing information.			
	2.4 Confirm acceptance of responsibility of recyclables and other materials.			
	2.5 Report unacceptable materials in accordance with organisational procedures.			
	2.6 Process unacceptable documentation in accordance with organisational procedures and practices.			
	2.7 Keep accurate, legible, complete and up to date records on routine and non-routine matters.			
3. Resolve problems which could affect	3.1 Report unsafe plant, equipment and hazardous situations outside own area of responsibility to the correct person.			

health and safety	3.2 Resolve unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	3.3 Resolve routine problems within own area of responsibility.			
	3.4 Refer matters outside own area of responsibility to the correct person.			
4. Work in a manner which underpins effective performance	4.1 Demonstrate vigilance to potential risks and hazards.			
	4.2 Demonstrate being receptive to new ways of working.			
5. Understand the regulation procedures and requirements for recycling	5.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	5.2 Explain the safe procedures for handling hazardous materials.			
	5.3 State the types of use of personal protective equipment and clothing needed and how they must be used, cleaned and stored.			
	5.4 Describe the organisational accident and incident recording and reporting procedures.			
6. Understand how to control the reception of recyclables and other materials	6.1 Describe the hazards that are likely to occur in the workplace and the risks those hazards pose			
	6.2 Describe the organisational procedures and practices with regard to ensuring the safety of the workplace			
	6.3 State own role and responsibilities for health and safety in the workplace in accordance with organisational policy and legislation			
	6.4 Explain the importance of following organisational instructions and the potential consequences and risks of not doing so			
	6.5 Explain the different types of recyclables and other materials reception documentation and procedures			
	6.6 State own responsibilities for receiving, understanding and clarifying information			
	6.7 State who to report to if any documentation is missing			
	6.8 Describe the implications of relevant legislation.			

### RA2.10: Sort and prepare recyclables and other materials

Level: 3		Evidence Type	Portfolio Ref Number	Comments
Credit Value: 6				
Learning Outcome	Assessment Criteria			
1. Identify health and safety risks and hazards in relation to the workplace	1.1 Implement site-specific risk assessments for own area of work and review in accordance with organisational procedures.			
	1.2 Wear personal protective equipment (PPE) identified in the risk assessment.			
	1.3 Carry out specified measures to control risks and hazards.			
	1.4 Identify procedures to deal with unfamiliar risks and hazards arising from non-routine work situations.			
2. Be able to sort recyclables and other materials	2.1 Identify materials that are suitable and confirm that they conform to the required quality standards.			
	2.2 Carry out the required sorting methods in accordance with organisational procedures and practices.			
	2.3 Identify materials suitable for recycling and those that cannot be recycled in accordance with organisational procedures and practices.			
	2.4 Deal with superfluous material.			
	2.5 Prepare, check, maintain and use equipment for sorting materials for recycling.			
	2.6 Use equipment and materials in accordance with organisational procedures and practices.			
	2.7 Move any equipment and materials in accordance with organisational procedures and practices and store them correctly.			
	2.8 Handle recyclables and other materials in accordance with organisational procedures and practices.			
	2.9 Maintain the safety of the workplace in accordance with organisational procedures and practices.			
3. Use and communicate data and	3.1 Report unsafe plant, equipment and hazardous situations to the correct person.			

information	3.2 Provide health and safety information to others in accordance with organisational procedures and practices.			
	3.3 Keep other persons fully informed if such measures are inadequate.			
	3.4 Keep accurate and up to date records on routine and non-routine matters, and ensure they are legible and complete.			
4. Resolve problems which could affect the task at hand	4.1 Resolve unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	4.2 Resolve routine problems within own area of responsibility.			
	4.3 Act on incidents during operations promptly and in accordance with organisational procedures and practices.			
	4.4 Refer matters outside own area of responsibility to the designated people.			
5. Work in a manner which underpins effective performance	5.1 Demonstrate vigilance to potential risks and hazards.			
	5.2 Demonstrate being receptive to new ways of working.			
6. Understand the regulation procedures and requirements for recycling	6.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	6.2 Explain the safe procedures for handling hazardous materials.			
	6.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored.			
	6.4 Describe the organisational accident and incident recording and reporting procedures.			
7. Know how to sort and prepare recyclables and other materials	7.1 Explain the hazards that are likely to occur in the workplace and the risks those hazards pose.			
	7.2 Describe the organisational procedures and practices with regard to maintaining the safety of the workplace.			
	7.3 State own role and responsibilities for health and safety in the workplace under organisational policy and legislation.			
	7.4 Explain the importance of following manufacturers and organisational instructions and the potential consequences and risks of not doing so.			

	7.5 State the different methods of sorting recyclables and other materials.			
	7.6 State own role and responsibilities during sorting work.			
	7.7 Identify the materials that are not suitable to be recycled, explain the reasons why and how to deal with superfluous material.			
	7.8 Explain the importance of asking for assistance if there is a problem.			
	7.9 State the types of personal protective equipment required during sorting work.			
	7.10 State the equipment needed to sort materials for recycling and how to prepare, check, maintain and use it.			

**RA2.5: Use mechanical handling equipment in the recycling industry**

<b>Level: 3</b>		<b>Evidence Type</b>	<b>Portfolio Ref Number</b>	<b>Comments</b>
<b>Credit Value: 7</b>				
<b>Learning Outcome</b>	<b>Assessment Criteria</b>			
1. Work in accordance with health and safety procedures and risk assessments	1.1 Implement site-specific risk assessments in own area of work and review in accordance with company procedures.			
	1.2 Wear personal protective equipment (PPE) identified in the risk assessment.			
	1.3 Carry out specified measures to control risks and hazards.			
	1.4 Identify procedures to handle unfamiliar risks and hazards arising from non-routine work situations.			
2. Mechanically handle recyclables and other materials	2.1 Identify recyclable and other materials to be transferred as instructed.			
	2.2 Make sure that the mechanical handling equipment and its attachments or accessories are right for the task.			
	2.3 Use equipment in accordance with organisational procedures and practices.			
	2.4 Make sure the load is stable and within the capacity of the equipment.			
	2.5 Monitor the stability and containment of the load and working surface in the loading area.			
	2.6 Make sure no new risks or hazards arise due to the movement of the load.			
	2.7 Maintain the safety of the workplace in accordance with organisational procedures and practices.			
3. Use and communicate data and information	3.1 Report unsafe plant, equipment and hazardous situations.			
	3.2 Give health and safety information to others in accordance with approved procedures and practices.			
	3.3 Keep other persons fully informed if such measures are inadequate.			
	3.4 Keep accurate and up to date records on routine and non-routine matters, and make sure they are legible and complete.			

4. Resolve problems that could affect health and safety	4.1 Act on unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	4.2 Resolve routine problems within own area of responsibility.			
	4.3 Refer matters outside own area of responsibility.			
	4.4 Leave the working area clean, tidy and safe at the end of activities.			
5. Work in a manner which underpins effective performance	5.1 Demonstrate vigilance to potential risks and hazards.			
	5.2 Demonstrate being receptive to new ways of working.			
6. Understand the regulation procedures and requirements for recycling	6.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	6.2 Explain the safe procedures for handling hazardous materials.			
	6.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored.			
	6.4 Describe the organisational accident and incident recording and reporting procedures.			
7. Understand mechanical handling procedures	7.1 State the physical and handling characteristics of recyclables and other materials			
	7.2 Explain the importance of monitoring the stability of the load			
	7.3 Describe the techniques of handling loads appropriate to the nature of the recyclable and other material			
	7.4 Explain why it is important to assess ground conditions in the loading area			
	7.5 State the possibility of vehicle or pedestrian traffic in the loading area and necessary precautions to take			
	7.6 Explain the potential for damage to buildings or other structures during handling loads			
	7.7 Explain the potential for distortion or movement of the load whilst handling			
	7.8 Describe the hazards of the materials to be handled			

	7.9 Explain the different techniques of moving safely both loaded and unloaded			
	7.10 Explain the importance of any documentation associated with the handling of a load.			

**WO38: Manual handling, lifting and moving of loads in a waste environment**

<b>Level: 1</b>		<b>Evidence Type</b>	<b>Portfolio Ref Number</b>	<b>Comments</b>
<b>Credit Value: 2</b>				
<b>Learning Outcome</b>	<b>Assessment Criteria</b>			
1. Understand how to prepare for handling and lifting loads	1.1 Describe the process for identifying if loads are safe to move			
	1.2 Explain the reasons for planning a route when moving loads			
	1.3 Give examples of safe handling techniques.			
2. Understand procedures and instructions for handling and lifting loads	2.1 Describe company guidelines and procedures for safe handling and moving loads			
	2.2 Describe the relevant health and safety regulations for the safe handling and movement of loads			
	2.3 Give examples of the consequences of using unsafe techniques to self and others			
3. Be able to handle and lift loads	3.1 Select safe and efficient routes for moving items			
	3.2 Wears assigned personal protection equipment when moving loads			
	3.3 Use safe and approved handling techniques when moving loads			
	3.4 Resolves problems within own area of personal responsibility			
	3.5 Report problems outside own personal responsibility to resolve to designated personnel			

**RA2.8: Control the handover of recyclables and other materials**

<b>Level: 2</b>		<b>Evidence Type</b>	<b>Portfolio Ref Number</b>	<b>Comments</b>
<b>Credit Value: 4</b>				
<b>Learning Outcome</b>	<b>Assessment Criteria</b>			
1. Be able to adjust equipment used in recycling	1.1 Implement site-specific risk assessments for own area of work and review in accordance with company procedures.			
	1.2 Wear personal protective equipment (PPE) identified in the risk assessment.			
	1.3 Carry out specified measures to control risks and hazards.			
	1.4 Adjust equipment according to operating requirements and organisational procedures and practices, where permitted.			
2. Use and communicate data and information	2.1 Provide health and safety information to others in accordance with organisational procedures and practices.			
	2.2 Make sure that information needed by the recipient of the recyclables and other materials is accurate and complete.			
	2.3 Confirm completion of handover and that the recipient accepts responsibility for the recyclables and other materials.			
	2.4 Keep accurate and up to date records on routine and non-routine matters, and ensure they are legible and complete.			
3. Resolve problems which could affect the handover of recyclable materials	3.1 Report unsafe plant, equipment and hazardous situations to the correct person.			
	3.2 Deal with unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	3.3 Resolve routine problems within own area of responsibility.			
	3.4 Refer matters outside of responsibility to an appropriate person.			
4. Work in a manner which underpins effective performance	4.1 Demonstrate vigilance to potential risks and hazards.			
	4.2 Demonstrate being receptive to new ways of working.			

5. Understand the regulation procedures and requirements for recycling	5.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	5.2 Explain the safe procedures for handling hazardous materials.			
	5.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored.			
	5.4 Describe the organisational accident and incident recording and reporting procedures.			
6. Understand how to safely handover recyclables and other materials	6.1 Describe the hazards that are likely to occur in the workplace and the risks those hazards pose.			
	6.2 Describe the organisational procedures and practices with regard to ensuring the safety of the workplace.			
	6.3 State own role and responsibilities for health and safety in the workplace under organisational policy and legislation.			
	6.4 Explain the importance of following manufacturers' and organisational instructions and the potential consequences and risks of not doing so.			
	6.5 Explain the importance of passing on information and the different types of information.			
	6.6 State the different types of handover documentation and procedures.			
	6.7 State own responsibilities for providing information.			
	6.8 Explain the responsibilities of the recipient for understanding and clarifying information.			
	6.9 State where records are kept and their content and identify who to report to if any documentation is missing.			
	6.10 Explain how to pass on information clearly and concisely and how to confirm that the recipient understands the information.			
	6.11 Describe the implications of relevant legislation.			

**RA2.15: Carry out routine checks on plant and equipment used in recycling activities**

<b>Level: 2</b>		<b>Evidence Type</b>	<b>Portfolio Ref Number</b>	<b>Comments</b>
<b>Credit Value: 3</b>				
<b>Learning Outcome</b>	<b>Assessment Criteria</b>			
1. Identify health and safety risks and hazards in relation to the workplace	1.1 Implement site-specific risk assessments for own area of work and review in accordance with organisational procedures.			
	1.2 Wear personal protective equipment (PPE) identified in the risk assessment.			
	1.3 Carry out specified measures to control risks and hazards.			
	1.4 Identify procedures to deal with unfamiliar risks and hazards arising from non-routine work situations.			
2. Inspect recycling plant and equipment for defects or damage	2.1 Carry out physical inspection of recycling plant and equipment in accordance with organisational procedures and practices.			
	2.2 Check and top up consumables using the specified materials and equipment, making sure consumables and equipment are free from contamination			
	2.3 Check the suitability and safety of equipment and tools, identify any damage and take correct action in accordance with organisational procedures and practices.			
	2.4 Make sure damaged equipment and tools are moved to a secure location.			
	2.5 Use, move and store equipment and materials in accordance with organisational procedures and practices.			
	2.6 Maintain the safety of the workplace in accordance with organisational procedures and practices.			
3. Use and communicate data and information	3.1 Report unsafe plant, equipment and hazardous situations to the correct person.			
	3.2 Provide health and safety information to others in accordance with organisational procedures and practices.			
	3.3 Keep other persons fully informed if such measures are inadequate.			

	3.4 Keep accurate, legible and complete and up to date records on routine and non-routine matters, and ensure they are.			
4. Resolve problems that could affect the task at hand	4.1 Act on unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	4.2 Resolve routine problems within own area of responsibility.			
	4.3 Refer matters outside own area of responsibility.			
5. Work in a manner which underpins effective performance	5.1 Demonstrate vigilance to potential risks and hazards.			
	5.2 Demonstrate being receptive to new ways of working.			
6. Understand the regulation procedures and requirements for recycling	6.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	6.2 Explain the safe procedures for handling hazardous materials.			
	6.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored.			
	6.4 Describe the organisational accident and incident recording and reporting procedures.			
7. Inspect recycling plant and equipment for defects or damage	7.1 Explain the hazards that are likely to occur in the workplace and the risks those hazards pose			
	7.2 Describe the organisational procedures and practices with regard to maintaining the safety of the workplace			
	7.3 State own role and responsibilities for health and safety in the workplace under organisational policy and legislation			
	7.4 Explain the importance of following manufacturers and organisational instructions and the potential consequences and risks of not doing so			
	7.5 Explain the importance of preventative maintenance			
	7.6 List the items that need to be checked for a specific item of plant or equipment			
	7.7 Describe the items essential for safety			

	7.8 Explain how to identify any missing items, damage that would interfere with the effective operation of the plant or equipment or affect safety			
	7.9 State the remedial action permitted to be carried out within own area of responsibility			
	7.10 Explain the procedures to be followed for plant or equipment not operating effectively			
	7.11 Explain the procedures for reporting damage			
	7.12 State own responsibility with regard to statutory requirements			
	7.13 Explain own area of responsibility with regard to correcting damage or missing items			
	7.14 Explain how and why accidents should be reported.			

**RA1.13: Prepare plant and equipment for processing recyclables and other materials**

<b>Level: 1</b>		<b>Evidence Type</b>	<b>Portfolio Ref Number</b>	<b>Comments</b>
<b>Credit Value: 3</b>				
<b>Learning Outcome</b>	<b>Assessment Criteria</b>			
1. Check plant and equipment prior to use	1.1 Make sure that the work to be done has been described clearly and is understood before the work starts.			
	1.2 Wear and use appropriate personal protective equipment in accordance with approved procedures and practices.			
	1.3 Carry out pre-operational checks in accordance with approved procedures and practices.			
	1.4 Confirm that the work area and equipment and materials are clean and prepared for processing to commence.			
2. Carry out maintenance on plant and equipment	2.1 Wear and use personal protective equipment in accordance with approved procedures and practices.			
	2.2 Make sure that the work to be done has been described clearly and is understood before the work starts.			
	2.3 Report damaged or faulty equipment, and replace worn or defective parts within the limits of your authority.			
	2.4 Ensure the work area and equipment are cleaned as required.			
	2.5 Report risks and hazards.			
	2.6 Use cleaning materials in accordance with instructions and approved procedures and practices.			
	2.7 Handle waste in accordance with approved procedures and practices.			
3. Report and act upon problems that could affect the safe working environment	3.1 Describe how to identify problems with machinery, equipment, and materials.			
	3.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	3.3 Provide accurate health and safety information to others in accordance with approved procedures and practices.			

	3.4 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	3.5 Resolve routine problems within own area of responsibility.			
	3.6 Refer matters outside own responsibility to the correct person.			
4. Work in a manner which underpins effective performance	4.1 Demonstrate vigilance for potential risks and hazard.			
	4.2 Demonstrate awareness of the effects of own actions.			
5. Understand the regulations, procedures and requirements for recycling	5.1 Describe the main responsibilities of both the employer and employee under the 'Health and Safety at Work etc Act 1974'			
	5.2 Explain the procedures for handling hazardous materials.			
	5.3 State the organisational accident and incident recording and reporting procedures.			
6. Know how to maintain a safe working environment	6.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			
	6.2 Describe the organisational and regulatory requirements of reporting accidents and incidents.			
7. Know how to prepare plant and equipment for processing recyclables and other materials	7.1 Describe the procedures and precautions to be used in handling recyclable and other materials.			
	7.2 Explain the procedures for checking and preparing process equipment.			
	7.3 Describe the details of the process and function of the equipment used.			
	7.4 Describe the nature and identification of situations which might delay processing.			
	7.5 Describe the start up procedures for the plant and equipment.			

### RA1.14: Operate and shut down processing plant

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Credit Value: 7				
Learning Outcome	Assessment Criteria			
1. Be able to operate plant	1.1 Make sure that the work to be done has been described clearly and is understood before the work starts.			
	1.2 Wear and use personal protective equipment in accordance with approved procedures and practices.			
	1.3 Follow processing procedures in accordance with approved procedures and practices.			
	1.4 Operate and shut down plant in accordance with approved procedures and practices.			
	1.5 Hand over in accordance with organisational procedures if the plant is to continue operating.			
	1.6 Handle recyclables and other materials in accordance with approved procedures and practices.			
	1.7 Act on the outcomes of the process according to instructions.			
2. Check plant and equipment prior to use	2.1 Make sure that the work to be done has been described clearly and is understood before the work starts.			
	2.2 Wear and use personal protective equipment in accordance with approved procedures and practices.			
	2.3 Carry out pre-operational checks in accordance with approved procedures and practices.			
	2.4 Confirm that the work area and equipment and materials are clean and prepared for processing to commence.			
3. Carry out maintenance on plant and equipment	3.1 Wear and use personal protective equipment in accordance with approved procedures and practices.			
	3.2 Make sure that the work to be done has been described clearly and is understood before the work starts.			

	3.3 Report damaged or faulty equipment, and replace worn or defective parts within the limits of your authority.			
	3.4 Make sure the work area and equipment are cleaned as required.			
	3.5 Report risks and hazards.			
	3.6 Use cleaning materials in accordance with instructions and approved procedures and practices.			
	3.7 Handle waste in accordance with approved procedures and practices.			
4. Report and act upon problems that could affect the safe working environment	4.1 Describe how to identify problems with machinery, equipment, and materials.			
	4.2 Report unsafe plant, equipment and hazardous situations to the correct person.			
	4.3 Provide accurate health and safety information to others in accordance with approved procedures and practices.			
	4.4 Take action, within own area of responsibility, where incidents could affect the safe working environment.			
	4.5 Resolve routine problems within own area of responsibility.			
	4.6 Refer matters outside own responsibility to the correct person.			
5. Work in a manner which underpins effective performance	5.1 Demonstrate vigilance for potential risks and hazard.			
	5.2 Demonstrate awareness of the effects of own actions.			
6. Understand the regulations, procedures and requirements for recycling	6.1 Describe the main responsibilities of both the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	6.2 Explain the procedures for handling hazardous materials.			
	6.3 State the organisational accident and incident recording and reporting procedures.			
7. Know how to maintain a safe working	7.1 State the types of personal protective equipment and clothing needed, when and how they must be used and cleaned and stored after use.			

environment	7.2 Describe the organisational and regulatory requirements for reporting accidents and incidents.			
8. Know how to operate and shut down processing plant	8.1 Explain how to use the equipment's operating instructions.			
	8.2 Describe the methods to be used to monitor the process in accordance with approved procedures and practices.			
	8.3 Describe the procedures and precautions to be used in handling recyclable and other materials.			
	8.4 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored.			
	8.5 Describe the procedures to be used for a normal shut down in accordance with approved procedures and practices.			
	8.6 Explain the procedures to follow in the event of an emergency, including emergency shutdown procedures.			
	8.7 State the appropriate people to inform them of circumstances outside own authority to make corrections.			

**WM82: Operate programmable processes**

<b>Level: 1</b>		<b>Evidence Type</b>	<b>Portfolio Ref Number</b>	<b>Comments</b>
<b>Credit Value: 2</b>				
<b>Learning Outcome</b>	<b>Assessment Criteria</b>			
1. Know how to work safely at all times, complying with health and safety and other relevant regulations and guidelines.	1.1 State the health and safety legislation, regulations and safe working practices and procedures appropriate to the industry.			
	1.2 State the safety features incorporated into the processes under their control, including the control system, controlled machinery and the building.			
	1.3 State the procedures to follow in the event of emergencies or process deviations which may lead to hazardous occurrences.			
	1.4 State own responsibilities for personal safety and that of colleagues.			
2. Understand how to confirm that the equipment is set up and ready for operation.	2.1 Describe the procedures to use when changes to the process are required before start up.			
	2.2 Explain the relationship between the process and schematic process diagrams displayed on the computer.			
	2.3 Explain the procedure to use when starting and running the programme/process.			
	2.4 Explain the aspects of the process they are required to monitor and record.			
	2.5 Describe how to recognise the active stages of the process on the computer display screen.			
	2.6 Describe the inspection sequence or check list to follow in order to confirm that equipment is safely, correctly and accurately set up and ready for operation.			
3. Know how to follow procedures for starting and running the operating programme.	3.1 Explain the procedures/documentation which set working schedules.			
	3.2 State the reporting lines and procedures.			
	3.3 State how a process programme is retrieved and loaded into the control computer for a specific process.			
	3.4 State how to store process programmes securely.			

4. Understand how to control the computer process.	4.1 Describe how to control the computer to ensure product conformity.			
	4.2 Explain how control parameters affect product quality.			
	4.3 Describe product specifications.			
	4.4 Describe the common error messages and how to respond to them.			
	4.5 Explain the importance of taking action promptly and effectively if errors occur.			
	4.6 Describe to whom error messages and equipment faults that cannot be resolved should be reported.			
5. Know how to shut down the equipment to a safe condition on conclusion of activities.	5.1 Explain how to ensure the safe condition completion of the equipment at the end of the process.			
	5.2 Describe the checks to carry out to ensure that process equipment is safe and ready for set up for the next job.			
	5.3 List the tools, integral with the controlled process, which must be replaced, serviced or calibrated before next use.			
6. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.	6.1 Work under the direction of a supervisor and on own initiative.			
7. Start and run the operating programme.	7.1 Confirm that the equipment is set up and ready for operation.			
	7.2 Follow the defined procedures for starting the operating programme.			
	7.3 Follow the defined procedures for running the operating programme.			
8. Control the computer process.	8.1 Ensure production output is to the required specification.			
	8.2 Take action promptly and effectively if error messages or equipment faults occur.			
	8.3 Report faults outside own control.			
	8.4 Report faults that cannot be solved.			
9. Shut down the equipment.	9.1 Follow the defined procedures for shutting down the equipment.			

**WM83: Adjust process equipment to meet operating requirements in an energy and utilities environment**

<b>Level: 2</b>		<b>Evidence Type</b>	<b>Portfolio Ref Number</b>	<b>Comments</b>
<b>Credit Value: 4</b>				
<b>Learning Outcome</b>	<b>Assessment Criteria</b>			
1. Know how to work safely at all times, complying with health and safety and other relevant regulations and guidelines.	1.1 Describe the health and safety legislation, regulations and safe working practices and procedures to follow.			
	1.2 Describe the procedures to follow in the event of emergencies or hazardous occurrences.			
	1.3 Describe own responsibility for personal safety and that of colleagues.			
	1.4 State the limits of own responsibility and authority.			
2. Know how to make adjustments to process equipment.	2.1 Describe the authorisation procedures for adjusting process equipment.			
	2.2 Describe the methods used to make adjustments.			
	2.3 Describe the adjustment sequence.			
	2.4 List the resources available for different adjustment procedures.			
3. Know how to confirm that adjusted equipment meets the operating specification.	3.1 State the location of equipment schedules and related specifications.			
	3.2 Describe how to interpret the equipment schedules and specifications.			
	3.3 Explain the basic care and operating requirements of process equipment.			
	3.4 Describe the reporting procedures where equipment fails to meet the required performance after adjustments.			
	3.5 Describe the reporting procedures where there are defects outside the required adjustments.			
4. Know how to keep up to date documentation.	4.1 Describe the record keeping requirements.			
	4.2 Explain the importance of maintaining up to date records.			
5. Work safely at all times, complying with health and safety and other relevant regulations and guidelines.	5.1 Comply with health and safety regulations.			
	5.2 Follow the appropriate operating specifications for the equipment being adjusted.			

6. Make adjustments to process equipment.	6.1 Carry out the adjustments to process equipment within the limits of personal authority.			
	6.2 Make the required adjustments in the specified sequence and in an agreed timescale.			
	6.3 Confirm that the adjusted equipment meets the required operating specification.			
	6.4 Report any instances where the equipment fails to meet the required performance after adjustments.			
	6.5 Report any identified defects outside the required adjustments.			
7. Keep up to date documentation.	7.1 Maintain documentation in accordance with organisational requirements.			

**WM84: Maintain the quality of treatment processes in an energy and utilities environment**

<b>Level: 3</b>		<b>Evidence Type</b>	<b>Portfolio Ref Number</b>	<b>Comments</b>
<b>Credit Value: 9</b>				
<b>Learning Outcome</b>	<b>Assessment Criteria</b>			
1. Be able to operate processes to maintain the quality of the waste being treated.	1.1 Maintain process throughout within specified parameters.			
	1.2 Make adjustments where required.			
	1.3 Carry out first line maintenance to make sure the processing operations remain efficient.			
	1.4 Dispose of by-products according to the specification.			
	1.5 Follow safe working procedures.			
2. Be able to use and communicate waste treatment data and information.	2.1 Use plant records to check and compare monitoring data.			
	2.2 Use data readings to confirm all waste leaving the plant conforms to specification.			
	2.3 Use performance monitoring data to make suggestions for optimisation.			
	2.4 Record data and information to maintain plant records and audit trails.			
3. Be able to resolve problems which arise from waste treatment.	3.1 Act upon situations where the quality of materials does not meet the allowable tolerances for complying with the specification.			
	3.2 Act upon situations where by-products do not meet the allowable tolerances for complying with the specification.			
	3.3 Resolve situations which are outside own responsibilities with the designated people.			
4. Understand the waste treatment process.	4.1 Describe the waste treatment process.			
	4.2 Describe the specified operating parameters for normal plant operation and where they can be found.			
	4.3 Describe how return liquors and biogas generated from the process are handled.			
	4.4 Describe how to identify appropriate monitoring points.			
	4.5 Explain how to relate routing monitoring data to specified parameters.			
	4.6 Describe the action to take when the quality and/or quantity of treated waste does not meet specified limits.			

	4.7 Describe the organisation's recording procedure and audit trail requirements for waste treatment.			
	4.8 Explain how the senses are used to identify process anomalies.			
	4.9 Describe the implications of deliberate adjustments.			
	4.10 Describe the potential harmful effects of chemical spillage.			
	4.11 Describe how to identify inaccurate information.			
	4.12 Describe how to resolve technical misunderstandings.			
	4.13 Describe your duty of care to health and safety and the environment as it applies to clarification.			
5. Know personal and regulatory responsibilities for the waste treatment process.	5.1 State the regulatory bodies relevant to waste treatment operations.			
	5.2 State your personal responsibilities for environmental protection.			
	5.3 State who has responsibility for any corrective actions.			
6. Know how to monitor the waste treatment process.	6.1 State the implications of not achieving specified parameters.			
	6.2 State where specified operating parameters can be found.			
	6.3 State monitoring procedures for waste treatment.			
	6.4 State the importance of checking information for accuracy.			

**WO27: Exchange responsibility for control of waste processing operations**

<b>Level: 1</b>		<b>Evidence Type</b>	<b>Portfolio Ref Number</b>	<b>Comments</b>
<b>Credit Value: 5</b>				
<b>Learning Outcome</b>	<b>Assessment Criteria</b>			
1. Hand over responsibility for the control of the waste process to an incoming operator	1.1 Follow operational procedures for handing over responsibility both during and at the end of a work period.			
	1.2 Ensure the incoming operator knows that decisions outside the operator's job role responsibilities must be referred to the designated person.			
	1.3 Inform the incoming operator about ongoing problems before responsibility is handed over and confirm they are entered in the operating log.			
	1.4 Confirm the current operational settings for treatment and associated equipment according to operating requirements.			
	1.5 Confirm completion of handover and that incoming operator accepts responsibility in accordance with operational requirements.			
2. Accept responsibility for the control of waste processing from an outgoing operator	2.1 Confirm information provided by the outgoing operator is understood before accepting responsibility, and that issues of concern are clarified before handover.			
	2.2 Ensure issues of concern are entered in the operating log.			
	2.3 Confirm all the operational settings for treatment and associated equipment are received from the outgoing operator and are recorded accurately.			
	2.4 Accept responsibility when all the information needed for continuing the process operation in accordance with operational procedures is complete.			
3. Use and communicate data and information required for the handover process	3.1 Confirm the incoming operator understands the information provided and questions are answered before handing over responsibility.			
	3.2 Provide the incoming operator with accurate and up-to-date information about the current process conditions and settings, and confirm the process records are complete.			
	3.3 Relay special instructions applying to the process or materials and ensure the incoming operator understands the instructions.			

	3.4 Check the incoming operator is informed fully about problems and steps taken to resolve them, and other safety, health and environment matters which relate to the process.			
	3.5 Maintain operational logs for information passed onto incoming operators.			
	3.6 Record and report discrepancies in data or information required by operational procedures to the designated person.			
	3.7 Check documentation is legible and clear, and seek confirmation from the designated person if there are doubts or discrepancies.			
4. Resolve problems for the control of waste processing which arise during the exchange of responsibility	4.1 Resolve instances where information is missing or unclear, as an incoming operator and as an outgoing operator.			
	4.2 Agree, with the designated person, responsibility for passing information about operational or staffing situations that have arisen.			
	4.3 Report situations which are outside the responsibility of the job role to the designated person.			
	4.4 Resolve problems within own area of responsibility.			
5. Understand the regulations, procedures and requirements for exchanging responsibility for control of waste processing operations	5.1 Describe appropriately operational procedures and why it is important to comply with them.			
	5.2 Determine How to identify work-related hazards and risks.			
	5.3 Describe appropriately the operational procedures for maintenance of health and safety and environmental permit compliance.			
	5.4 Determine the responsibilities of both the incoming and outgoing operators for providing, understanding and clarifying information.			
	5.5 Determine how to provide data and other information effectively and efficiently.			
	5.6 Determine how, where, and when to record and store data and information.			
	5.7 Determine how, and when, to use verbal and written communications effectively.			
	5.8 Determine the importance of passing on information about problems encountered during the previous period, causes, and steps taken to resolve them.			

	5.9 Determine problems that might arise, symptoms, and steps to take to deal with them.			
	5.10 Determine the expected operational performance of the treatment process.			
	5.11 Determine where, and how, to access accurate and up-to-date records of the treatment operation and the need to keep it maintained and current.			
	5.12 Determine the timing of significant stages in the process.			
	5.13 Determine the status of stocks of raw waste, treatment materials, and other necessities.			
	5.14 Determine the present health and safety status of the treatment operation.			
6. Work in a manner which underpins effective performance	6.1 Recognise and act when others need support.			
	6.2 Be receptive to new ways of working.			

**WM85: Receive, store and handle waste processing chemicals, reagents and other consumables in an energy and utilities environment**

<b>Level: 2</b>		<b>Evidence Type</b>	<b>Portfolio Ref Number</b>	<b>Comments</b>
<b>Credit Value: 6</b>				
<b>Learning Outcome</b>	<b>Assessment Criteria</b>			
1. Prepare for chemical and reagent deliveries.	1.1 Confirm date and time of deliveries and make sure the receiving area is ready to receive the materials.			
	1.2 Make sure the access arrangements and handling requirements are in place.			
	1.3 Make sure sufficient storage capacity is available.			
	1.4 Confirm the storage methods minimise and avoid damage and contamination of the materials.			
	1.5 Make sure the storage space and conditions are safe and hygienic.			
	1.6 Arrange for suitable PPE to be available.			
	1.7 Confirm all requirements are in place before the deliveries arrive.			
2. Receive deliveries.	2.1 Receive, check and confirm all the chemicals, reagents and other consumables for treatment processing meet the delivery documentation.			
	2.2 Use visual and physical checks to confirm all the materials delivered are of the specified quality.			
	2.3 Keep a sample of the materials received, label and arrange to store it until the next batch delivered replaces it.			
	2.4 Refuse deliveries where there are discrepancies with the documented requirements.			
	2.5 Prepare the materials for storage.			
	2.6 Make sure deliveries are made to the correct tank and there is sufficient room in it to receive the chemicals and other reagents.			
	2.7 Wear the PPE specified for the job.			
	2.8 Contain any spillages local to the delivery vehicle and deal with them safely.			
	2.9 Follow safe working procedures throughout the whole time when handling the chemicals and other consumables which are delivered.			
3. Handle chemicals, reagents, other	3.1 Handle chemicals, reagents and other consumables safely and in ways which do not expose risks to health.			

consumables and equipment safely.	3.2 Handle chemicals, reagents and other consumables in ways which will keep damage to a minimum and prevent contamination.			
	3.3 Work in ways which will keep material wastage to a minimum.			
	3.4 Check completed preparations agree with the specification before passing them to the next stage of the process.			
	3.5 Return materials which can be reused to store.			
4. Store chemical, reagent and other consumable materials.	4.1 Store the materials in the designated place within the specified timelines.			
	4.2 Check the materials for storage are protected to avoid deterioration.			
	4.3 Rotate stock in line with procedures.			
	4.4 Monitor and periodically check materials for discrepancies in stock levels.			
	4.5 Dispose of stock which has reached its end of shelf life safely and in line with procedures.			
	4.6 Return empty containers when new deliveries are received.			
5. Use and communicate data and information on process operations.	5.1 Follow all procedures where they are a lone worker.			
	5.2 Comply with regulations and guidelines for preparing, receiving and storing materials.			
	5.3 Follow all procedures and instructions.			
	5.4 Use records, requisitions, and delivery notifications to confirm the types and quantities of materials and the date and time for receiving them.			
	5.5 Use records, requisitions and delivery notifications to determine what access and handling requirements are needed.			
	5.6 Check delivery arrangements with a person in authority where documents are unclear.			
	5.7 Record all specified data on the documentation relating to receiving chemicals and reagents and any other consumables which are stored.			
	5.8 Check and confirm the materials and quantities which are delivered conform to those specified within the paperwork.			
6. Resolve problems which arise from process operations.	6.1 Report any defective handling equipment or its unavailability.			
	6.2 Record discrepancies and defective materials and report them to designated people.			

	6.3 Resolve any problems before deliveries are received.			
	6.4 Deal swiftly with emergencies which arise in line with procedures.			
7. Understand legislation, regulations and procedures relating to processing chemicals, reagents and other consumables.	7.1 Describe the main principles of health, safety and hygiene legislation and regulations.			
	7.2 Describe the environmental protection legislation and measures to reduce harmful emissions and substances.			
	7.3 Describe the regulatory requirements for handling chemicals and reagents.			
	7.4 State roles and responsibilities in maintaining safety.			
	7.5 Explain the safe use of hazardous substances.			
	7.6 State the potential hazards that could arise from chemicals and reagents and the procedure for protecting people and the environment from pollutants both inside and outside the workplace.			
8. Understand how to receive, store and handle chemicals, reagents and other consumables.	8.1 State the procedures for receiving materials, including rejection procedures.			
	8.2 Explain storage and stock rotation procedures.			
	8.3 Explain how to prevent pollution from spillages and emissions.			
	8.4 State which materials could potentially become contaminated.			
	8.5 Explain how to minimise contamination.			
	8.6 State the recording procedures for receiving, storing and handling materials.			
	8.7 Explain the reporting procedure for responding to problems with chemicals, reagents and other materials.			
	8.8 Explain the sampling process.			
	8.9 Explain the quality assurance process and the purpose of audit trails in the quality assurance process.			
	8.10 State where to locate information relating to the receiving, storing and handling of materials.			
9. Understand the health and safety requirements for working with chemicals,	9.1 Explain the importance of using personal protective equipment (PPE) when using chemicals and reagents.			
	9.2 Explain what is meant by duty of care, and how it relates to your role.			
	9.3 State the safety standards that relate to the processing environment.			

reagents and other consumables.	9.4 Explain the precautions that should be taken when handling and storing materials.			
	9.5 Explain the risks associated with the working environment.			
	9.6 Describe risk control measures.			

### RA2.7: Encourage recycling services through promotion

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Credit Value: 2				
Learning Outcome	Assessment Criteria			
1. Promote recycling services to colleagues and others	1.1 Promote the reduction, reuse and recycling of recyclables and other materials to colleagues and others.			
	1.2 Promote the organisation's recycling objectives and the ways in which people can become involved.			
	1.3 Encourage all to use recycling services.			
2. Use and communicate data and information	2.1 Advise people of the location of recycling facilities.			
	2.2 Advise people of the benefits of recycling.			
	2.3 Provide information and guidance on all matters within own area of responsibility.			
3. Resolve problems which could affect the recycling of materials	3.1 Deal with unsafe behaviour in accordance with own responsibilities and workplace procedures.			
	3.2 Resolve day-to-day problems within own area of responsibility.			
	3.3 Refer matters outside own area of responsibility to an appropriate person.			
4. Work in a manner which underpins effective performance	4.1 Demonstrate vigilance to potential risks and hazards.			
	4.2 Demonstrate being open to new ways of working.			
5. Understand the regulation procedures and requirements for recycling	5.1 Describe the main responsibilities of the employer and employee under the 'Health and Safety at Work etc Act 1974'.			
	5.2 Explain the safe procedures for handling hazardous materials.			
	5.3 State the types of personal protective equipment and clothing needed and how they must be used, cleaned and stored.			
	5.4 Describe the organisational accident and incident recording and reporting procedures.			

6. Understand Recycling Services	6.1 Describe the range of recycling services that exist and their respective objectives			
	6.2 Describe the 'reduce, reuse, recycle' management hierarchy			
	6.3 Describe the roles and responsibilities of local and national authorities in meeting national and local recycling targets			
	6.4 State the range of different methods that may be used in recycling			
	6.5 Explain the implications for their work on health and safety, environmental legislation and regulations			
	6.6 Describe the organisation's procedures for promoting recycling			
	6.7 State the sources of information and guidance on recycling.			

**EAL1: Work safely in confined spaces**

<b>Level: 2</b>		<b>Evidence Type</b>	<b>Portfolio Ref Number</b>	<b>Comments</b>
<b>Credit Value: 2</b>				
<b>Learning Outcome</b>	<b>Assessment Criteria</b>			
1. Understand the relevant legislation, guidance and organisation requirements for working safely in confined spaces.	1.1 Identify their individual responsibilities for maintaining their own and others' health and safety in the workplace.			
	1.2 Identify the requirements placed upon them and their organisation by current legislation, relevant to working in confined spaces.			
	1.3 Identify the current industry guidance concerning working safely in confined spaces.			
	1.4 Identify their organisation's policies, procedures and working practices relevant to working safely in confined spaces.			
	1.5 State why it is important to use safe and well maintained equipment and the dangers of failing to do so.			
	1.6 Identify the principle types of hazard associated with working in a confined space.			
	1.7 State a) the risks associated with static discharges b) how to minimise risk of static discharge			
	1.8 Identify the principle factors to be considered when assessing the risks associated with working in a confined space.			
	1.9 State the appropriate precautions to take to minimise the risks associated with working in confined spaces.			
	1.10 State their organisation's workplace procedures for dealing with confined space emergencies.			
	1.11 Identify their organisation's workplace policies and procedures relating to controlling risks to health and safety			
	1.12 State how to operate their organisation's safety and personal protective equipment, appropriate for operating within confined spaces.			

	1.13 <sup>1</sup> List the designated confined spaces in the port area within which they work			
	1.14 Identify their organisation's 'permit to work' procedures			
2. Demonstrate safe confined space working	2.1 Assess the risks associated with working within the confined space, before entering, taking note of all relevant hazard warnings and monitoring equipment			
	2.2 Refer any concerns raised by an assessment of risk, promptly and correctly to the relevant person			
	2.3 Address identified risks correctly, implementing relevant precautionary actions before entering the confined space, including where appropriate, confirming that any ventilation equipment is operating correctly.			
	2.4 Obtain the relevant permit to work from an authorised person before entering the confined space.			
	2.5 Confirm that gas detectors are operating correctly, where relevant, and are suited to the atmosphere suspected to be present.			
	2.6 Undertake all appropriate pre-operational checks correctly, including checking the air quality and the availability of safe access.			
	2.7 Wear suitable personal protective equipment, including where appropriate masks that are suited for the purpose and in date.			
	2.8 Inform a relevant colleague immediately before work is about to commence, that the work in a confined space is about to start.			
	2.9 Maintain frequent contact with relevant colleagues, including one directly outside the confined space.			
	2.10 Inform relevant people promptly once the task is completed.			
	2.11 Ensure work areas are left clean, tidy and free of obstructions.			

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<sup>1</sup> In AC 1.13 the word 'port' should be interpreted as 'an individual's particular and specific working environment and working conditions'.

## Appendix 1: Qualification Structure

Learners must complete a minimum of 45 credits to achieve the qualification. Learners will achieve 37 credits from the mandatory units, and a further 8 credits from four units in the option group.

### Mandatory Group

Ofqual Code	Unit Title	Credit Value	Credit Level	WAMITAB Code
L/602/0913	Comply with Health and Safety processes and procedures in the workplace	3	2	RA2.1
A/602/0891	Promote sustainability and environmental good practice in the recycling industry	10	3	RA2.2
T/602/0890	Develop personal performance	3	2	RA2.3
F/602/0889	Develop relationships with colleagues and others	4	2	RA2.4
Y/602/1367	Process received waste	7	1	WO19
K/504/7297	Maintain biosecurity and personal hygiene on anaerobic digestion plants in an energy and utilities environment	2	2	WM80
M/504/7298	Carry out emergency procedures in an energy and utilities environment	5	3	WM81
J/602/0893	Maintain the security of facilities and equipment used for recycling activities	3	2	RA2.18

### Option Group

Ofqual Code	Unit Title	Credit Value	Credit Level	WAMITAB Code
R/602/0895	Control vehicle movements on recycling site	6	2	RA2.17
H/602/0884	Control the reception of recyclables and other materials	6	2	RA2.9
A/602/0910	Sort and prepare recyclables and other materials	6	3	RA2.10
A/602/0888	Use mechanical handling equipment in the recycling industry	7	3	RA2.5
R/602/2078	Manual handling, lifting and moving of loads in a waste environment	2	1	WO38
K/602/0885	Control the handover of recyclables and other materials	4	2	RA2.8
D/602/0902	Carry out routine checks on plant and equipment used in recycling activities	3	2	RA2.15
T/602/0923	Prepare plant and equipment for processing recyclables and other materials	3	1	RA1.13
M/602/0922	Operate and shut down processing plant	7	2	RA1.14
D/504/7300	Operate programmable processes	2	1	WM82
H/504/7301	Adjust process equipment to meet operating requirements in an energy and utilities environment	4	2	WM83
K/504/7302	Maintain the quality of treatment processes in an energy and utilities environment	9	3	WM84
Y/602/1384	Exchange responsibility for control of waste processing operations	9	2	WO27
M/504/7303	Receive, store and handle processing chemicals, reagents and other consumables in an energy and utilities environment	6	2	WM85
M/602/0886	Encourage recycling services through promotion	2	2	RA2.7
Y/503/8692	Work safely in confined spaces	2	2	EAL1





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*Qualification Code: 600/8140/5*

*WAMITAB Code: ADO2*

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