Commentary for Unit 001:

CONTROL THE RECEPTION OF HAZARDOUS WASTE

This unit is for:
people who are required to control the procedures for the acceptance of hazardous waste.

This unit is about:
the competence required to control the effective reception, inspection and validation of hazardous wastes.

This is what you need to show:
• that all reception, inspection and validation processes comply with relevant legislation
• wastes which require special handling are dealt with safely
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• unauthorised wastes are dealt with in accordance with applicable legislation and company procedures
• all necessary records are complete, accurate and up-to-date.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a waste-specific unit within the following level 4 COTC awards:
  Waste Management Operations - Managing Landfill, Hazardous Waste
  Waste Management Operations - Managing Treatment, Hazardous Waste
  Waste Management Operations - Managing Transfer, Hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to dealing with unauthorised wastes (Performance Standard 4).
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

**Applicable legislation**
This refers to legislative requirements as set out in the waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit, site working plan and planning permission, as well as other legislation applicable to operations on a site which receives or contains hazardous wastes.

**Hazardous waste**

**Hazards**
A hazard is something with potential to cause harm.

**Inspection**
The processes and procedures for checking the types, composition and quantities of wastes delivered to, or present on, the site for compliance with the waste management licence or IPPC/PPC permit.

**Reception**
The process and procedures for accepting deliveries, or taking control, of wastes on the site.

**Records**
This refers to the documentation required by legislation and by company procedures in relation to the reception, inspection and validation of wastes. The records may be paper-based or computerised.

**Risks**
This refers to any risks to safety, health and the environment arising from the reception, inspection and validation of wastes, including those associated with the following hazards:
- unscheduled deliveries
- mis-description of wastes
- wastes requiring specific handling
- lack of suitable storage
- need for re-packaging or containment;
- plant malfunction
- spillage.
Specific handling  This refers to the need to handle wastes in a specific way due to:
   a) the nature of the waste, e.g. its chemical properties
   b) the physical characteristics of the waste, e.g. the size, shape or robustness of the waste or its containers
   c) the processes which take place on site, e.g. the diversion or special storage of particular types of material for a specified operation.
Specific handling could include the use of specialist handling equipment, particular personal protective equipment and/or storage in designated areas with additional levels of environmental protection.

Unauthorised wastes  Wastes that do not comply with the waste management licence or IPPC/PPC permit for reasons such as:
   a) mis-description of wastes
   b) unscheduled deliveries
   c) non-compliance with documentation
   d) lack of resources, capability or capacity to deal with specific loads.

Validation  The processes and procedures for checking that wastes delivered or present on the site are consistent with the waste description documentation and comply with the waste management licence or IPPC/PPC permit.

Wastes  Wastes are those specified in the waste management licence or IPPC/PPC permit.
THE PERFORMANCE STANDARDS

You must show that you:

1. Fully implement those procedures which ensure the compliance with applicable legislation of each of the following operations:
   a. reception of wastes
   b. inspection of wastes
   c. validation of wastes.

2. Make sure that procedures for dealing with wastes requiring specific handling are in place and implemented correctly.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from the reception, inspection and validation of wastes.

4. Ensure that unauthorised wastes are dealt with in accordance with applicable legislation and company procedures.

5. Make sure that records relating to the reception, inspection and validation of wastes are complete, accurate and up-to-date.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
**KNOWLEDGE AND UNDERSTANDING**

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. the definition of controlled wastes and the controlled waste transfer note procedures as laid down in applicable legislation

iii. the definition of hazardous waste and the hazardous waste consignment note procedures as laid down in applicable legislation

iv. regulations applicable to the transport of hazardous substances on public roads

v. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

vi. the planning permission, waste management licence or IPPC/PPC permit, and site working plan for your site

vii. the storage and handling implications of the waste types received or present on your site

viii. the sorts of personal protective equipment required for the waste types received or present on your site and the procedures for effective care, maintenance and correct use of this equipment

ix. the different handling equipment available on site, and the function, use and limitations of each of these

x. waste inspection and identification procedures

xi. the risks to the environment and human health arising from the reception, inspection and validation of hazardous wastes and the procedures required to minimise risk

xii. Control of Substances Hazardous to Health (COSHH) assessment data for hazardous substances received or present on your site

xiii. your site procedures for the proper management control of the reception, inspection and validation of hazardous wastes

xiv. the legal requirements and company procedures for dealing with unauthorised wastes

xv. the records required by legislation and by company procedures in relation to the reception, inspection and validation of hazardous wastes.
Commentary for Unit 002:

CONTROL THE RECEPTION OF NON-HAZARDOUS WASTES

This unit is for:
people who are required to control the procedures for the acceptance of non-hazardous wastes.

This unit is about:
the competence required to control the effective reception, inspection and validation of non-hazardous wastes.

This is what you need to show:
• that all reception, inspection and validation processes comply with relevant legislation
• wastes which require special handling are dealt with safely
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• unauthorised wastes are dealt with in accordance with applicable legislation and company procedures
• all necessary records are complete, accurate and up-to-date.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a waste-specific unit within the following level 4 COTC awards:
Waste Management Operations - Managing Landfill, Non-hazardous Waste
Waste Management Operations - Managing Treatment, Non-hazardous Waste
Waste Management Operations - Managing Transfer, Non-hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to dealing with unauthorised wastes (Performance Standard 4).
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Applicable legislation
This refers to legislative requirements as set out in the waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit, site working plan and planning permission, as well as other legislation applicable to operations on a site which receives non-hazardous wastes.

Hazards
A hazard is something with potential to cause harm.

Inspection
The processes and procedures for checking the types, composition and quantities of wastes delivered to the site for compliance with the waste management licence or IPPC/PPC permit.

Non-hazardous waste
Non-hazardous waste is any waste, as specified in the waste management licence or IPPC/PPC permit, which is not covered by the definition of hazardous waste.

Reception
The process and procedures for accepting deliveries of wastes to the site.

Records
This refers to the documentation required by legislation and by company procedures in relation to the reception, inspection and validation of wastes. The records may be paper-based or computerised.

Risks
This refers to any risks to safety, health and the environment arising from the reception, inspection and validation of wastes, including those associated with the following hazards:

a) unscheduled deliveries
b) mis-description of wastes
c) wastes requiring specific handling
d) lack of suitable storage
e) need for re-packaging or containment;
f) plant malfunction
g) spillage.
Specific handling  This refers to the need to handle wastes in a specific way due to:
   a) the nature of the waste, e.g. its chemical properties
   b) the physical characteristics of the waste, e.g. the size, shape or robustness of the waste or its containers
   c) the processes which take place on site, e.g. the diversion or special storage of particular types of material for a specified operation.
Specific handling could include the use of specialist handling equipment, particular personal protective equipment and/or storage in designated areas with additional levels of environmental protection.

Unauthorised wastes  Wastes that do not comply with the waste management licence or IPPC/PPC permit for reasons such as:
   a) mis-description of wastes
   b) unscheduled deliveries
   c) non-compliance with documentation
   d) lack of resources, capability or capacity to deal with specific loads.

Validation  The processes and procedures for checking that wastes delivered or present on the site are consistent with the waste description documentation and comply with the waste management licence or IPPC/PPC permit.

Wastes  Wastes are those specified in the waste management licence or IPPC/PPC permit.
THE PERFORMANCE STANDARDS

You must show that you:

1. Fully implement those procedures which ensure the compliance with applicable legislation of each of the following operations:
   a. reception of wastes
   b. inspection of wastes
   c. validation of wastes.

2. Make sure that procedures for dealing with wastes requiring specific handling are in place and implemented correctly.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from the reception, inspection and validation of wastes.

4. Ensure that unauthorised wastes are dealt with in accordance with applicable legislation and company procedures.

5. Make sure that records relating to the reception, inspection and validation of wastes are complete, accurate and up-to-date.

Note: Words highlighted within this guidance have a specific meaning in this unit as defined in the 'Glossary of terms'
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. the definition of controlled wastes and the controlled waste transfer note procedures as laid down in applicable legislation

iii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iv. the planning permission, waste management licence or IPPC/PPC permit and site working plan for your site

v. the storage and handling implications of the waste types received on your site

vi. the sorts of personal protective equipment required for the waste types received on your site and the procedures for effective care, maintenance and use of this equipment

vii. the different handling equipment available on site, and the function, use and limitations of each of these

viii. waste inspection and identification procedures

ix. the risks to the environment and human health arising from the reception, inspection and validation of non-hazardous wastes and the procedures required to minimise risk

x. your site procedures for the proper management control of the reception, inspection and validation of non-hazardous wastes

xi. the legal requirements and company procedures for dealing with unauthorised wastes

xii. the records required by legislation and by company procedures in relation to the reception, inspection and validation of non-hazardous wastes.
Commentary for Unit 003:

CONTROL THE RECEPTION OF INERT WASTES

This unit is for:
people who are required to control the procedures for the acceptance of inert wastes.

This unit is about:
the competence required to control the effective reception, inspection and validation of inert wastes.

This is what you need to show:
• that all reception, inspection and validation processes comply with relevant legislation
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• unauthorised wastes are dealt with in accordance with applicable legislation and company procedures
• all necessary records of wastes received and rejected are complete and accurate.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a waste-specific unit within the following Level 3 COTC award:
Waste Management Operations - Inert Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to dealing with unauthorised wastes (Performance Standard 3).
**GLOSSARY OF TERMS**

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

**Applicable legislation**

This refers to legislative requirements as set out in the waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit, site working plan and planning permission, as well as other legislation applicable to operations on a site which receives inert wastes.

**Hazards**

A hazard is something with potential to cause harm.

**Inert waste**

Inert waste means waste that does not undergo any significant physical, chemical or biological transformations. Inert waste will not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution or harm to human health. The total leachability and pollutant content of the waste and the ecotoxicity of the leachate must be insignificant, and in particular not endanger the quality of surface water and/or groundwater.

**Inspection**

The processes and procedures for checking the types and quantities of wastes delivered to the site for compliance with the waste management licence or IPPC/PPC permit.

**Reception**

The process and procedures for accepting deliveries of wastes to the site.

**Records**

This refers to the documentation required by legislation and by company procedures in relation to the reception, inspection and validation of wastes. The records may be paper-based or computerised.

**Risks**

This refers to any risks to safety, health and the environment arising from the reception, inspection and validation of wastes, including those associated with the following hazards:

a) unscheduled deliveries
b) mis-description of wastes
c) lack of suitable storage
d) need for re-packaging or containment;
e) plant malfunction
f) spillage.
Unauthorised wastes
Wastes that do not comply with the waste management licence or IPPC/PPC permit for reasons such as:
  a) mis-description of wastes
  b) unscheduled deliveries
  c) non-compliance with documentation
  d) lack of resources, capability or capacity to deal with specific loads.

Validation
The processes and procedures for checking that wastes delivered to the site are consistent with the delivery documentation and comply with the waste management licence or IPPC/PPC permit.

Wastes
Wastes are those specified in the waste management licence or IPPC/PPC permit.
Unit 003 CONTROL THE RECEPTION OF INERT WASTES (1ln)

THE PERFORMANCE STANDARDS

You must show that you:

1. Fully implement those procedures which ensure the compliance of each of the following operations with applicable legislation;
   a. reception of wastes
   b. inspection of wastes
   c. validation of wastes.

2. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment that arise from the reception, inspection and validation of wastes.

3. Ensure that unauthorised wastes are dealt with in accordance with applicable legislation and company procedures.

4. Make sure that records relating to the reception, inspection and validation of wastes are complete, accurate and up-to-date.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iii. the planning permission, waste management licence or IPPC/PPC permit and site working plan for your site

iv. the storage and handling implications of the waste types received on your site

v. waste inspection and identification procedures

vi. the risks to the environment and human health arising from the reception, inspection and validation of inert wastes and the procedures required to minimise risk

vii. your site procedures for the proper management control of the reception, inspection and validation of inert wastes

viii. the legal requirements and company procedures for dealing with unauthorised wastes

ix. the records required by legislation and by company procedures in relation to the reception, inspection and validation of inert wastes.
Commentary for Unit 004:

CONTROL THE RECEPTION OF HAZARDOUS WASTE ON A SINGLE WASTE STREAM SITE

This unit is for:
people who are required to control the procedures for the acceptance of hazardous waste to a single waste stream site.

This unit is about:
the competence required to control the effective pre-acceptance, inspection and validation of hazardous wastes on a single waste stream site.

This is what you need to show:
• that all pre-acceptance, inspection and validation processes comply with relevant legislation
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• unauthorised wastes are dealt with in accordance with applicable legislation and company procedures
• all necessary records are complete, accurate and up-to-date.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This is a facility and waste-specific unit within the following level 4 COTC award: Waste Management Operations - Managing Landfill, Hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to dealing with unauthorised wastes (Performance Standards 3).
# GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

<table>
<thead>
<tr>
<th><strong>Applicable legislation</strong></th>
<th>This refers to legislative requirements as set out in the waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit, site working plan and planning permission, as well as other legislation applicable to operations on a single waste stream site which accepts hazardous waste.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hazards</strong></td>
<td>A hazard is something with potential to cause harm.</td>
</tr>
<tr>
<td><strong>Inspection</strong></td>
<td>The processes and procedures for checking the type, composition and quantity of waste delivered to the site for compliance with the waste management licence or IPPC/PPC permit.</td>
</tr>
<tr>
<td><strong>Pre-acceptance</strong></td>
<td>The procedures for verification of waste for acceptance to the site.</td>
</tr>
<tr>
<td><strong>Records</strong></td>
<td>This refers to the documentation required by legislation and by company procedures in relation to the pre-acceptance, inspection and validation of hazardous waste on a single waste stream site. The records may be paper-based or computerised.</td>
</tr>
<tr>
<td><strong>Risks</strong></td>
<td>This refers to any risks to safety, health and the environment arising from the pre-acceptance, inspection and validation of hazardous waste.</td>
</tr>
<tr>
<td><strong>Single waste stream sites</strong></td>
<td>Sites where the waste producer is also the licence holder and the waste disposed falls under one European Waste catalogue (EWC) six figure classification code other than those ending in 00 or 99.</td>
</tr>
<tr>
<td><strong>Unauthorised wastes</strong></td>
<td>Wastes that do not comply with the waste management licence or IPPC/PPC permit.</td>
</tr>
<tr>
<td><strong>Validation</strong></td>
<td>The processes and procedures for checking that waste delivered to the site is consistent with the delivery documentation and complies with the waste management licence or IPPC/PPC permit.</td>
</tr>
<tr>
<td><strong>Waste</strong></td>
<td>Waste is that specified in the waste management licence or IPPC/PPC permit.</td>
</tr>
</tbody>
</table>
Unit 004  CONTROL THE RECEPTION OF HAZARDOUS WASTE ON A SINGLE WASTE STREAM SITE (1SWS-H)

THE PERFORMANCE STANDARDS

You must show that you:

1. Fully implement those procedures which ensure the compliance with applicable legislation of each of the following operations:
   a. pre-acceptance of waste
   b. inspection of waste
   c. validation of waste.

2. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from the pre-acceptance, inspection and validation of hazardous waste.

3. Ensure that unauthorised wastes are dealt with in accordance with applicable legislation and company procedures.

4. Make sure that records relating to the pre-acceptance, inspection and validation of waste are complete, accurate and up-to-date.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. the definition of hazardous waste and hazardous waste consignment note procedures as laid down in applicable legislation

iii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iv. the planning permission, waste management licence or IPPC/PPC permit, and site working plan for your site

v. the handling implications of the hazardous waste received on your site

vi. the sorts of personal protective equipment required for the hazardous waste received on your site and the procedures for effective care, maintenance and correct use of this equipment

vii. waste inspection and verification procedures

viii. the risks to the environment and human health arising from the pre-acceptance, inspection and validation of hazardous waste and the procedures required to minimise risk

ix. Control of Substances Hazardous to Health (COSHH) assessment data for the hazardous waste received on your site

x. your site procedures for the proper management control of the pre-acceptance, inspection and validation of hazardous waste

xi. the legal requirements and company procedures for dealing with unauthorised wastes

xii. the records required by legislation and by company procedures in relation to the pre-acceptance, inspection and validation of hazardous waste for a single waste stream site.
Commentary for Unit 005:

CONTROL THE RECEPTION OF NON-HAZARDOUS WASTE ON A SINGLE WASTE STREAM SITE

This unit is for: people who are required to control the procedures for the acceptance of non-hazardous waste to a single waste stream site.

This unit is about: the competence required to control the effective pre-acceptance, inspection and acceptance of non-hazardous waste on a single waste stream site.

This is what you need to show:
• that all pre-acceptance, inspection and acceptance processes comply with relevant legislation
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• unauthorised wastes are dealt with in accordance with applicable legislation and company procedures
• all necessary records are complete, accurate and up-to-date.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This is a facility and waste-specific unit within the following level 4 COTC award: Waste Management Operations - Managing Landfill, Non-hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to dealing with unauthorised wastes (Performance Standard 3).
UNIT 005: CONTROL THE RECEPTION OF NON-HAZARDOUS WASTE ON A SINGLE WASTE STREAM SITE

GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Acceptance
The process and procedures for accepting deliveries of waste to the site.

Applicable legislation
This refers to legislative requirements as set out in the waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit, site working plan and planning permission, as well as other legislation applicable to operations on a single waste stream site which accepts non-hazardous waste.

Hazards
A hazard is something with potential to cause harm.

Inspection
The processes and procedures for checking the type, composition and quantity of waste delivered to the site for compliance with the waste management licence or IPPC/PPC permit.

Non-hazardous waste
Non-hazardous waste is any waste, as specified in the waste management licence or IPPC/PPC permit, which is not covered by the definition of hazardous waste.

Pre-acceptance
The procedures for verification of waste for acceptance to the site.

Records
This refers to the documentation required by legislation and by company procedures in relation to the pre-acceptance, inspection and acceptance of non-hazardous waste. The records may be paper-based or computerised.

Risks
This refers to any risks to safety, health and the environment arising from the pre-acceptance, inspection and acceptance of non-hazardous waste.

Single waste stream sites
Sites where the waste producer is also the licence holder and the waste disposed falls under one European Waste Catalogue (EWC) six figure classification code other than those ending in 00 or 99.

Unauthorised wastes
Wastes that do not comply with the waste management licence or IPPC/PPC permit.

Waste
Waste is that specified in the waste management licence or IPPC/PPC permit.
Unit 005   CONTROL THE RECEPTION OF NON-HAZARDOUS WASTE ON A SINGLE WASTE STREAM SITE (1SWS-NH)

THE PERFORMANCE STANDARDS

You must show that you:

1. Fully implement those procedures which ensure the compliance with applicable legislation of each of the following operations:
   a. pre-acceptance of waste
   b. inspection of waste
   c. acceptance of waste.

2. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from the pre-acceptance, inspection and acceptance of non-hazardous wastes.

3. Ensure that unauthorised wastes are dealt with in accordance with applicable legislation and company procedures

4. Make sure that records relating to the pre-acceptance, inspection and acceptance of waste are complete, accurate and up-to-date.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
Unit 005    CONTROL THE RECEPTION OF NON-HAZARDOUS WASTE ON A SINGLE WASTE STREAM SITE (1SWS-NH)

**KNOWLEDGE AND UNDERSTANDING**

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iii. the planning permission, waste management licence or IPPC/PPC permit, and site working plan for your site

iv. the handling implications of the non-hazardous waste received on your site

v. the sorts of personal protective equipment required for the waste received on your site and the procedures for effective care, maintenance and correct use of this equipment

vi. waste inspection and identification procedures

vii. the risks to the environment and human health arising from the pre-acceptance, inspection and acceptance of non-hazardous wastes and the procedures required to minimise risk

viii. your site procedures for the proper management control of the pre-acceptance, inspection and acceptance of non-hazardous waste

ix. the legal requirements and company procedures for dealing with unauthorised wastes

x. the records required by legislation and by company procedures in relation to the pre-acceptance, inspection and acceptance of non-hazardous waste for a single waste stream site.
Unit 006  CONTROL THE RECEPTION OF INERT WASTE ON A SINGLE WASTE STREAM SITE (1SWS-In)

Commentary for Unit 006:

CONTROL THE RECEPTION OF INERT WASTE ON A SINGLE WASTE STREAM SITE

This unit is for:
people who are required to control the procedures for the acceptance of inert waste to a single waste stream site.

This unit is about:
the competence required to control the effective pre-acceptance, inspection and acceptance of inert waste on a single waste stream site.

This is what you need to show:
• that all pre-acceptance, inspection and acceptance processes comply with relevant legislation
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• unauthorised wastes are dealt with in accordance with applicable legislation and company procedures
• all necessary records are complete, accurate and up-to-date.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This is a waste-specific unit within the level 3 COTC award:
Waste Management Operations - Inert Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to dealing with unauthorised waste (Performance Standard 3).
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Acceptance

The process and procedures for accepting deliveries of waste to the site.

Applicable legislation

This refers to legislative requirements as set out in the waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit, site working plan and planning permission, as well as other legislation applicable to operations on a single waste stream site which accepts inert waste.

Hazards

A hazard is something with potential to cause harm.

Inert waste

Inert waste means waste that does not undergo any significant physical, chemical or biological transformations. Inert waste will not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution or harm to human health. The total leachability and pollutant content of the waste and the ecotoxicity of the leachate must be insignificant, and in particular not endanger the quality of surface water and/or groundwater.

Inspection

The processes and procedures for checking the type, composition and quantity of waste delivered to the site for compliance with the waste management licence or IPPC/PPC permit.

Pre-acceptance

The procedures for verification of waste for acceptance to the site.

Records

This refers to the documentation required by legislation and by company procedures in relation to the pre-acceptance, inspection and acceptance of inert waste. The records may be paper-based or computerised.

Risks

This refers to any risks to safety, health and the environment arising from the pre-acceptance, inspection and acceptance of inert waste.

Single waste stream sites

Sites where the waste producer is also the licence holder and the waste disposed falls under one European Waste Catalogue (EWC) six figure classification code other than those ending in 00 or 99.

Unauthorised waste

Waste that does not comply with the waste management licence or IPPC/PPC permit.
Waste is that specified in the waste management licence or IPPC/PPC permit.
Unit 006 CONTROL THE RECEPTION OF INERT WASTE ON A SINGLE
WASTE STREAM SITE (1SWS-In)

THE PERFORMANCE STANDARDS

You must show that you:

1. Fully implement those procedures which ensure the compliance with applicable
legislation of each of the following operations:
   a. pre-acceptance of waste
   b. inspection of waste
   c. acceptance of waste.

2. Ensure that appropriate action is taken to identify hazards and minimise risks to
safety, health and the environment arising from the pre-acceptance, inspection
and acceptance of inert waste.

3. Ensure that unauthorised waste is dealt with in accordance with applicable
legislation and company procedures.

4. Make sure that records relating to the pre-acceptance, inspection and
acceptance of waste are complete, accurate and up-to-date.

Note: Words highlighted within the Performance Standards have a specific meaning in this
unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PCC permit

iii. the planning permission, waste management licence or IPPC/PCC permit, and site working plan for your site

iv. the handling implications of the inert waste received on your site

v. the sorts of personal protective equipment required for handling the type of waste received on your site and the procedures for effective care, maintenance and correct use of this equipment

vi. waste inspection and identification procedures

vii. the risks to the environment and human health arising from the pre-acceptance, inspection and acceptance of inert wastes and the procedures required to minimise risk

viii. your site procedures for the proper management control of the pre-acceptance, inspection and acceptance of inert wastes

ix. the legal requirements and company procedures for dealing with unauthorised wastes

x. the records required by legislation and by company procedures in relation to the pre-acceptance, inspection and acceptance of inert waste for a single waste stream site.
Commentary for Unit 007:

CONTROL THE RECEPTION OF CIVIC AMENITY WASTES

This unit is for:
people who are required to control the procedures for the acceptance of wastes on a civic amenity site.

This unit is about:
the competence required to control the effective reception, inspection and validation of wastes on a civic amenity site.

This is what you need to show:
• that all reception, inspection and validation processes comply with relevant legislation
• working practices for the reception of wastes are safe and comply with company requirements and procedures
• wastes which require specific handling are dealt with effectively
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• unauthorised wastes are dealt with in accordance with applicable legislation and company procedures.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This is a waste-specific unit within the following level 3 COTC award:
Waste Management Operations - Civic Amenity Site.

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to dealing with unauthorised wastes (Performance Standard 5).
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicable legislation</td>
<td>This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well as other legislation applicable to the reception of wastes on a civic amenity site.</td>
</tr>
<tr>
<td>Civic amenity site</td>
<td>A site provided under section 51(1)(b) of the Environmental Protection Act (EPA) 1990 which is operated directly by the employees of a local authority rather than external contractors or an external contracting arm of a local authority.</td>
</tr>
<tr>
<td>Hazards</td>
<td>A hazard is something with potential to cause harm.</td>
</tr>
<tr>
<td>Inspection</td>
<td>The processes and procedures for checking the wastes delivered to the site for compliance with the waste management licence.</td>
</tr>
<tr>
<td>Reception</td>
<td>The process and procedures for accepting deliveries of wastes to the site.</td>
</tr>
<tr>
<td>Risks</td>
<td>This refers to all risks to safety, health and the environment arising from the reception, inspection and validation of wastes, including those associated with the following hazards:</td>
</tr>
<tr>
<td>Unauthorised wastes</td>
<td>Wastes that cannot be accepted at the site because:</td>
</tr>
<tr>
<td>Validation</td>
<td>The processes and procedures for checking that wastes delivered to the site comply with the waste management licence.</td>
</tr>
<tr>
<td>Wastes</td>
<td>Wastes are those specified in the waste management licence.</td>
</tr>
</tbody>
</table>
THE PERFORMANCE STANDARDS

You must show that you:

1. Fully implement those procedures which ensure the compliance of each of the following operations with applicable legislation:
   a. reception of wastes
   b. inspection of wastes
   c. validation of wastes.

2. Ensure that waste reception, inspection and validation activities comply with:
   a. company requirements
   b. company operating procedures
   c. safe working practices.

3. Make sure that appropriate personal protective equipment is available and used correctly by site staff when required.

4. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment that arise from the reception, inspection and validation of wastes.

5. Ensure that unauthorised wastes are dealt with in accordance with applicable legislation and company procedures.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
**KNOWLEDGE AND UNDERSTANDING**

*To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:*

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence

iii. the planning permission, waste management licence and site working plan for your site

iv. the storage and handling implications of civic amenity wastes

v. waste identification and management procedures to inspect and validate received wastes

vi. the sorts of personal protective equipment required for different types of civic amenity wastes and the procedures for effective care, maintenance and use of this equipment

vii. the risks to the environment and human health arising from the reception, inspection and validation of civic amenity wastes and the procedures required to minimise risk

viii. the legal requirements and company procedures for dealing with unauthorised wastes.
Commentary for Unit 008:

CONTROL THE MOVEMENT, SORTING AND STORAGE OF HAZARDOUS WASTES

This unit is for:
people who are required to control the procedures for the on-site movement, sorting and storage of hazardous waste.

This unit is about:
the competence required to control the safe and secure movement, sorting and storage of hazardous wastes.

This is what you need to show:
• that all movement, sorting and storage operations comply with relevant legislation
• wastes which require specific handling are dealt with correctly and safely
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• all vehicles, plant and their crews follow the correct site procedures;
• site rules are communicated and enforced
• all necessary records are complete, accurate and up-to-date.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.
008.1 Control the sorting and storage of hazardous wastes
008.2 Control vehicles, plant and crews on sites which handle hazardous wastes

There are knowledge and understanding requirements which are relevant to both elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a waste-specific unit within the following level 4 COTC awards:
Waste Management Operations - Managing Landfill, Hazardous Waste
Waste Management Operations - Managing Treatment, Hazardous Waste
Waste Management Operations - Managing Transfer, Hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to site staff informing crews leaving the site of any possible breach of regulations or legislation (Performance Standard 008.2.4).
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Applicable legislation

This refers to legislative requirements as set out in the waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit, site working plan and planning permission, as well as other legislation applicable to operations on a site which handles or contains hazardous waste.

Hazardous waste


Hazards

A hazard is something with potential to cause harm.

Records

This refers to the documentation required by legislation and by company procedures in relation to the sorting and storage of wastes. The records may be paper-based or computerised.

Risks

This refers to any risks to safety, health and the environment arising from the movement, sorting and storage of wastes, including those associated with the following hazards:

a) unauthorised wastes
b) mis-description of wastes
c) wastes requiring specific handling
d) damaged or defective containers
e) lack of suitable storage
f) plant malfunction
g) spillage
h) vehicle accident.
Unit 008 CONTROL THE MOVEMENT, SORTING AND STORAGE OF HAZARDOUS WASTES (2H)

Specific handling
This refers to the need to handle wastes in a specific way due to:
   a) the nature of the waste, e.g. its chemical properties
   b) the physical characteristics of the waste, e.g. the size, shape or robustness of the waste or its containers
   c) the processes which take place on site, e.g. the diversion or special storage of particular types of material for a specified operation.
Specific handling could include the use of specialist handling equipment, particular personal protective equipment and/or storage in designated areas with additional levels of environmental protection.

Storage
This refers to the temporary or short-term storage of waste prior to recovery, treatment or disposal on site, or to permit its preparation for further transport for recovery, treatment or disposal elsewhere.

Vehicles, plant and crews
This refers to the vehicles, plant and crews which are on site for the purposes of delivering wastes or material resources, collecting recyclable or recovered materials, or carrying out other site requirements.

Wastes
Wastes are those specified in the waste management licence or IPPC/PPC permit.
Unit 008  CONTROL THE MOVEMENT, SORTING AND STORAGE OF HAZARDOUS WASTES (2H)

THE PERFORMANCE STANDARDS

008.1 Control the sorting and storage of hazardous wastes

You must show that you:

1. Fully implement those procedures which ensure the compliance with applicable legislation of both of the following operations;
   a. sorting of wastes
   b. storage of wastes

2. Make sure that procedures for dealing with wastes requiring specific handling are in place and implemented correctly.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment that arise from the sorting and storage of wastes.

4. Make sure that records of all operations are complete and accurate.

008.2 Control vehicles, plant and crews on sites which handle hazardous wastes

You must show that you:

1. Fully implement those procedures which ensure the compliance of vehicles, plant and crews on site with applicable legislation and company procedures.

2. Make sure that all crews and passengers of vehicles are made aware of, and obey, the applicable site rules.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment that arise from the actions of vehicles, plant and crews on site.

4. Make sure that site staff inform crews leaving the site of any possible breach of transport regulations or waste management legislation.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
Unit 008  CONTROL THE MOVEMENT, SORTING AND STORAGE OF HAZARDOUS WASTES (2H)

**KNOWLEDGE AND UNDERSTANDING**

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iii. the planning permission, waste management licence or IPPC/PPC permit and site working plan for your site

iv. regulations applicable to the storage of hazardous substances

v. the storage and handling implications of the waste types present on your site

vi. the personal protective equipment required for the waste types present on your site and the procedures for effective care, maintenance and use of this equipment

vii. the different handling equipment available on site, and the function, use and limitations of each of these

viii. waste identification procedures

ix. the risks to the environment and human health arising from the movement, sorting and storage of hazardous wastes and the procedures required to minimise risk

x. internal traffic management procedures

xi. Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous waste received on site

xii. your site procedures for the proper management control of the movement, sorting and storage of hazardous waste

xiii. the records required by legislation and by company procedures in relation to the sorting and storage of waste.
Commentary for Unit 009:

CONTROL THE MOVEMENT, SORTING AND STORAGE OF NON-HAZARDOUS WASTES

This unit is for:
people who are required to control the procedures for the on-site movement, sorting and storage of non-hazardous waste.

This unit is about:
the competence required to control the safe and secure movement, sorting and storage of non-hazardous wastes.

This is what you need to show:
- that all movement, sorting and storage operations comply with relevant legislation;
- wastes which require specific handling are dealt with correctly and safely;
- potential hazards to safety, health and the environment are identified and the risks managed appropriately;
- all vehicles, plant and their crews follow the correct site procedures;
- site rules are communicated and enforced;
- all necessary records are complete, accurate and up-to-date.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.

009.1 Control the sorting and storage of non-hazardous wastes
009.2 Control vehicles, plant and crews on sites which handle non-hazardous wastes

There are knowledge and understanding requirements which are relevant to both elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a waste-specific unit within the following level 4 COTC awards:
Waste Management Operations - Managing Landfill, Non-hazardous Waste
Waste Management Operations - Managing Treatment, Non-hazardous Waste
Waste Management Operations - Managing Transfer, Non-hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to site staff informing crews leaving the site of any possible breach of regulations or legislation (Performance Standard 009.2.4).
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Applicable legislation

This refers to legislative requirements as set out in the waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit, site working plan and planning permission, as well as other legislation applicable to operations on a site which handles non-hazardous waste.

Hazards

A hazard is something with potential to cause harm.

Non-hazardous waste

Non-hazardous waste is any waste, as specified in the waste management licence or IPPC/PPC permit, which is not covered by the definition of hazardous waste.

Records

This refers to the documentation required by legislation and by company procedures in relation to the sorting and storage of wastes. The records may be paper-based or computerised.

Risks

This refers to any risks to safety, health and the environment arising from the movement, sorting and storage of wastes, including those associated with the following hazards:

a) unauthorised wastes
b) mis-description of wastes
c) wastes requiring specific handling
d) damaged or defective containers
e) lack of suitable storage
f) plant malfunction
g) spillage
h) vehicle accident.

Specific handling

This refers to the need to handle wastes in a specific way due to:

a) the nature of the waste, e.g. its chemical properties
b) the physical characteristics of the waste, e.g. the size, shape or robustness of the waste or its containers
c) the processes which take place on site, e.g. the diversion or special storage of particular types of material for a specified operation.

Specific handling could include the use of specialist handling equipment, particular personal protective equipment and/or storage in designated areas with additional levels of environmental protection.

Storage

This refers to the temporary or short-term storage of waste prior to recovery, treatment or disposal on site, or to permit its
CONTROL THE MOVEMENT, SORTING AND STORAGE OF NON-HAZARDOUS WASTES (2NH)

preparation for further transport for recovery, treatment or disposal elsewhere.

Vehicles, plant and crews

This refers to the vehicles, plant and crews which are on the site or the purposes of delivering wastes or material resources, collecting recyclable or recovered materials, or carrying out other site requirements.

Wastes

Wastes are those specified in the waste management licence or IPPC/PPC permit.
Unit 009 CONTROL THE MOVEMENT, SORTING AND STORAGE OF NON-HAZARDOUS WASTES (2NH)

THE PERFORMANCE STANDARDS

009.1 Control the sorting and storage of non-hazardous wastes

You must show that you:

1. Fully implement those procedures which ensure the compliance with applicable legislation of both of the following operations;
   a. sorting of wastes
   b. storage of wastes.

2. Make sure that procedures for dealing with wastes requiring specific handling are in place and implemented correctly when required.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment that arise from the sorting and storage of wastes.

4. Make sure that records of all operations are complete and accurate.

009.2 Control vehicles, plant and crews on sites which handle non-hazardous wastes

You must show that you:

1. Fully implement those procedures which ensure the compliance of vehicles, plant and crews on site with applicable legislation and company procedures.

2. Make sure that crews and passengers of vehicles are made aware of, and obey, the applicable site rules.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment that arise from the actions of vehicles, plant and crews on site.

4. Make sure that site staff inform crews leaving the site of any possible breach of transport regulations or waste management legislation.

Note: Words highlighted within this guidance have a specific meaning in this unit as defined in the 'Glossary of terms'
Unit 009 CONTROL THE MOVEMENT, SORTING AND STORAGE OF NON-HAZARDOUS WASTES (2NH)

KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iii. the planning permission, waste management licence or IPPC/PPC permit and site working plan for your site

iv. the storage and handling implications of the waste types handled on your site

v. the personal protective equipment required for the waste types handled on your site and the procedures for effective care, maintenance and use of this equipment

vi. the different handling equipment available on site, and the function, use and limitations of each of these waste identification procedures

vii. the risks to the environment and human health arising from the movement, sorting and storage of non-hazardous wastes and the procedures required to minimise risk

viii. internal traffic management procedures

ix. your site procedures for the proper management control of the movement, sorting and storage of non-hazardous waste

x. the records required by legislation and by company procedures in relation to the sorting and storage of waste.
Unit 010 CONTROL THE MOVEMENT, SORTING AND STORAGE OF INERT WASTE (2In)

Commentary for Unit 010:

CONTROL THE MOVEMENT, SORTING AND STORAGE OF INERT WASTE

This unit is for:
people who are required to control the procedures for the on-site movement, sorting and storage of inert waste.

This unit is about:
the competence required to control the safe and secure movement, sorting and storage of inert waste.

This is what you need to show:
• that all movement, sorting and storage operations comply with relevant legislation;
• wastes which require specific handling are dealt with correctly and safely;
• potential hazards to safety, health and the environment are identified and the risks managed appropriately;
• all vehicles, plant and their crews follow the correct site procedures;
• site rules are communicated and enforced;
• all necessary records are complete, accurate and up-to-date.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.
010.1 Control the sorting and storage of inert waste
010.2 Control vehicles, plant and crews on sites which handle inert waste

There are knowledge and understanding requirements which are relevant to both elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a waste specific unit within the level 3 COTC award: Waste Management Operations - Inert Waste.

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to specific handling procedures (Performance Standard 010.1.2), and site staff informing crews leaving the site of any possible breach of regulations or legislation (Performance Standard 010.2.4).
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Applicable legislation
This refers to legislative requirements as set out in the waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit, site working plan and planning permission, as well as other legislation applicable to operations on a site which handles inert waste.

Hazards
A hazard is something with potential to cause harm.

Inert waste
Inert waste means waste that does not undergo any significant physical, chemical or biological transformations. Inert waste will not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution or harm to human health. The total leachability and pollutant content of the waste and the ecotoxicity of the leachate must be insignificant, and in particular not endanger the quality of surface water and/or groundwater.

Records
This refers to the documentation required by legislation and by company procedures in relation to the sorting and storage of waste. The records may be paper-based or computerised.

Risks
This refers to any risks to safety, health and the environment arising from the movement, sorting and storage of wastes, including those associated with the following hazards:

a) unauthorised wastes
b) wastes requiring specific handling
c) lack of suitable storage
d) plant malfunction
e) vehicle accident.
f) statutory nuisance such as dust, spillage, infestation or litter.
Specific handling This refers to the need to handle wastes in a specific way due to:
   a) the nature of the waste, e.g. its chemical properties
   b) the physical characteristics of the waste, e.g. the size, shape or robustness of the waste or its containers
   c) the processes which take place on site, e.g. the diversion or special storage of particular types of material for a specified operation.
Specific handling could include the use of specialist handling equipment, particular personal protective equipment and/or storage in designated areas with additional levels of environmental protection.

Storage This refers to the temporary or short-term storage of waste prior to recovery, treatment or disposal on site, or to permit its preparation for further transport for recovery, treatment or disposal elsewhere.

Vehicles, plant and crews This refers to the vehicles, plant and crews which are on the site for the purposes of delivering waste or material resources, collecting recyclable or recovered materials, or carrying out other site requirements.

Wastes Wastes are those permitted by the waste management licence or IPPC/PPC permit.
Unit 010 CONTROL THE MOVEMENT, SORTING AND STORAGE OF INERT WASTE (2In)

THE PERFORMANCE STANDARDS

010.1 Control the sorting and storage of inert waste

You must show that you:

1. Fully implement those procedures which ensure the compliance with applicable legislation of each of the following operations;
   a. sorting of wastes
   b. storage of wastes.

2. Make sure that procedures for dealing with wastes requiring specific handling are in place and implemented correctly when required.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment that arise from the sorting and storage of wastes.

4. Make sure that records of all operations are complete and accurate.

010.2 Control vehicles, plant and crews on sites which handle inert waste

You must show that you:

1. Fully implement those procedures which ensure the compliance of vehicles, plant and crews on site with applicable legislation and company procedures.

2. Make sure that all crews and passengers of vehicles are made aware of, and obey, the applicable site rules.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment that arise from the actions of vehicles, plant and crews on site.

4. Make sure that site staff inform crews leaving the site of any possible breach of transport regulations or waste management legislation.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
Unit 010  CONTROL THE MOVEMENT, SORTING AND STORAGE OF INERT WASTE (2ln)

KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iii. the planning permission, waste management licence or IPPC/PPC permit and site working plan for your site

iv. the storage and handling implications of the waste types handled on your site

v. the sorts of personal protective equipment required for the waste types handled on your site and the procedures for effective care, maintenance and use of this equipment

vi. the different handling equipment available on site, and the function, use and limitations of each of these

vii. the risks to safety, health and the environment arising from the movement, sorting and storage of inert waste and the procedures required to minimise risk

viii. internal traffic management procedures

ix. your site procedures for the proper management control of the movement, sorting and storage of inert waste

x. the records required by legislation and by company procedures in relation to the sorting and storage of waste.
CONTROL THE MOVEMENT OF HAZARDOUS WASTE ON A SINGLE WASTE STREAM SITE

Commentary for Unit 011:

CONTROL THE MOVEMENT OF HAZARDOUS WASTE ON A SINGLE WASTE STREAM SITE

This unit is for:
people who are required to control plant, equipment and crews involved in the delivery and on-site movement of hazardous waste on a single waste stream site.

This unit is about:
the competence required to control the safe and secure movement of hazardous waste on a single waste stream site.

This is what you need to show:
• that all operations comply with relevant legislation and company procedures
• site rules are communicated and enforced
• potential hazards to safety, health and the environment are identified and the risks managed appropriately.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This is a facility and waste-specific unit within the level 4 COTC award:
Waste Management Operations - Managing Landfill, Hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.
Glossary of Terms

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Applicable legislation
This refers to legislative requirements as set out in the waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit, site working plan and planning permission, as well other legislation applicable to operations on a single waste stream site which accepts hazardous waste.

Hazardous waste

Hazards
A hazard is something with potential to cause harm.

Plant, equipment and crews
This refers to the plant, equipment and crews which are on site for the purposes of delivering and/or moving waste or material resources.

Risks
This refers to any risks to safety, health and the environment arising from the delivery and on-site movement of waste.

Single waste stream sites
Sites where the waste producer is also the licence holder and the waste disposed falls under one European Waste Catalogue (EWC) six figure classification code other than those ending in 00 or 99.

Waste
Waste is that specified in the waste management licence or IPPC/PPC permit.
Unit 011 CONTROL THE MOVEMENT OF HAZARDOUS WASTE ON A SINGLE WASTE STREAM SITE (2SWS-H)

THE PERFORMANCE STANDARDS

You must show that you:

1. Fully implement those procedures which ensure the compliance of plant, equipment and crews with:
   a. applicable legislation
   b. company procedures.

2. Make sure that crews and operators of plant are made aware of, and obey, the applicable site rules.

3. Act promptly to identify hazards and minimise risks to safety, health and the environment arising from the actions of plant, equipment and crews.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. regulations applicable to the storage of hazardous substances

iii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iv. the planning permission, waste management licence or IPPC/PPC permit, and site working plan for your site

v. the handling implications of the waste received on your site

vi. the personal protective equipment required for the waste handled on your site and the procedures for effective care, maintenance and use of this equipment

vii. the type, function and procedures for safe operation of handling equipment available on site

viii. the risks to the environment and human health arising from the delivery and on-site movement of the waste received on site and the procedures required to minimise risk

ix. Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received on your site

x. your site procedures for the proper management control of the movement of hazardous waste onto and within the site.
Unit 012  CONTROL THE MOVEMENT OF NON-HAZARDOUS WASTE ON A SINGLE WASTE STREAM SITE (2SWS-NH)

Commentary for Unit 012:

CONTROL THE MOVEMENT OF NON-HAZARDOUS WASTE ON A SINGLE WASTE STREAM SITE

This unit is for:
people who are required to control plant, equipment and crews involved in the delivery and on-site movement of non-hazardous waste on a single waste stream site.

This unit is about:
the competence required to control the safe and secure movement of non-hazardous waste on a single waste stream site.

This is what you need to show:
• that all operations comply with relevant legislation and company procedures
• site rules are communicated and enforced
• potential hazards to safety, health and the environment are identified and the risks managed appropriately.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This is a facility and waste-specific unit within the following level 4 COTC award:
   Waste Management Operations - Managing Landfill, Non-Hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.
**Glossary of Terms**

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicable legislation</td>
<td>This refers to legislative requirements as set out in the waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit, site working plan and planning permission, as well other legislation applicable to operations on a single waste stream site handling non-hazardous waste.</td>
</tr>
<tr>
<td>Hazards</td>
<td>A hazard is something with potential to cause harm.</td>
</tr>
<tr>
<td>Non-hazardous waste</td>
<td>Non-hazardous waste is any waste, as specified in the waste management licence or IPPC/PPC permit, which is not covered by the definition of hazardous waste.</td>
</tr>
<tr>
<td>Plant, equipment and crews</td>
<td>This refers to the plant, equipment and crews which are on site for the purposes of delivering and/or moving waste or material resources.</td>
</tr>
<tr>
<td>Risks</td>
<td>This refers to any risks to safety, health and the environment arising from the delivery and on-site movement of waste.</td>
</tr>
<tr>
<td>Single waste stream sites</td>
<td>Sites where the waste producer is also the licence holder and the waste disposed falls under one European Waste Catalogue (EWC) six figure classification code other than those ending in 00 or 99.</td>
</tr>
<tr>
<td>Waste</td>
<td>Waste is that specified in the waste management licence or IPPC/PPC permit.</td>
</tr>
</tbody>
</table>
Unit 012   CONTROL THE MOVEMENT OF NON-HAZARDOUS WASTE ON A SINGLE WASTE STREAM SITE (2SWS-NH)

THE PERFORMANCE STANDARDS

You must show that you:

1. Fully implement those procedures which ensure the compliance of plant, equipment and crews with:
   a. applicable legislation
   b. company procedures.

2. Make sure that crews and operators of plant are made aware of, and obey, the applicable site rules.

3. Act promptly to identify hazards and minimise risks to safety, health and the environment arising from the actions of plant, equipment and crews.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
Unit 012  CONTROL THE MOVEMENT OF NON-HAZARDOUS WASTE ON A SINGLE WASTE STREAM SITE (2SWS-NH)

KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iii. the planning permission, waste management licence or IPPC/PPC permit, and site working plan for your site

iv. the handling implications of the waste received on your site

v. the personal protective equipment required for the waste handled on your site and the procedures for effective care, maintenance and use of this equipment

vi. the type, function and procedures for safe operation of any handling equipment available on site

vii. the risks to the environment and human health arising from the movement of non-hazardous waste onto and within the site and the procedures required to minimise risk

viii. your site procedures for the proper management control of the movement of non-hazardous waste onto and within the site.
Unit 013 CONTROL THE MOVEMENT OF INERT WASTE ON A SINGLE WASTE STREAM SITE (2SWS-In)

Commentary for Unit 013:

CONTROL THE MOVEMENT OF INERT WASTE ON A SINGLE WASTE STREAM SITE

This unit is for:
people who are required to control plant, equipment and crews involved in the delivery and on-site movement of inert waste on a single waste stream site.

This unit is about:
the competence required to control the safe and secure movement of inert waste on a single waste stream site.

This is what you need to show:
• that all operations comply with relevant legislation and company procedures
• site rules are communicated and enforced
• potential hazards to safety, health and the environment are identified and the risks managed appropriately.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This is a facility and waste-specific unit within the level 3 COTC award: Waste Management Operations - Inert Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.
## Glossary of Terms

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicable legislation</td>
<td>This refers to legislative requirements as set out in the waste management licence, IPPC/PPC permit, site working plan and planning permission, as well other legislation applicable to operations on a single waste stream site handling inert waste.</td>
</tr>
<tr>
<td>Hazards</td>
<td>A hazard is something with potential to cause harm.</td>
</tr>
<tr>
<td>Inert waste</td>
<td>Inert waste means waste that does not undergo any significant physical, chemical or biological transformations. Inert waste will not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution or harm to human health. The total leachability and pollutant content of the waste and the ecotoxicity of the leachate must be insignificant, and in particular not endanger the quality of surface water and/or groundwater.</td>
</tr>
<tr>
<td>Plant, equipment and crews</td>
<td>This refers to the plant, equipment and crews which are on site for the purposes of delivering and/or moving waste or material resources.</td>
</tr>
<tr>
<td>Risks</td>
<td>This refers to any risks to safety, health and the environment arising from the delivery and on-site movement of waste.</td>
</tr>
<tr>
<td>Single waste stream sites</td>
<td>Sites where the waste producer is also the licence holder and the waste disposed falls under one European Waste Catalogue (EWC) six figure classification code other than those ending in 00 or 99.</td>
</tr>
<tr>
<td>Waste</td>
<td>Waste is that specified in the waste management licence or IPPC/PPC permit.</td>
</tr>
</tbody>
</table>
Unit 013 CONTROL THE MOVEMENT OF INERT WASTE ON A SINGLE WASTE STREAM SITE (2SWS-In)

THE PERFORMANCE STANDARDS

You must show that you:

1. Fully implement those procedures which ensure the compliance of plant, equipment and crews with:
   a. applicable legislation
   b. company procedures.

2. Make sure that crews and operators of plant are made aware of, and obey, the applicable site rules.

3. Act promptly to identify hazards and minimise risks to safety, health and the environment arising from the actions of plant, equipment and crews.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iii. the planning permission, waste management licence or IPPC/PPC permit and site working plan for your site

iv. the handling implications of the waste received on your site

v. any personal protective equipment required for the waste handled on your site and the procedures for effective care, maintenance and use of this equipment

vi. the type, function and procedures for safe operation of any handling equipment available on site

vii. the risks to the environment and human health arising from the movement of inert waste onto and within the site, and the procedures required to minimise risk

viii. your site procedures for the proper management control of the movement of inert waste onto and within the site.
Unit 014 CONTROL THE MOVEMENT, SORTING AND STORAGE OF CIVIC AMENITY WASTES (2CA)

Commentary for Unit 014:

CONTROL THE MOVEMENT, SORTING AND STORAGE OF CIVIC AMENITY WASTES

This unit is for:
people who are responsible for controlling procedures for the on-site movement, sorting and storage of wastes on a civic amenity site.

This unit is about:
the competence required to ensure the safe and secure movement, sorting and storage of wastes on a civic amenity site.

This is what you need to show:
• that all movement, sorting and storage operations comply with relevant legislation;
• wastes which require specific handling are dealt with safely;
• potential hazards to safety, health and the environment are identified and the risks managed appropriately;
• site rules are communicated and enforced;
• all vehicles and people on site under your direct control follow the correct procedures;
• site staff provide appropriate information and advice to people visiting the site;
• required records are complete, accurate and up-to-date.

Unit structure:
There are two elements in this unit, each of which has performance standards associated with it.
014.1 Control the sorting and storage of civic amenity wastes
014.2 Control vehicles and people on a civic amenity site

There are knowledge and understanding requirements which are relevant to both elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This is a waste-specific unit within the level 3 COTC award: Waste Management Operations - Civic Amenity Site

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from the candidate’s workplace performance is essential for this unit. Evidence from simulation activities is not acceptable.
Unit 014  CONTROL THE MOVEMENT, SORTING AND STORAGE OF CIVIC AMENITY WASTES (2CA)

GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate's evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Applicable legislation
This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well as other legislation applicable to operations on a civic amenity site.

Civic amenity site
A site provided under section 51(1)(b) of the Environmental Protection Act (EPA) 1990 which is operated directly by the employees of a local authority rather than external contractors or an external contracting arm of a local authority.

Hazards
A hazard is something with potential to cause harm.

Records
This refers to the documentation required by legislation and by organisational procedures in relation to the sorting and storage of civic amenity wastes. The records may be paper-based or computerised.

Risks
This refers to any risks to safety, health and the environment arising from the movement, sorting and storage of wastes, including those associated with the following hazards:
   a) fire
   b) spillage
   c) infestation
   d) litter
   e) lack of suitable storage
   f) plant malfunction
   g) substances requiring special treatment, re-packaging or containment
   h) unauthorised waste.

Specific handling
This refers to the need to handle wastes in a specific way due to:
   a) the nature of the waste, e.g. its chemical properties
   b) the physical characteristics of the waste, e.g. the size, shape or robustness of the waste or its containers
   c) the processes which take place on site, e.g. the diversion or special storage of particular types of material for a specified operation.
Specific handling could include the use of specialist handling equipment, particular personal protective equipment and/or storage in designated areas with additional levels of environmental protection.
Unit 014 CONTROL THE MOVEMENT, SORTING AND STORAGE OF CIVIC AMENITY WASTES (2CA)

Unauthorised waste

Waste that cannot be dealt with on site because:
- a) it does not comply with the waste management licence
- b) it is of commercial or industrial (trade) origin
- c) of lack of resources, capability or capacity to deal with specific loads.

Vehicles and people

This refers to the vehicles and people that are on the site for the purposes of delivering wastes, collecting recovered and waste materials, or carrying out other site requirements. Drivers of vehicles and other people on site will include members of the general public as well as site staff, hauliers and contractors.

Wastes

Wastes are those specified in the waste management licence.
Unit 014  CONTROL THE MOVEMENT, SORTING AND STORAGE OF CIVIC AMENITY WASTES (2CA)

THE PERFORMANCE STANDARDS
014.1 Control the sorting and storage of civic amenity wastes

You must show that you:

1. Fully implement those procedures which ensure the compliance with applicable legislation of both of the following operations;
   a. sorting wastes
   b. storage of wastes

2. Make sure that procedures for dealing with wastes requiring specific handling are in place and implemented correctly when required

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment that arise from the sorting and storage of wastes

4. Comply with any legal and company requirements for recording and reporting any risks to safety, health or the environment

5. Make sure that records are complete and accurate.

014.2 Control vehicles and people on a civic amenity site

You must show that you:

1. Fully implement those procedures which ensure the compliance of vehicles and people on site with applicable legislation and company procedures.

2. Make sure that vehicles are controlled so as to provide safe entrance to and exit from the site.

3. Ensure that drivers and other people on site, who are under your direct control, are made aware of, and obey, the applicable site rules and site signage.

4. Make sure that site staff provide appropriate direction and advice to people visiting the site.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence

iii. the planning permission, waste management licence and site working plan for your site

iv. your site procedures for handling and storage of different types of civic amenity waste

v. the sorts of personal protective equipment required for handling different types of civic amenity wastes, (e.g. oil, asbestos, heavy items) and the procedures for effective care, maintenance and use of this equipment

vi. the type, function and procedures for safe operation of any handling equipment used on site

vii. the risks to safety, health and the environment arising from the movement, sorting and storage of civic amenity wastes and the procedures required to minimise risk

viii. the legal and organisational requirements for recording risks to safety, health and the environment, who these should be reported to, and the procedures for doing this

ix. internal traffic management procedures

x. your site procedures for the proper management control of the movement, sorting and storage of wastes received on site

xi. the records required by legislation and your employer in relation to the sorting and storage of wastes on a civic amenity site.
Commentary for Unit 015:

MONITOR PROCEDURES TO CONTROL RISKS TO HEALTH AND SAFETY
(Employment NTO Unit B) (3)

This unit is for:
people who have been allocated responsibility for checking and co-ordinating health and safety matters as part of their responsibilities for managing a waste management facility.

This unit is about:
the competence required to ensure that statutory and workplace procedures for controlling risks to health and safety are being carried out. This involves ensuring that health and safety procedures are being followed within work areas and appropriate action is undertaken to deal with risks that arise from workplace hazards.

This is what you need to show
• that you understand health and safety requirements at the workplace and keep yourself and others up-to-date about health and safety regulations appropriate to your workplace
• people for whom you are responsible understand and comply with workplace health and safety procedures
• people for whom you are responsible receive relevant training on how to deal with health and safety hazards
• procedures are in place to identify hazards and minimise risks in the workplace
• risk control measures are consistent with legal and workplace health and safety procedures and are communicated to all relevant people
• all necessary records relating to health and safety matters are complete, accurate and up-to-date and available to those authorised to use them.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.
015.1 Check that health and safety procedures are followed
015.2 Ensure that risks are controlled safely and effectively

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.
Fundamental to this unit is an understanding of the terms “hazard” and “risk”. They have been defined overleaf, and it is VERY IMPORTANT that they are understood before taking this unit.

Place in the COTC Awards Framework
This is a common unit included within all COTC awards.

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Performance evidence must be provided against each of the Performance Standards and show that at least three sources of information have been used, all the workplace health and safety procedures for the areas listed have been checked and at least two types of hazard which could present high risk if controls are not in place have been reported (see glossary).
UNIT 015  MONITOR PROCEDURES TO CONTROL RISKS TO HEALTH AND SAFETY (Employment NTO Unit B) (3)

GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate's evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

The Health and Safety Executive (HSE) is the body appointed to support and enforce health and safety law. They have defined two important concepts as follows:

**Hazard**
“a hazard is something with potential to cause harm”.

**Risk**
“a risk is the likelihood of the hazard's potential being realised”.

Almost anything may be a hazard, but may or may not become a risk. For example:

1. A trailing electric cable from a piece of equipment is a hazard. If it is trailing across a passageway there is a high risk of someone tripping over it, but if it lies along a wall out of way, the risk is much less.

2. Hazardous wastes are a hazard, and by their nature may present high risk. However, if they are kept in properly designed secure storage areas, and handled by properly trained and equipped people, the risk is much less than if they are left unattended and unmarked on a busy waste management site.

3. A heavy or bulky load is a hazard. It presents a higher risk to someone who lifts it manually than if a mechanical handling device is properly used.

**Other persons**
This phrase refers to everyone covered by the Health and Safety Act including, as relevant to the site, visitors, members of the public, colleagues, contractors, clients, customers.

**Personal presentation**
This includes, personal hygiene; use of personal protection equipment; clothing and accessories suitable to the particular workplace.

**Reports**
Reports will be written and oral.

**Responsible persons**
The person or persons at work to whom you should report any health and safety issues or hazards.
UNIT 015 MONITOR PROCEDURES TO CONTROL RISKS TO HEALTH AND SAFETY  (Employment NTO Unit B)

Risks

Risks resulting from the following hazards:

a) the handling or use of hazardous substances
b) the use and maintenance of plant, equipment and material
c) poor working practices
d) unsafe behaviour
e) accidental breakages and spillages
f) obstructions
g) ill-health issues
h) condition of the workplace.

Sources of information

Information about statutory health and safety regulations must be from recognised and reliable sources including:

a) internal Health and Safety experts
b) HSE offices
c) relevant industry publications
d) external organisations.

Workplace

This refers to the single or multiple areas for which you are responsible.

Working practices

Any activities, procedures, use of materials or equipment and working techniques used in carrying out your job. In this unit it also covers any omissions in good working practice which may pose a threat to health and safety.

Workplace policies

This covers documentation prepared by the employer on the procedures to be followed regarding health and safety matters. It could be the employer’s safety policy statement, or general health and safety statements and guidance covering aspects of the workplace that should be drawn to the employees (and “other persons”) attention.

Workplace Health and Safety Procedures

These cover:

a) the use of safe working methods and equipment
b) the safe use of hazardous substances
c) smoking, eating, drinking and drugs
d) what to do in the event of an emergency.
Key points regarding Health and Safety legislation and regulations.

“Health and Safety at Work Act 1974”

The Health and Safety at Work Act 1974 is the main piece of legislation under which nearly all the other regulations are made. It is for this reason that only this piece of legislation is specifically referred to in this Unit.

Employers have a legal duty under this Act to ensure, so far as is reasonably practicable, the health, safety and welfare at work of the people for whom they are responsible and the people who may be affected by the work they do.

Under this Act it is also important to remember that all people at work, not just employers, have a responsibility to take reasonable care to avoid harming themselves or others through the work they do.

Risks should be reduced “so far as is reasonably practicable”. This term means the duty-holder (in most instances the employer) can balance the cost against the degree of risk although obviously any Health and Safety inspectors would expect that relevant good practice is followed.

According to the Act:

   Employers must safeguard so far as is reasonably practicable, the health, safety and welfare at work of all the people who work for them. This applies in particular to the provision and maintenance of safe plant and systems of work, and covers all machinery, equipment and substances used.

   People at work also have a duty under the Act to take reasonable care to avoid harm to themselves or to others by their work activities, and to cooperate with employers and others in meeting statutory requirements. The Act also requires employees not to interfere with or misuse anything provided to protect their health, safety or welfare in compliance with the Act.

Other Legislation

There is an array of health and safety regulations and codes of practice which affect people at work. There are regulations for those who, for example, work with electricity, or work on construction projects, as well as regulations covering noise at work, manual handling, working with VDUs, or dealing with substances hazardous to health etc.. The specific requirements for all or any of these can be obtained from HSE local offices.

As many of the regulations are only relevant to certain workplaces or work activities no specific reference has been made in the knowledge and understanding requirements to any of these regulations. The phrase “your responsibilities for health and safety as defined by any specific legislation covering your job role” is intended to relate to those specific pieces of legislation important to your workplace and/or activities which you should be able to find out about.
UNIT 015 MONITOR PROCEDURES TO CONTROL RISKS TO HEALTH AND SAFETY (Employment NTO Unit B)

THE PERFORMANCE STANDARDS

015.1 Check that health and safety procedures are followed

You must show that you:
1. Confirm that all the information available to you on statutory health and safety regulations is up-to-date and from recognised and reliable information sources.

2. Conduct your monitoring of workplace procedures at agreed intervals and in accordance with workplace requirements.

3. Check regularly that other persons possess:
   a. up-to-date information about health and safety hazards, and
   b. instructions on how to deal with risks which can arise.

4. Confirm other persons have received relevant training on how to deal with health and safety hazards.

5. Make any recommendations for changes to workplace procedures, clearly, to the responsible person.

6. Brief and obtain feedback from other persons concerning workplace procedures.

7. Respond promptly to any breaches of health and safety procedures in a way, which meets workplace and legal requirements.

8. Check regularly that your records relating to health and safety matters
   a. comply with legal and workplace requirements, and
   b. are accessible to those who are authorised to use them.

015.2 Ensure that risks are controlled safely and effectively

You must show that you:
1. Keep accurate and legible records of workplace risks identified or reported to you.

2. Report the existence of hazards with high risks in accordance with workplace health and safety procedures.

3. Confirm that appropriate precautions to control these risks have been agreed with the persons responsible for health and safety.

4. Confirm that the precautions are in accordance with legal and workplace health and safety procedures.

5. Check that other persons are aware of the risks, and
   a. understand the action to be taken to reduce the risks which can arise.

6. Review the precautions to ensure those risks are minimised and are no longer significant.

7. Report promptly and accurately any conflicts which still exist between workplace and statutory requirements to the persons responsible for health and safety.

8. Ensure your reports contain accurate details about the cause of hazards with high risks and make suitable recommendations to minimise their reoccurrence.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the 'Glossary of terms'.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to know and understand:

Health and Safety legislation

i. employers’ and employees’ legal duties for health and safety in the workplace as defined by the Health and Safety at Work Act 1974

ii. your responsibilities for health and safety as defined by any specific legislation covering your job role.

Controlling risks to health and safety

iii. how to keep health and safety records

iv. effective communication methods

v. effective methods of monitoring the activities and understanding of other people with respect to health and safety matters

vi. the difference between a hazard and a risk

vii. what hazards may exist in your workplace

viii. the particular health and safety risks which may be present in your own job role and the precautions to take

ix. the importance of remaining alert to the presence of hazards in the whole workplace

x. the importance of promptly dealing with or reporting significant risks in the workplace.

Organisational context

xi. the work areas and people for whom you are responsible

xii. the scope of your job and your own capabilities with respect to health and safety matters

xiii. the specific organisational health and safety arrangements covering your job role

xiv. agreed health and safety policies and their procedures at your workplace

xv. agreed intervals for monitoring health and safety compliance

xvi. workplace policies relating to resolving hazards

xvii. workplace procedures for record keeping.
Commentary for Unit 016:

CONTROL SITE OPERATIONS FOR THE DISPOSAL OF HAZARDOUS WASTE

This unit is for:
people who are required to control the procedures and processes necessary for the disposal of hazardous waste onto or into land.

This unit is about:
the competence required to control disposal operations and work activities on a hazardous waste landfill site to the required standards of safety, quality and compliance.

This is what you need to show:
- all disposal operations comply with relevant legislation
- all necessary resources are in place to enable disposal operations to be carried out effectively and safely
- potential hazards to safety, health and the environment are identified and the risks managed appropriately
- all necessary records are complete, accurate and up-to-date
- all personnel on site fully understand their operational instructions and have the necessary knowledge, skills and material resources to implement them correctly
- work activities and methods are consistent with legal and company requirements.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.
016.1 Control operations for the disposal of hazardous waste
016.2 Control work activities for the disposal of hazardous waste
There are knowledge and understanding requirements which are relevant to both elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the level 4 COTC award:
Waste Management Operations - Managing Landfill, Hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable for this unit.
**Unit 016 CONTROL SITE OPERATIONS FOR THE DISPOSAL OF HAZARDOUS WASTE (4LH)**

**GLOSSARY OF TERMS**

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

**Applicable legislation**
This refers to legislative requirements as set out in the waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit, site working plan or conditioning plan, and planning permission, as well as other legislation applicable to landfill sites that accept hazardous waste.

**Communicate**
Operational instructions will be provided in a format, manner and at a level appropriate to the staff concerned, including choosing an appropriate time and place. Operational instructions will be recorded in writing but may be communicated orally or in writing.

**Hazardous waste**

**Hazards**
A hazard is something with potential to cause harm.

**Operational instructions**
Operational instructions will include:
- a) site operational procedures
- b) safety and environmental protection procedures
- c) safe systems of work
- d) hazards likely to be encountered and necessary precautions
- e) the standards of work to be achieved.

**Records**
This refers to the documentation required by legislation and by company procedures in relation to the disposal of hazardous waste. The records may be paper-based or computerised.

**Resources**
The staff, materials, equipment and information needed to carry out waste disposal operations. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.
Risks
This refers to any risks to safety, health and the environment arising from disposal operations, including those associated with the following hazards:

a) wastes difficult to handle;
b) mis-description of waste;
c) waste presenting an unexpected health risk;
d) waste containing disguised materials or unacceptable components.

Wastes
Wastes are those specified in the waste management licence or IPPC/PPC permit.
Unit 016 CONTROL SITE OPERATIONS FOR THE DISPOSAL OF HAZARDOUS WASTE (4LH)

THE PERFORMANCE STANDARDS

016.1 Control operations for the disposal of hazardous waste

You must show that you:
1. Fully implement procedures to ensure that waste disposal operations comply with:
   a. applicable legislation
   b. company operating procedures.

2. Make sure that the resources needed for the disposal of wastes are available, sufficient and operational.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from disposal operations.

4. Make sure that records specifically relating to the disposal of hazardous waste are complete and accurate.

016.2 Control work activities for the disposal of hazardous waste

You must show that you:
1. Ensure that the programme of work and operational instructions relating to the disposal of wastes contain all the information needed for site staff to carry out the process safely and effectively.

2. Clearly communicate the programme of work and operational instructions to all site staff.

3. Make sure that site staff understand their operational instructions and have the necessary resources to carry them out to the required standard.

4. Ensure that work activities and methods are consistent with:
   a. applicable legislation
   b. company objectives and priorities
   c. company operating procedures.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iii. the planning permission, waste management licence or IPPC/PPC permit and site working plan or conditioning plan for your site

iv. the handling and disposal implications for hazardous waste

v. the personal protective equipment required for operatives handling the hazardous wastes received on site and the procedures for effective care, maintenance and use of this equipment

vi. your company’s procedures for disposal operations and the supply and use of the resources required

vii. the risks to safety, health and the environment arising from the disposal of hazardous wastes and the procedures required to minimise risk

viii. Control of Substances Hazardous to Health(COSH) assessment data for all hazardous substances received and used on your site

ix. how to communicate operational instructions orally and in writing

x. the importance of checking people’s understanding of operational instructions and how to do this

xi. the technical skills needed for the disposal operations carried out on your site, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit

xii. site procedures for the proper management of disposal operations carried out on site.
Commentary for Unit 017:

CONTROL SITE OPERATIONS FOR THE DISPOSAL OF NON-HAZARDOUS WASTE

This unit is for:
people who are required to control the procedures and processes necessary for the disposal of non-hazardous waste onto or into land.

This unit is about:
the competence required to control disposal operations and work activities on a non-hazardous waste landfill site to the required standards of safety, quality and compliance.

This is what you need to show:
• all disposal operations comply with relevant legislation
• all necessary resources are in place to enable disposal operations to be carried out effectively and safely
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• all necessary records are complete, accurate and up-to-date
• all personnel on site fully understand their operational instructions and have the necessary knowledge, skills and material resources to implement them correctly
• work activities and methods are consistent with legal and company requirements.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.
017.1 Control operations for the disposal of non-hazardous waste
017.2 Control work activities for the disposal of non-hazardous waste
There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the level 4 COTC award:
Waste Management Operations - Managing Landfill, Non-hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable for this unit.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Applicable legislation This refers to legislative requirements as set out in the waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit, site working plan or conditioning plan, and planning permission, as well as other legislation applicable to landfill sites for non-hazardous waste.

Communicate Operational instructions will be provided in a format, manner and at a level appropriate to the staff concerned, including choosing an appropriate time and place. Operational instructions will be recorded in writing but may be communicated orally or in writing.

Hazards A hazard is something with potential to cause harm.

Non-hazardous waste Non-hazardous waste is any waste, as specified in the waste management licence or IPPC/PPC permit, which is not covered by the definition of hazardous waste.

Operational instructions Operational instructions will include:

- site operational procedures
- safety and environmental protection procedures
- safe systems of work
- hazards likely to be encountered and necessary precautions
- the standards of work to be achieved.

Records This refers to the documentation required by legislation and by company procedures in relation to the disposal of waste. The records may be paper-based or computerised.

Resources The staff, materials, equipment and information needed to carry out waste disposal operations. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.
Unit 017 CONTROL SITE OPERATIONS FOR THE DISPOSAL OF NON-HAZARDOUS WASTE (4LNH)

Risks
This refers to any risks to safety, health and the environment arising from disposal operations, including those associated with the following hazards:
   a) wastes difficult to handle
   b) unauthorised waste
   c) equipment malfunction
   d) over-heated waste
   e) adverse weather conditions.

Wastes
Wastes are those specified in the waste management licence or IPPC/PPC permit.
Unit 017 CONTROL SITE OPERATIONS FOR THE DISPOSAL OF NON-HAZARDOUS WASTE (4LNH)

THE PERFORMANCE STANDARDS
017.1 Control operations for the disposal of non-hazardous waste

You must show that you:
1. Fully implement procedures to ensure that waste disposal operations comply with:
   a. applicable legislation
   b. company operating procedures.
2. Make sure that the resources needed for the disposal of wastes are available, sufficient and operational.
3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from disposal operations.
4. Make sure that records specifically relating to the disposal of non-hazardous waste are complete and accurate.

017.2 Control work activities for the disposal of non-hazardous waste

You must show that you:
1. Ensure that the programme of work and operational instructions relating to the disposal of wastes contain all the information needed for site staff to carry out the process safely and effectively
2. Clearly communicate the programme of work and operational instructions to all site staff
3. Make sure that site staff understand their operational instructions and have the necessary resources to carry them out to the required standard
4. Ensure that work activities and methods are consistent with:
   a. applicable legislation
   b. company objectives and priorities
   c. company operating procedures.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
**KNOWLEDGE AND UNDERSTANDING**

*To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:*

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iii. the planning permission, waste management licence or IPPC/PPC permit and site working plan or conditioning for your site

iv. the handling and disposal implications for non-hazardous waste

v. the personal protective equipment required for operatives handling the types of waste received on site and the procedures for effective care, maintenance and use of this equipment

vi. your company’s procedures for disposal operations and the supply and use of the resources required

vii. the risks to safety, health and the environment arising from the disposal of non-hazardous wastes and the procedures required to minimise risk

viii. how to communicate operational instructions orally and in writing

ix. the importance of checking people’s understanding of operational instructions and how to do this

x. the technical skills needed for the disposal operations carried out on your site, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit

xi. site procedures for the proper management of disposal operations carried out on site.
Commentary for Unit 018:

CONTROL SITE OPERATIONS FOR THE DISPOSAL OF INERT WASTE

This unit is for:
people who are required to control the procedures and processes necessary for the disposal of inert waste onto or into land.

This unit is about:
the competence required to control disposal operations and work activities on an inert waste landfill site to the required standards of safety, quality and compliance.

This is what you need to show:
- all disposal operations comply with relevant legislation
- all necessary resources are in place to enable disposal operations to be carried out effectively and safely
- potential hazards to safety, health and the environment are identified and the risks managed appropriately
- all necessary records are complete, accurate and up-to-date
- all personnel on site fully understand their operational instructions and have the necessary knowledge, skills and material resources to implement them correctly
- work activities and methods are consistent with legal and company requirements.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.
018.1 Control operations for the disposal of inert waste
018.2 Control work activities for the disposal of inert waste

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the level 3 COTC award:
Waste Management Operations - Inert Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable for this unit.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

**Applicable legislation**

This refers to legislative requirements as set out in the waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit, site working plan or conditioning plan, and planning permission, as well as other legislation applicable to landfill sites for inert waste.

**Communicate**

Operational instructions will be provided in a format, manner and at a level appropriate to the staff concerned, including choosing an appropriate time and place. Operational instructions may be communicated orally or in writing.

**Hazards**

A hazard is something with potential to cause harm.

**Inert waste**

Inert waste means waste that does not undergo any significant physical, chemical or biological transformations. Inert waste will not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution or harm to human health. The total leachability and pollutant content of the waste and the ecotoxicity of the leachate must be insignificant, and in particular not endanger the quality of surface water and/or groundwater.

**Operational instructions**

Operational instructions will include:

a) site operational procedures
b) safety and environmental protection procedures
c) safe systems of work
d) hazards likely to be encountered and necessary precautions
e) the standards of work to be achieved.

**Records**

This refers to the documentation required by legislation and by company procedures in relation to the disposal of waste. The records may be paper-based or computerised.

**Resources**

The staff, materials, equipment and information needed to carry out waste disposal operations. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.
Unit 018  CONTROL SITE OPERATIONS FOR THE DISPOSAL OF INERT WASTE (4LIn)

Risks  This refers to any risks to safety, health and the environment arising from disposal operations, including those associated with the following hazards:
   a) wastes difficult to handle
   b) unauthorised waste
   c) waste presenting an unexpected health risk
   d) waste containing disguised materials or unacceptable components.

Wastes  Wastes are those specified in the waste management licence or IPPC/PPC permit.
Unit 018 CONTROL SITE OPERATIONS FOR THE DISPOSAL OF INERT WASTE (4LIn)

THE PERFORMANCE STANDARDS

018.1 Control operations for the disposal of inert waste

You must show that you:
1. Fully implement procedures to ensure that waste disposal operations comply with:
   a. applicable legislation 
   b. company operating procedures.
2. Make sure that the resources needed for the disposal of wastes are available, sufficient and operational.
3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from disposal operations.
4. Make sure that records specifically relating to the disposal of inert waste are complete and accurate.

018.2 Control work activities for the disposal of inert waste

You must show that you:
1. Ensure that the programme of work and operational instructions relating to the disposal of wastes contain all the information needed for site staff to carry out the process safely and effectively.
2. Clearly communicate the programme of work and operational instructions to all site staff.
3. Make sure that site staff understand their operational instructions and have the necessary resources to carry them out to the required standard.
4. Ensure that work activities and methods are consistent with:
   a. applicable legislation 
   b. company objectives and priorities 
   c. company operating procedures.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iii. the planning permission, waste management licence or IPPC/PPC permit and site working plan or conditioning plan for your site

iv. your company’s procedures for disposal operations and the supply and use of the resources required

v. the risks to safety, health and the environment arising from the disposal of the inert wastes received on site and the procedures required to minimise risk

vi. how to communicate operational instructions orally and in writing

vii. the importance of checking people’s understanding of operational instructions and how to do this

viii. the technical skills needed for the disposal operations carried out on your site, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit

ix. site procedures for the proper management of disposal operations carried out on site.
Commentary for Unit 019:

CONTROL SITE OPERATIONS FOR THE DISPOSAL OF HAZARDOUS WASTE ON A SINGLE WASTE STREAM SITE

This unit is for:
people who are required to control the procedures and processes necessary for the disposal of hazardous waste onto or into land on a single waste stream site.

This unit is about:
the competence required to control disposal operations and work activities to the required standards of safety, quality and compliance.

This is what you need to show:
• all disposal operations comply with relevant legislation
• all necessary resources are in place to enable disposal operations to be carried out effectively and safely
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• all necessary records are complete, accurate and up-to-date
• all personnel on site fully understand their operational instructions and have the necessary knowledge, skills and material resources to implement them correctly
• work activities and methods are consistent with legal and site requirements.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.

019.1 Control operations for the disposal of hazardous waste on a single waste stream site
019.2 Control work activities for the disposal of hazardous waste on a single waste stream site

There are knowledge and understanding requirements which are relevant to both elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the level 4 COTC award: Waste Management Operations - Managing Landfill, Hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable for this unit.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

**Applicable legislation**  
This refers to legislative requirements as set out in the waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit, site working plan and planning permission, as well as other legislation applicable to a hazardous waste single waste stream site.

**Communicate**  
Operational instructions will be provided in a format, manner and at a level appropriate to the staff concerned, including choosing an appropriate time and place. Operational instructions may be communicated orally or in writing.

**Hazardous waste**  

**Hazards**  
A hazard is something with potential to cause harm.

**Operational instructions**  
Operational instructions will include:

a) site operational procedures
b) safety and environmental protection procedures
c) safe systems of work
d) hazards likely to be encountered and necessary precautions
e) the standards of work to be achieved.

**Records**  
This refers to the documentation required by legislation and by company procedures in relation to the disposal of waste. The records may be paper-based or computerised.

**Resources**  
The staff, materials, equipment and information needed to carry out waste disposal operations. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.

**Risks**  
This refers to any risks to safety, health and the environment arising from the disposal of hazardous waste on a single waste stream site.
Single waste  A site where the waste producer is also the licence holder and the waste disposed falls under one European Waste Catalogue (EWC) six figure classification code other than those ending in 00 or 99.

Waste  Waste is that specified in the waste management licence or IPPC/PPC permit.
Unit 019  CONTROL SITE OPERATIONS FOR THE DISPOSAL OF HAZARDOUS WASTE ON A SINGLE WASTE STREAM SITE (4SWS-H)

THE PERFORMANCE STANDARDS

019.1 Control operations for the disposal of hazardous waste on a single waste stream site

You must show that you:
1. Fully implement procedures to ensure that waste disposal operations comply with:
   a. applicable legislation
   b. site operating procedures.
2. Make sure that the resources needed for the disposal of waste are available, sufficient and operational.
3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from disposal operations.
4. Make sure that records specifically relating to the disposal of hazardous waste are complete and accurate.

019.2 Control work activities for the disposal of hazardous waste on a single waste stream site

You must show that you:
1. Ensure that the programme of work and operational instructions relating to the disposal of waste contain all the information needed for site staff to carry out the process safely and effectively
2. Clearly communicate the programme of work and operational instructions to all site staff
3. Make sure that site staff understand their operational instructions and have the necessary resources to carry them out to the required standard
4. Ensure that work activities and methods are consistent with:
   a. applicable legislation
   b. site objectives and priorities
   c. site operating procedures.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iii. the planning permission, waste management licence or IPPC/PPC permit and site working plan for your site

iv. the handling and disposal implications of the hazardous waste received on site

v. the personal protective equipment required for operatives handling the hazardous waste received on site and the procedures for effective care, maintenance and use of this equipment

vi. your site procedures for disposal operations and the supply and use of the resources required

vii. the risks to safety, health and the environment arising from the disposal of the hazardous waste received on site and the procedures required to minimise risk

viii. Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received and used on your site

ix. how to communicate operational instructions orally and in writing

x. the importance of checking people’s understanding of operational instructions and how to do this

xi. the technical skills needed for the disposal operations carried out on your site, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit

xii. site procedures for the proper management of disposal operations carried out on site.
Commentary for Unit 020:

CONTROL SITE OPERATIONS FOR THE DISPOSAL OF NON-HAZARDOUS WASTE ON A SINGLE WASTE STREAM SITE

This unit is for:
people who are required to control the procedures and processes necessary for the disposal non-hazardous waste on a single waste stream site.

This unit is about:
the competence required to control disposal operations and work activities to the required standards of safety, quality and compliance.

This is what you need to show:
• all disposal operations comply with relevant legislation
• all necessary resources are in place to enable disposal operations to be carried out effectively and safely
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• all necessary records are complete, accurate and up-to-date
• all personnel on site fully understand their operational instructions and have the necessary knowledge, skills and material resources to implement them correctly
• work activities and methods are consistent with legal and site requirements.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.
020.1 Control operations for the disposal of non-hazardous waste on a single waste stream site
020.2 Control work activities for the disposal of non-hazardous waste on a single waste stream site

There are knowledge and understanding requirements which are relevant to both elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the level 4 COTC award:
Waste Management Operations - Managing Landfill, Non-hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable for this unit.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

**Applicable legislation**
This refers to legislative requirements as set out in the waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit, site working plan and planning permission, as well as other legislation applicable to a single waste stream site dealing with non-hazardous waste.

**Communicate**
Operational instructions will be provided in a format, manner and at a level appropriate to the staff concerned, including choosing an appropriate time and place. Operational instructions may be communicated orally or in writing.

**Hazards**
A hazard is something with potential to cause harm.

**Non-hazardous waste**
Non-hazardous waste is any waste, as specified in the waste management licence or IPPC/PPC permit, which is not covered by the definition of hazardous waste.

**Operational instructions**
Operational instructions will include:
- a) site operational procedures
- b) safety and environmental protection procedures
- c) safe systems of work
- d) hazards likely to be encountered and necessary precautions
- e) the standards of work to be achieved.

**Records**
This refers to the documentation required by legislation and by company procedures in relation to the disposal of waste. The records may be paper-based or computerised.

**Resources**
The staff, materials, equipment and information needed to carry out waste disposal operations. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.

**Risks**
This refers to any risks to safety, health and the environment arising from the disposal of non-hazardous waste on a single waste stream site.
| **Single waste stream site** | A site where the waste producer is also the licence holder and the waste disposed falls under one European Waste Catalogue (EWC) six figure classification code other than those ending in 00 or 99. |
| **Waste** | Waste is that specified in the waste management licence or IPPC/PPC permit. |
Unit 020 CONTROL SITE OPERATIONS FOR THE DISPOSAL OF NON-HAZARDOUS WASTE ON A SINGLE WASTE STREAM SITE (4SWS-NH)

THE PERFORMANCE STANDARDS

020.1 Control operations for the disposal of non-hazardous waste on a single waste stream site

You must show that you:
1. Fully implement procedures to ensure that waste disposal operations comply with:
   a. applicable legislation
   b. site operating procedures.
2. Make sure that the resources needed for the disposal of waste are available, sufficient and operational.
3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from disposal operations.
4. Make sure that records specifically relating to the disposal of non-hazardous waste are complete and accurate.

020.2 Control work activities for the disposal of non-hazardous waste on a single waste stream site

You must show that you:
1. Ensure that the programme of work and operational instructions relating to the disposal of waste contain all the information needed for site staff to carry out the process safely and effectively
2. Clearly communicate the programme of work and operational instructions to all site staff
3. Make sure that site staff understand their operational instructions and have the necessary resources to carry them out to the required standard
4. Ensure that work activities and methods are consistent with:
   a. applicable legislation
   b. site objectives and priorities
   c. site operating procedures.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
Unit 020 CONTROL SITE OPERATIONS FOR THE DISPOSAL OF NON-HAZARDOUS WASTE ON A SINGLE WASTE STREAM SITE (4SWS-NH)

**KNOWLEDGE AND UNDERSTANDING**

*To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:*

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iii. the planning permission, waste management licence or IPPC/PPC permit and site working plan for your site

iv. the handling and disposal implications of the non-hazardous waste received on the site

v. the personal protective equipment required for operatives handling the non-hazardous waste received on site and the procedures for effective care, maintenance and use of this equipment

vi. your site procedures for disposal operations and the supply and use of the resources required

vii. the risks to safety, health and the environment arising from the disposal of the non-hazardous waste received on site and the procedures required to minimise risk

viii. how to communicate operational instructions orally and in writing

ix. the importance of checking people’s understanding of operational instructions and how to do this

x. the technical skills needed for the disposal operations carried out on your site, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit

xi. site procedures for the proper management of disposal operations carried out on site.
Commentary for Unit 021:

CONTROL SITE OPERATIONS FOR THE DISPOSAL OF INERT WASTE ON A SINGLE WASTE STREAM SITE

This unit is for:
people who are required to control the procedures and processes necessary for the disposal of inert waste on a single waste stream site.

This unit is about:
the competence required to control disposal operations and work activities to the required standards of safety, quality and compliance.

This is what you need to show:
• all disposal operations comply with relevant legislation
• all necessary resources are in place to enable disposal operations to be carried out effectively and safely
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• all necessary records are complete, accurate and up-to-date
• all personnel on site fully understand their operational instructions and have the necessary knowledge, skills and material resources to implement them correctly
• work activities and methods are consistent with legal and site requirements.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.

021.1 Control operations for the disposal of inert waste on a single waste stream site
021.2 Control work activities for the disposal of inert waste on a single waste stream site

There are knowledge and understanding requirements which are relevant to both elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the level 3 COTC award:
Waste Management Operations - Inert Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable for this unit.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Applicable legislation This refers to legislative requirements as set out in the waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit, site working plan and planning permission, as well as other legislation applicable to a single waste stream site dealing with inert waste.

Communicate Operational instructions will be provided in a format, manner and at a level appropriate to the staff concerned, including choosing an appropriate time and place. Operational instructions may be communicated orally or in writing.

Hazards A hazard is something with potential to cause harm.

Inert waste Inert waste means waste that does not undergo any significant physical, chemical or biological transformations. Inert waste will not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution or harm to human health. The total leachability and pollutant content of the waste and the ecotoxicity of the leachate must be insignificant, and in particular not endanger the quality of surface water and/or groundwater.

Operational instructions Operational instructions will include:
   a) site operational procedures
   b) safety and environmental protection procedures
   c) safe systems of work
   d) hazards likely to be encountered and necessary precautions
   e) the standards of work to be achieved.

Records This refers to the documentation required by legislation and by company procedures in relation to the disposal of waste. The records may be paper-based or computerised.

Resources The staff, materials, equipment and information needed to carry out waste disposal operations. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.

Risks This refers to any risks to safety, health and the environment arising from the disposal of inert waste on a single waste stream site.
| **Single waste stream site** | A site where the waste producer is also the licence holder and the waste disposed falls under one European Waste Catalogue (EWC) six figure classification code other than those ending in 00 or 99. |
| **Waste** | Waste is that specified in the waste management licence or IPPC/PPC permit. |
Unit 021   CONTROL SITE OPERATIONS FOR THE DISPOSAL OF INERT WASTE ON A SINGLE WASTE STREAM SITE (4SWS-In)

THE PERFORMANCE STANDARDS

021.1   Control operations for the disposal of inert waste on a single waste stream site

You must show that you:
1. Fully implement procedures to ensure that waste disposal operations comply with:
   a. applicable legislation
   b. site operating procedures.

2. Make sure that the resources needed for the disposal of waste are available, sufficient and operational.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from disposal operations.

4. Make sure that records specifically relating to the disposal of inert waste are complete and accurate.

021.2   Control work activities for the disposal of inert waste on a single waste stream site

You must show that you:
1. Ensure that the programme of work and operational instructions relating to the disposal of waste contain all the information needed for site staff to carry out the process safely and effectively

2. Clearly communicate the programme of work and operational instructions to all site staff

3. Make sure that site staff understand their operational instructions and have the necessary resources to carry them out to the required standard

4. Ensure that work activities and methods are consistent with:
   a. applicable legislation
   b. site objectives and priorities
   c. site operating procedures.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
Unit 021 CONTROL SITE OPERATIONS FOR THE DISPOSAL OF NERT WASTE ON A SINGLE WASTE STREAM SITE (4SWS-In)

KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iii. the planning permission, waste management licence or IPPC/PPC permit and site working plan for your site

iv. your company’s procedures for disposal operations and the supply and use of the resources required

v. the risks to safety, health and the environment arising from the disposal of the inert waste received on site and the procedures required to minimise risk

vi. how to communicate operational instructions orally and in writing

vii. the importance of checking people’s understanding of operational instructions and how to do this

viii. the technical skills needed for the disposal operations carried out on your site, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit

ix. site procedures for the proper management of disposal operations carried out on site.
Commentary for Unit 022:

CONTROL SITE OPERATIONS FOR THE TREATMENT OF HAZARDOUS WASTE

This unit is for:
people who are required to control the procedures and processes necessary for the treatment of hazardous waste.

This unit is about:
the competence required to control treatment operations and work activities to the required standards of safety, quality and compliance.

This is what you need to show:
- all treatment operations comply with relevant legislation
- all necessary resources are in place to enable treatment operations to be carried out effectively and safely
- potential hazards to safety, health and the environment are identified and the risks managed appropriately
- all necessary records are complete, accurate and up-to-date
- all personnel on site fully understand their operational instructions and have the necessary knowledge, skills and material resources to implement them correctly
- work activities and methods are consistent with legal and company requirements.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.
022.1 Control treatment operations for hazardous waste
022.2 Control work activities on sites treating hazardous waste

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the level 4 COTC award: Waste Management Operations - Managing Treatment, Hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable for this unit.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit where applicable to the site.

Applicable legislation This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well as other legislation applicable to operations on a site which treats hazardous waste.

Communicate Operational instructions will be provided in a format, manner and at a level appropriate to the staff concerned, including choosing an appropriate time and place. They will be recorded in writing but may be communicated orally or in writing.


Hazards A hazard is something with potential to cause harm.

Operational instructions Operational instructions will include:
- site operational procedures
- safety and environmental protection procedures
- safe systems of work
- hazards likely to be encountered and necessary precautions
- the standards of work to be achieved.

Records This refers to the documentation required by legislation and by company procedures in relation to the treatment of hazardous waste. The records may be paper-based or computerised.

Resources The staff, materials, equipment and information needed to carry out treatment operations. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.
Risks
This refers to any risks to safety, health and the environment arising from treatment operations, including those associated with the following hazards:

a) wastes difficult to handle
b) mis-description of waste
c) waste presenting an unexpected health risk
d) waste containing disguised materials or unacceptable components
e) equipment failure.

Standards
This refers to the operational outcomes of treatment processes which must be achieved to ensure that wastes are treated under the terms of the waste management licence.

Treatment operations
This refers to the processes used to treat wastes to make them suitable for disposal.

Wastes
Wastes are those specified in the waste management licence.
Unit 022 CONTROL SITE OPERATIONS FOR THE TREATMENT OF HAZARDOUS WASTE (4TMH)

THE PERFORMANCE STANDARDS

022.1 Control treatment operations for hazardous waste

You must show that you:
1. Fully implement procedures to ensure that waste treatment operations comply with:
   a. applicable legislation
   b. company operating procedures.
2. Make sure that the resources needed for waste treatment operations are available, sufficient and operational.
3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from treatment operations.
4. Make sure that records specifically relating to the treatment of wastes are complete and accurate.

022.2 Control work activities on sites treating hazardous waste

You must show that you:
1. Ensure that operational instructions relating to the treatment of wastes contain all the information needed for site staff to carry out the process safely and effectively.
2. Ensure that a programme of work is established to achieve the standards required for treatment operations.
3. Clearly communicate the programme of work and operational instructions to all site staff.
4. Make sure that site staff understand their operational instructions and have the necessary resources to carry them out to the required standard.
5. Ensure that work activities and methods are consistent with:
   a. applicable legislation
   b. company objectives and priorities
   c. company operating procedures.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other industry guidance appropriate to your waste management licence

iii. the planning permission, waste management licence and site working plan for your site

iv. the sorts of treatment processes suitable for the hazardous waste received on site and the use and limitations of these

v. the handling implications of treating hazardous waste

vi. the personal protective equipment required for operatives treating the hazardous waste received on site and the procedures for effective care, maintenance and use of this equipment

vii. the function, use and limitation on the use of all handling and processing equipment used on the site

viii. your company’s procedures for treatment operations and the supply and use of the resources required

ix. the risks to safety, health and the environment arising from the treatment of hazardous waste and the procedures required to minimise and manage risk

x. Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received and used on your site

xi. how to communicate operational instructions orally and in writing

xii. the importance of checking people’s understanding of operational instructions and how to do this

xiii. the technical skills needed for the treatment operations carried out on your site, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit

xiv. your company’s objectives and priorities for the treatment of hazardous waste

xv. site procedures for the proper management control of treatment operations carried out on site

xvi. the records required by legislation and by company procedures in relation to the treatment of hazardous waste.
Commentary for Unit 023:

CONTROL SITE OPERATIONS FOR THE TREATMENT OF CLINICAL WASTE

This unit is for:
people who are required to control the procedures and processes necessary for the treatment of clinical waste.

This unit is about:
the competence required to control treatment operations and work activities to the required standards of safety, quality and compliance.

This is what you need to show:
• all treatment operations comply with relevant legislation
• all necessary resources are in place to enable treatment operations to be carried out effectively and safely
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• all necessary records are complete, accurate and up-to-date
• all personnel on site fully understand their operational instructions and have the necessary knowledge, skills and material resources to implement them correctly
• work activities and methods are consistent with legal and company requirements.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.

023.1 Control treatment operations for clinical waste
023.2 Control work activities on sites treating clinical waste

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the following level 4 COTC awards:
Waste Management Operations - Managing Treatment, Hazardous Waste
Waste Management Operations - Managing Treatment, Non-hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable for this unit.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit where applicable to the site.

Applicable legislation
This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well as other legislation applicable to operations on a site which treats clinical waste.

Clinical waste
Clinical waste is that defined by regulation 1(2) of the Controlled Waste Regulations 1992, and includes healthcare risk waste and sanpro waste.

Communicate
Operational instructions will be provided in a format, manner and at a level appropriate to the staff concerned, including choosing an appropriate time and place. They will be recorded in writing but may be communicated orally or in writing.

Hazards
A hazard is something with potential to cause harm.

Operational instructions
Operational instructions will include:
- site operational procedures
- safety and environmental protection procedures
- safe systems of work
- hazards likely to be encountered and necessary precautions
- the standards of work to be achieved.

Records
This refers to the documentation required by legislation and by company procedures in relation to the treatment of clinical waste. The records may be paper-based or computerised.

Resources
The staff, materials, equipment and information needed to carry out treatment operations for clinical waste. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.
Risks
This refers to any risks to safety, health and the environment arising from treatment operations, including those associated with the following hazards:
- a) wastes difficult to handle
- b) mis-description of waste
- c) waste presenting an unexpected health risk
- d) waste containing disguised materials or unacceptable components.

Standards
This refers to the operational outcomes of treatment processes which must be achieved to ensure that clinical waste is treated under the terms of the waste management licence.

Treatment operations
All site operations that involve the treatment of clinical waste.

Wastes
Wastes are those specified in the waste management licence.
THE PERFORMANCE STANDARDS

023.1 Control treatment operations for clinical waste

You must show that you:
1. Fully implement procedures to ensure that clinical waste treatment operations comply with:
   a. applicable legislation
   b. company operating procedures.
2. Make sure that the resources needed for treatment operations are available, sufficient and operational.
3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from treatment operations.
4. Make sure that records specifically relating to the treatment of wastes are complete and accurate.

023.2 Control work activities on sites treating clinical waste

You must show that you:
1. Ensure that operational instructions relating to the treatment of clinical waste contain all the information needed for site staff to carry out the process safely and effectively.
2. Ensure that a programme of work is established to achieve the standards required for treatment operations.
3. Clearly communicate the programme of work and operational instructions to all site staff.
4. Make sure that site staff understand their operational instructions and have the necessary resources to carry them out to the required standard.
5. Ensure that work activities and methods are consistent with:
   a. applicable legislation
   b. company objectives and priorities
   c. company operating procedures.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. industry guidance appropriate to your waste management licence

iii. the planning permission, waste management licence and site working plan for your site

iv. the sorts of treatment processes suitable for clinical waste and the use and limitations of these

v. the handling implications of treating clinical waste

vi. the personal protective equipment required for operatives treating clinical waste and the procedures for effective care, maintenance and use of this equipment

vii. your company’s procedures for treatment operations and the supply and use of the resources required

viii. the risks to safety, health and the environment arising from the treatment of clinical waste and the procedures required to minimise risk

ix. Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received and used on your site

x. how to communicate operational instructions orally and in writing

xi. the importance of checking people’s understanding of operational instructions and how to do this

xii. the technical skills needed for the treatment operations carried out on your site, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit

xiii. your company’s objectives and priorities for the treatment of clinical waste

xiv. site procedures for the proper management control of treatment operations carried out on site

xv. the records required by legislation and by company procedures in relation to the treatment of clinical waste.
Commentary for Unit 024:

CONTROL SITE OPERATIONS FOR THE REMEDIATION OF CONTAMINATED LAND

This unit is for:
people who are required to control the procedures and processes necessary for the remediation of contaminated land.

This unit is about:
the competence required to control remediation operations and work activities to the required standards of safety, quality and output.

This is what you need to show:
• all remediation operations comply with relevant legislation
• all necessary resources are in place to enable remediation operations to be carried out effectively and safely
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• all necessary records are complete, accurate and up-to-date
• all personnel on site fully understand their operational instructions and have the necessary knowledge, skills and material resources to implement them correctly
• work activities and methods are consistent with legal and company requirements.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.
024.1 Control operations for the remediation of contaminated land
024.2 Control work activities for the remediation of contaminated land

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the level 4 COTC award:
  Waste Management Operations - Managing Treatment, Hazardous Waste
  Waste Management Operations - Managing Treatment, Non-hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable for this unit.
Unit 024 CONTROL SITE OPERATIONS FOR THE REMEDIATION OF CONTAMINATED LAND (4TMCL)

GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit where applicable to the site.

Applicable legislation This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well as other legislation applicable to the remediation of contaminated land.

Communicate Operational instructions will be provided in a format, manner and at a level appropriate to the staff concerned, including choosing an appropriate time and place. Operational instructions will be recorded in writing but may be communicated orally or in writing.

Hazards A hazard is something with potential to cause harm.

Operational instructions Operational instructions will include:
   a) site operational procedures
   b) safety and environmental protection procedures
   c) safe systems of work
   d) hazards likely to be encountered and necessary precautions
   e) the standards of work to be achieved.

Records This refers to the documentation required by legislation and by company procedures in relation to the remediation of contaminated land. The records may be paper-based or computerised.

Remediation operations These relate to the physical, chemical, biological or engineering processes used to remediate contaminated land.

Resources The staff, materials, equipment and information needed to control and carry out all operations necessary for the remediation of contaminated land. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.
Risks
This refers to any risks to safety, health and the environment arising from remediation operations, including those associated with the following hazards:
  a) wastes difficult to handle
  b) waste presenting an unexpected health risk
  c) waste containing disguised materials or unacceptable components.

Standards
This refers to the operational outcomes of remediation processes which must be achieved to ensure that wastes are treated under the terms of the waste management licence or contract.

Wastes
Wastes are those specified in the waste management licence.
Unit 024  CONTROL SITE OPERATIONS FOR THE REMEDIATION OF CONTAMINATED LAND (4TMCL)

THE PERFORMANCE STANDARDS

024.1 Control operations for the remediation of contaminated land

You must show that you:

1. Fully implement procedures to ensure that remediation operations comply with:
   a. applicable legislation
   b. company operating procedures.

2. Make sure that the resources needed for remediation operations are available, sufficient and operational.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from remediation operations.

4. Make sure that records of all remediation operations are complete and accurate.

024.2 Control work activities for the remediation of contaminated land

You must show that you:

1. Ensure that operational instructions relating to remediation operations contain all the information needed for site staff to carry out the process safely and effectively.

2. Ensure that a programme of work is established to achieve the standards required for remediation operations.

3. Clearly communicate the programme of work and operational instructions to all site staff.

4. Make sure that site staff understand their operational instructions and have the necessary resources to carry them out to the required standard.

5. Ensure that work activities and methods are consistent with:
   a. applicable legislation
   b. company objectives and priorities
   c. company operating procedures.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence

iii. the planning permission, waste management licence and site working plan for your site

iv. the processes used to remediate contaminated land and the use, limitations, advantages and disadvantages of these

v. the personal protective equipment required for operatives handling contaminated land and the procedures for effective care, maintenance and use of this equipment

vi. your company’s objectives and priorities for the remediation of contaminated land

vii. your company’s operating procedures for remediation operations and the supply and use of the resources required

viii. the risks to safety, health and the environment arising from the remediation of contaminated land and the procedures required to minimise risk

ix. Control of Substances Hazardous to Health(COSHH) assessment data for all hazardous substances present and used on your site

x. how to communicate operational instructions orally and in writing

xi. the importance of checking people’s understanding of operational instructions and how to do this

xii. the technical skills needed for the remediation operations carried out on your site, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit

xiii. site procedures for the proper management control of remediation operations carried out on site

xiv. the records required by legislation and by company procedures in relation to the remediation of contaminated land.
Commentary for Unit 025:

CONTROL SITE OPERATIONS ON A WASTE INCINERATION FACILITY

This unit is for:
people who are responsible for controlling operations, other than the actual incineration process, on a waste incineration site.

This unit is about:
the competence required to control site operations and work activities associated with the incineration of wastes.

This is what you need to show:
• all site operations associated with the incineration of wastes comply with relevant legislation
• all necessary resources are in place to enable site operations to be carried out effectively and safely
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• all necessary records are complete, accurate and up-to-date
• all personnel on site fully understand and comply with their operational instructions and have the necessary knowledge, skills and material resources to implement them correctly
• work activities and methods are consistent with legal and company requirements.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.
025.1 Control incineration-related operations
025.2 Control work activities on a waste incineration site

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility specific unit within the level 4 COTC award:
Waste Management Operations - Managing Incineration

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable for this unit.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit, Pollution Prevention and Control (PPC) permit or Local Authority authorisation where applicable to the site.

Applicable legislation
This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well other legislation applicable to operations on a waste incineration site.

Communicate
Operational instructions will be provided in a format, manner and at a level appropriate to the staff concerned, including choosing an appropriate time and place. Operational instructions will be recorded in writing but may be communicated orally or in writing.

Hazards
A hazard is something with potential to cause harm.

Incineration-related Operations
This refers to the processes and procedures needed to ensure that wastes are ready in time, place and condition for incineration.

Operational instructions
Operational instructions will include:
- site operational procedures
- safety and environmental protection procedures
- safe systems of work
- hazards likely to be encountered and necessary precautions
- the standards of work to be achieved.

Records
This refers to the documentation required by legislation and by company procedures in relation to the preparation of wastes for incineration. The records may be paper-based or computerised.

Resources
The staff, materials, equipment and information needed to carry out incineration-related operations. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.

Risks
This refers to any risks to safety, health and the environment arising from incineration-related operations, including those associated with the following hazards:
- wastes difficult to handle;
- mis-description of waste;
- waste presenting an unexpected health risk;
d) waste containing disguised materials or unacceptable components
  e) equipment failure.

Standards

This refers to the operational requirements and outcomes of work activities which must be achieved to ensure that wastes for incineration comply with the terms of the waste management licence.

Wastes

Wastes are those specified in the waste management licence.
THE PERFORMANCE STANDARDS

025.1 Control incineration-related operations

You must show that you:

1. Fully implement procedures to ensure that incineration-related operations comply with:
   a. applicable legislation
   b. company operating procedures.

2. Make sure that the resources needed for the operations are available, sufficient and operational.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from incineration-related operations.

4. Make sure that records relating to incineration-related operations are complete and accurate.

025.2 Control work activities on a waste incineration site

You must show that you:

1. Ensure that operational instructions relating to incineration-related operations contain all the information needed for site staff to carry out the process safely and effectively.

2. Ensure that a programme of work is established to achieve the standards required for incineration-related operations.

3. Clearly communicate the programme of work and operational instructions to all site staff.

4. Make sure that site staff understand their operational instructions and have the necessary resources to carry them out to the required standard.

5. Ensure that work activities and methods are consistent with:
   a. applicable legislation
   b. company objectives and priorities
   c. company operating procedures.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence and site location

iii. the planning permission, waste management licence and site working plan for your site

iv. the handling and storage implications of the wastes received on site

v. the personal protective equipment required for site operations and the procedures for effective care, maintenance and use of this equipment

vi. your company’s objectives and priorities for the incineration of wastes

vii. your company’s procedures for incineration-related operations and the supply and use of the resources required

viii. the risks to safety, health and the environment arising from site operations and the procedures required to minimise and manage risk

ix. Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received and used on your site

x. how to communicate work instructions orally and in writing

xi. the importance of checking people’s understanding of work instructions and how to do this

xii. the technical skills needed for the incineration-related operations carried out on your site, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit

xiii. site procedures for the proper management control of incineration-related operations carried out on site

xiv. the records required by legislation and by company procedures in relation to incineration-related site operations.
Commentary for Unit 026:

CONTROL SITE OPERATIONS FOR THE TREATMENT OF NON-HAZARDOUS WASTE

This unit is for:
people who are required to control the procedures and processes necessary for the treatment of non-hazardous waste.

This unit is about:
the competence required to control treatment operations and work activities to the required standards of safety, quality and compliance.

This is what you need to show:
• all treatment operations comply with relevant legislation
• all necessary resources are in place to enable treatment operations to be carried out effectively and safely
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• all necessary records are complete, accurate and up-to-date
• all personnel on site fully understand their operational instructions and have the necessary knowledge, skills and material resources to implement them correctly
• work activities and methods are consistent with legal and company requirements.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.
026.1 Control treatment operations for non-hazardous waste
026.2 Control work activities on sites treating non-hazardous waste

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the level 4 COTC award:
Waste Management Operations - Managing Treatment, Non-hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable for this unit.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit where applicable to the site.

Applicable legislation
This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well as other legislation applicable to operations on a site which treats non-hazardous waste.

Communicate
Operational instructions will be provided in a format, manner and at a level appropriate to the staff concerned, including choosing an appropriate time and place. They will be recorded in writing but may be communicated orally or in writing.

Hazards
A hazard is something with potential to cause harm.

Non-hazardous waste
Non-hazardous waste is any waste, as specified in the waste management licence, which is not covered by the definition of hazardous waste.

Operational instructions
Operational instructions will include:
- site operational procedures
- safety and environmental protection procedures
- safe systems of work
- hazards likely to be encountered and necessary precautions
- the standards of work to be achieved.

Records
This refers to the documentation required by legislation and by company procedures in relation to the treatment of waste. The records may be paper-based or computerised.

Resources
The staff, materials, equipment and information needed to carry out treatment operations. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.
Unit 026  CONTROL SITE OPERATIONS FOR THE TREATMENT OF NON-HAZARDOUS WASTE (4TMNH)

Risks  This refers to any risks to safety, health and the environment arising from treatment operations, including those associated with the following hazards:
   a) wastes difficult to handle;
   b) mis-description of waste;
   c) waste presenting an unexpected health risk;
   d) waste containing disguised materials or unacceptable components
   e) equipment failure.

Standards  This refers to the operational outcomes of treatment processes which must be achieved to ensure that wastes are treated under the terms of the waste management licence.

Treatment operations  This refers to the processes used to treat wastes to make them suitable for disposal.

Wastes  Wastes are those specified in the waste management licence.
Unit 026 CONTROL SITE OPERATIONS FOR THE TREATMENT OF NON-HAZARDOUS WASTE (4TMNH)

THE PERFORMANCE STANDARDS

026.1 Control treatment operations for non-hazardous waste

You must show that you:
1. Fully implement procedures to ensure that waste treatment operations comply with:
   a. applicable legislation
   b. company operating procedures.
2. Make sure that the resources needed for waste treatment operations are available, sufficient and operational.
3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from treatment operations.
4. Make sure that records specifically relating to the treatment of wastes are complete and accurate.

026.2 Control work activities on sites treating non-hazardous waste

You must show that you:
1. Ensure that operational instructions relating to the treatment of wastes contain all the information needed for site staff to carry out the process safely and effectively.
2. Ensure that a programme of work is established to achieve the standards required for treatment operations.
3. Clearly communicate the programme of work and operational instructions to all site staff.
4. Make sure that site staff understand their operational instructions and have the necessary resources to carry them out to the required standard.
5. Ensure that work activities and methods are consistent with:
   a. applicable legislation
   b. company objectives and priorities
   c. company operating procedures.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other industry guidance appropriate to your waste management licence

iii. the planning permission, waste management licence and site working plan for your site

iv. the sorts of treatment processes suitable for the waste received on site and the use and limitations of these

v. the handling implications of the waste treated on site

vi. the personal protective equipment required for operatives treating the non-hazardous waste received on site, and the procedures for effective care, maintenance and use of this equipment

vii. the function, use and limitation on the use of all handling and processing equipment used on the site

viii. your company’s procedures for treatment operations and the supply and use of the resources required

ix. the risks to safety, health and the environment arising from the treatment of non-hazardous waste and the procedures required to minimise and manage risk

x. how to communicate operational instructions orally and in writing

xi. the importance of checking people’s understanding of operational instructions and how to do this

xii. the technical skills needed for the treatment operations carried out on your site, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit

xiii. your company objectives and priorities for the treatment of non-hazardous waste

xiv. site procedures for the proper management control of non-hazardous waste treatment operations carried out on site

xv. the records required by legislation and by company procedures in relation to the treatment of hazardous waste.
Commentary for Unit 027:

CONTROL SITE OPERATIONS FOR THE COMPOSTING OF BIODEGRADABLE WASTES

This unit is for:
people who are required to control the procedures and processes necessary for the composting of biodegradable wastes.

This unit is about:
the competence required to control composting operations and work activities to the required standards of safety, quality and output.

This is what you need to show:
- all composting and associated activities comply with relevant legislation
- all necessary resources are in place to enable composting operations and associated activities to be carried out effectively and safely
- potential hazards to safety, health and the environment are identified and the risks managed appropriately
- all necessary records required for the proper control of composting and associated activities are complete, accurate and up-to-date
- all personnel on site fully understand their operational instructions and have the necessary knowledge, skills and material resources to implement them correctly
- work activities and methods are consistent with legal and company requirements.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.

027.1 Control treatment operations for the composting of biodegradable wastes
027.2 Control work activities on sites composting biodegradable waste

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the level 4 COTC award:
Waste Management Operations - Managing Treatment, Non-hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable for this unit.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit where applicable to the site.

Applicable legislation
This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well other legislation applicable to operations on a site which composes biodegradable waste, including employment and health and safety legislation.

Communicate
Operational instructions will be provided in a format, manner and at a level appropriate to the staff concerned, including choosing an appropriate time and place. They will be recorded in writing but may be communicated orally or in writing.

Composting facility
The site at which the composting process and associated activities are carried out.

Composting process
The controlled biological decomposition and stabilisation of organic substrates under conditions that are predominately aerobic and that allow the development of thermophilic temperatures as a result of biologically produced heat.

Hazards
A hazard is something with potential to cause harm.

Operational instructions
Operational instructions will include:
- site operational procedures
- safety and environmental protection procedures
- safe systems of work
- hazards likely to be encountered and necessary precautions
- the standards of work to be achieved.

Process requirements
This refers to the process requirements that must be achieved under the terms of the waste management licence, working plan and company operating procedures.

Records
This refers to the documentation required by legislation and by company procedures in relation to the composting of biodegradable waste. The records may be paper-based or computerised.

Resources
The staff, materials, equipment and information needed to carry out the composting process and associated activities.
Staff resources include the technical ability of staff as well as the numbers of people available to do the work.

**Risks**

This refers to any risks to safety, health and the environment arising from the composting process and associated activities, including those arising from the following hazards:

a) wastes difficult to handle  
b) mis-description of waste  
c) waste presenting an unexpected health risk  
d) waste containing disguised materials or unacceptable components  
e) equipment failure.

**Wastes**

Wastes are those specified in the waste management licence or site working plan.
THE PERFORMANCE STANDARDS

027.1 Control treatment operations for the composting of biodegradable wastes

You must show that you:
1. Fully implement procedures to ensure that the composting facility complies with:
   a. applicable legislation
   b. company operating procedures.
2. Make sure that the resources needed for the composting process and associated activities are available, sufficient and operational.
3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from all composting processes and associated activities.
4. Make sure that records specifically relating to the composting of biodegradable wastes are complete and accurate.

027.2 Control work activities on sites composting biodegradable waste

You must show that you:
1. Ensure that operational instructions relating to the composting process contain all the information needed for site staff to carry out the process safely and effectively.
2. Ensure that a programme of work is established which will achieve the process requirements.
3. Clearly communicate the programme of work and operational instructions to all site staff.
4. Make sure that site staff understand their operational instructions and have the necessary resources to carry them out to the process requirements.
5. Ensure that work activities and methods are consistent with:
   a. applicable legislation
   b. company objectives and priorities
   c. company operating procedures.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other industry guidance appropriate to your waste management licence

iii. the planning permission, waste management licence and site working plan for your site

iv. the handling implications of the types of waste received on site

v. the sorts of personal protective equipment required for operatives handling biodegradable wastes undergoing a composting process, and the procedures for effective care, maintenance and use of this equipment

vi. the function, use, and limitation on the use, of all handling and processing equipment used on the site

vii. your company’s objectives and priorities for the composting of biodegradable wastes

viii. your company’s procedures for the composting process and associated activities and the supply and use of the resources required

ix. the risks to safety, health and the environment arising from the composting of biodegradable wastes and the procedures required to minimise and manage risk

x. Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received and used on your site

xi. how to communicate operational instructions orally and in writing

xii. the importance of checking people’s understanding of operational instructions and how to do this

xiii. the technical skills needed for the composting process and associated activities carried out on your site, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit

xiv. site procedures for the proper management control of composting processes and associated activities carried out on the site

xv. the records required by legislation and by company procedures in relation to the composting of biodegradable waste.
Commentary for Unit 028:

CONTROL SITE OPERATIONS FOR THE TREATMENT OF INERT WASTE

This unit is for:
people who are required to control the procedures and processes necessary for the treatment of inert waste.

This unit is about:
the competence required to control treatment operations and work activities to the required standards of safety, quality and compliance.

This is what you need to show:
- all treatment operations comply with relevant legislation
- all necessary resources are in place to enable treatment operations to be carried out effectively and safely
- potential hazards to safety, health and the environment are identified and the risks managed appropriately
- all necessary records are complete, accurate and up-to-date
- all personnel on site fully understand their operational instructions and have the necessary knowledge, skills and material resources to implement them correctly
- work activities and methods are consistent with legal and company requirements.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.
028.1 Control treatment operations for inert waste
028.2 Control work activities on sites treating inert waste
There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the level 3 COTC award:
Waste Management Operations - Inert Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable for this unit.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit where applicable to the site.

Applicable legislation This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well as other legislation applicable to operations on a site which treats inert waste.

Communicate Operational instructions will be provided in a format, manner and at a level appropriate to the staff concerned, including choosing an appropriate time and place. Operational instructions may be communicated orally or in writing.

Hazards A hazard is something with potential to cause harm.

Inert waste Inert waste means waste that does not undergo any significant physical, chemical or biological transformations. Inert waste will not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution or harm to human health. The total leachability and pollutant content of the waste and the ecotoxicity of the leachate must be insignificant, and in particular not endanger the quality of surface water and/or groundwater.

Operational instructions Operational instructions will include:
   a) site operational procedures
   b) safety and environmental protection procedures
   c) safe systems of work
   d) hazards likely to be encountered and necessary precautions
   e) the standards of work to be achieved.

Records This refers to the documentation required by legislation and by company procedures in relation to the treatment of waste. The records may be paper-based or computerised.

Resources The staff, materials, equipment and information needed to carry out treatment operations. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.
Risks

This refers to any risks to safety, health and the environment arising from treatment operations, including those associated with the following hazards:

a) wastes difficult to handle
b) mis-description of waste
c) waste presenting an unexpected health risk
d) waste containing disguised materials or unacceptable components
e) equipment failure.

Standards

This refers to the operational outcomes of treatment processes which must be achieved to ensure that wastes are treated under the terms of the waste management licence.

Treatment operations

This refers to the processes used to treat wastes to make them suitable for disposal.

Wastes

Wastes are those specified in the waste management licence.
Unit 028  CONTROL SITE OPERATIONS FOR THE TREATMENT OF INERT WASTE (4TMIn)

THE PERFORMANCE STANDARDS

028.1 Control treatment operations for inert waste

You must show that you:
1. Fully implement procedures to ensure that waste treatment operations comply with:
   a. applicable legislation
   b. company operating procedures.

2. Make sure that the resources needed for waste treatment operations are available, sufficient and operational.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from treatment operations.

4. Make sure that records specifically relating to the treatment of wastes are complete and accurate.

028.2 Control work activities on sites treating inert waste

You must show that you:
1. Ensure that operational instructions relating to the treatment of wastes contain all the information needed for site staff to carry out the process safely and effectively.

2. Ensure that a programme of work is established to achieve the standards required for treatment operations.

3. Clearly communicate programmes of work and operational instructions to all site staff.

4. Make sure that site staff understand their operational instructions and have the necessary resources to carry them out to the required standard.

5. Ensure that work activities and methods are consistent with:
   a. applicable legislation
   b. company objectives and priorities
   c. company operating procedures.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
CONTROL SITE OPERATIONS FOR THE TREATMENT OF INERT WASTE (4TMIn)

**KNOWLEDGE AND UNDERSTANDING**

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other industry guidance appropriate to your waste management licence

iii. the planning permission, waste management licence and site working plan for your site

iv. the handling implications of treating inert waste

v. the personal protective equipment required for operatives treating inert waste and the procedures for effective care, maintenance and use of this equipment

vi. the function, use and limitation on the use of all handling and processing equipment used on the site

vii. your company’s procedures for treatment operations and the supply and use of the resources required

viii. the risks to safety, health and the environment arising from the treatment of inert waste and the procedures required to minimise and manage risk

ix. how to communicate operational instructions orally and in writing

x. the importance of checking people’s understanding of operational instructions and how to do this

xi. the technical skills needed for the treatment operations carried out on your site, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit

xii. site procedures for the proper management control of treatment operations carried out on site

xiii. the records required by legislation and by company procedures in relation to the treatment of inert waste.
Commentary for Unit 029:

CONTROL SITE OPERATIONS FOR THE TRANSFER OF HAZARDOUS WASTE

This unit is for:
people who are required to control site operations on a transfer station dealing with hazardous wastes.

This unit is about:
the competence required to control transfer operations and work activities to the required standards of safety, quality and compliance.

This is what you need to show:
• all transfer operations comply with relevant legislation
• all necessary resources are in place to enable transfer operations to be carried out effectively and safely
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• all necessary records are complete, accurate and up-to-date
• all personnel on site fully understand their operational instructions and have the necessary knowledge, skills and material resources to implement them correctly
• work activities and methods are consistent with legal and company requirements.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.  
029.1  Control operations for the transfer of hazardous waste
029.2  Control work activities on a hazardous waste transfer station

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the level 4 COTC award: Waste Management Operations - Managing Transfer, Hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable for this unit.
Glossary of Terms

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit where applicable to the site.

Applicable Legislation
This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well as other legislation applicable to operations on a transfer site that handles hazardous waste.

Communicate
Operational instructions will be provided in a format, manner and at a level appropriate to the staff concerned, including choosing an appropriate time and place. They will be recorded in writing but may be communicated orally or in writing.

Hazardous Waste

Hazardous Waste
A hazard is something with potential to cause harm.

Operational Instructions
Operational instructions will include:
- a) site operational procedures
- b) safety and environmental protection procedures
- c) safe systems of work
- d) hazards likely to be encountered and necessary precautions
- e) the standards of work to be achieved.

Records
This refers to the documentation required by legislation and by company procedures in relation to the transfer of hazardous waste. The records may be paper-based or computerised.

Resources
The staff, materials, equipment and information needed to carry out transfer operations. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.
Risks
This refers to any risks to safety, health and the environment arising from transfer operations, including those associated with the following hazards:
  a) wastes difficult to handle
  b) mis-description of waste
  c) waste presenting an unexpected health risk
  d) waste containing disguised materials or unacceptable components
  e) equipment failure.

Standards
This refers to the operational outcomes of transfer processes which must be achieved to ensure that wastes are transferred under the terms of the waste management licence.

Transfer operations
This refers to the processes used to prepare wastes for further transport for treatment, keeping or disposal elsewhere.

Wastes
Wastes are those specified in the waste management licence.
Unit 029 CONTROL SITE OPERATIONS FOR THE TRANSFER OF HAZARDOUS WASTE (4TSH)

THE PERFORMANCE STANDARDS

029.1 Control operations for the transfer of hazardous waste

You must show that you:
1. Fully implement procedures to ensure that transfer operations comply with:
   a. applicable legislation
   b. company operating procedures.
2. Make sure that the resources needed for the transfer of wastes are available, sufficient and operational.
3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from transfer operations.
4. Make sure that records specifically relating to the transfer of hazardous wastes are complete and accurate.

029.2 Control work activities on a hazardous waste transfer station

You must show that you:
1. Ensure that operational instructions relating to transfer operations contain all the information needed for site staff to carry out the process safely and effectively.
2. Ensure that a programme of work is established to achieve the standards required for transfer operations.
3. Clearly communicate the programme of work and operational instructions to all site staff.
4. Make sure that site staff understand their operational instructions and have the necessary resources to carry them out to the required standards.
5. Ensure that work activities and methods are consistent with:
   a. applicable legislation
   b. company objectives and priorities
   c. company operating procedures.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other industry guidance appropriate to your waste management licence

iii. the planning permission, waste management licence and site working plan for your site

iv. the handling implications of hazardous waste

v. the personal protective equipment required for operatives handling the hazardous waste received on site and the procedures for effective care, maintenance and use of this equipment

vi. the function, use and limitation on the use of all handling equipment used on the site

vii. your company’s procedures for transfer operations and the supply and use of the resources required

viii. the risks to safety, health and the environment arising from the transfer of hazardous waste and the procedures required to minimise and manage risk

ix. Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received and handled on your site

x. how to communicate operational instructions orally and in writing

xi. the importance of checking people’s understanding of operational instructions and how to do this

xii. the technical skills needed for the transfer operations carried out on your site, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit

xiii. your company’s objectives and priorities for the transfer of hazardous waste

xiv. site procedures for the proper management control of transfer operations carried out on site

xv. the records required by legislation and by company procedures in relation to the transfer of hazardous waste.
Commentary for Unit 030:

CONTROL SITE OPERATIONS FOR THE TRANSFER OF NON-HAZARDOUS WASTE

This unit is for:
people who are required to control site operations on a transfer station dealing with non-hazardous waste.

This unit is about:
the competence required to control transfer operations and work activities to the required standards of safety, quality and compliance.

This is what you need to show:
- all transfer operations comply with relevant legislation
- all necessary resources are in place to enable transfer operations to be carried out effectively and safely
- potential hazards to safety, health and the environment are identified and the risks managed appropriately
- all necessary records are complete, accurate and up-to-date
- all personnel on site fully understand their operational instructions and have the necessary knowledge, skills and material resources to implement them correctly
- work activities and methods are consistent with legal and company requirements.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.

030.1 Control operations for the transfer of non-hazardous waste
030.2 Control work activities on a non-hazardous waste transfer station

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the level 4 COTC award:
Waste Management Operations - Managing Transfer, Non-hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable for this unit.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit where applicable to the site.

Applicable legislation
This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well as other legislation applicable to operations on a transfer site that handles non-hazardous waste.

Communicate
Operational instructions will be provided in a format, manner and at a level appropriate to the staff concerned, including choosing an appropriate time and place. They will be recorded in writing but may be communicated orally or in writing.

Hazards
A hazard is something with potential to cause harm.

Non-hazardous waste
Non-hazardous waste is any waste, as specified in the waste management licence, which is not covered by the definition of hazardous waste.

Operational instructions
Operational instructions will include:
  a) site operational procedures
  b) safety and environmental protection procedures
  c) safe systems of work
  d) hazards likely to be encountered and necessary precautions
  e) the standards of work to be achieved.

Records
This refers to the documentation required by legislation and by company procedures in relation to the transfer of waste. The records may be paper-based or computerised.

Resources
The staff, materials, equipment and information needed to carry out transfer operations. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.
Risks
This refers to any risks to safety, health and the environment arising from transfer operations, including those associated with the following hazards:

a) wastes difficult to handle
b) unauthorised waste
c) waste presenting an unexpected health risk
d) waste containing disguised materials or unacceptable components.

Standards
This refers to the operational outcomes of transfer processes which must be achieved to ensure that wastes are transferred under the terms of the waste management licence.

Transfer operations
This refers to the processes used to prepare wastes for further transport for treatment, keeping or disposal elsewhere.

Wastes
Wastes are those specified in the waste management licence.
Unit 030  CONTROL SITE OPERATIONS FOR THE TRANSFER OF NON-HAZARDOUS WASTE (4TSNH)

THE PERFORMANCE STANDARDS

030.1 Control operations for the transfer of non-hazardous waste

You must show that you:
1. Fully implement procedures to ensure that transfer operations comply with:
   a. applicable legislation
   b. company operating procedures.

2. Make sure that the resources needed for the transfer of wastes are available, sufficient and operational.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from transfer operations.

4. Make sure that records specifically relating to the transfer of non-hazardous waste are complete and accurate.

030.2 Control work activities on a non-hazardous waste transfer station

You must show that you:
1. Ensure that operational instructions relating to transfer operations contain all the information needed for site staff to carry out the process safely and effectively.

2. Ensure that a programme of work is established which will achieve the standards required for transfer operations.

3. Clearly communicate the programme of work and operational instructions to all site staff.

4. Make sure that site staff understand their operational instructions and have the necessary resources to carry them out to the required standards.

5. Ensure that work activities and methods are consistent with:
   a. applicable legislation
   b. company objectives and priorities
   c. company operating procedures.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other industry guidance appropriate to your waste management licence

iii. the planning permission, waste management licence and site working plan for your site

iv. the handling implications of non-hazardous waste

v. the personal protective equipment required for operatives handling the non-hazardous waste received on site and the procedures for effective care, maintenance and use of this equipment

vi. the function, use and limitation on the use of all handling equipment used on the site

vii. your company’s procedures for transfer operations and the supply and use of the resources required

viii. the risks to safety, health and the environment arising from the transfer of non-hazardous waste and the procedures required to minimise and manage risk

ix. how to communicate operational instructions orally and in writing

x. the importance of checking people’s understanding of operational instructions and how to do this

xi. the technical skills needed for the transfer operations carried out on your site, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit

xii. your company’s objectives and priorities for the transfer of non-hazardous waste

xiii. site procedures for the proper management control of transfer operations carried out on site

xiv. the records required by legislation and by company procedures in relation to the transfer of non-hazardous waste.
Commentary for Unit 031:

CONTROL SITE OPERATIONS FOR THE TRANSFER OF INERT WASTE

This unit is for:
people who are required to control site operations on a transfer station dealing with inert wastes.

This unit is about:
the competence required to control transfer operations and work activities to the required standards of safety, quality and compliance.

This is what you need to show:
• all transfer operations comply with relevant legislation
• all necessary resources are in place to enable transfer operations to be carried out effectively and safely
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• all necessary records are complete, accurate and up-to-date
• all personnel on site fully understand their operational instructions and have the necessary knowledge, skills and material resources to implement them correctly
• work activities and methods are consistent with legal and company requirements.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.

031.1 Control operations for the transfer of inert waste
031.2 Control work activities on an inert waste transfer station

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the level 3 COTC award:
Waste Management Operations - Inert Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable for this unit.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate's evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit where applicable to the site.

Applicable legislation
This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well as other legislation applicable to operations on a transfer site that handles inert waste.

Communicate
Operational instructions will be provided in a format, manner and at a level appropriate to the staff concerned, including choosing an appropriate time and place. Operational instructions may be communicated orally or in writing.

Hazards
A hazard is something with potential to cause harm.

Inert waste
Inert waste means waste that does not undergo any significant physical, chemical or biological transformations. Inert waste will not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution or harm to human health. The total leachability and pollutant content of the waste and the ecotoxicity of the leachate must be insignificant, and in particular not endanger the quality of surface water and/or groundwater.

Operational instructions
Operational instructions will include:
a) site operational procedures
b) safety and environmental protection procedures
c) safe systems of work
d) hazards likely to be encountered and necessary precautions
e) the standards of work to be achieved.

Records
This refers to the documentation required by legislation and by company procedures in relation to the transfer of waste. The records may be paper-based or computerised.

Resources
The staff, materials, equipment and information needed to carry out transfer operations. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.
Risks
This refers to any risks to safety, health and the environment arising from transfer operations, including those associated with the following hazards:
a) wastes difficult to handle
b) unauthorised waste
c) waste presenting an unexpected health risk
d) waste containing disguised materials or unacceptable components
e) equipment failure.

Standards
This refers to the operational outcomes of transfer processes which must be achieved to ensure that wastes are transferred under the terms of the waste management licence.

Transfer operations
This refers to the processes used to prepare wastes for further transport for treatment, keeping or disposal elsewhere.

Wastes
Wastes are those specified in the waste management licence.
Unit 031 CONTROL SITE OPERATIONS FOR THE TRANSFER OF INERT WASTE (4TSIn)

THE PERFORMANCE STANDARDS

031.1 Control operations for the transfer of inert waste

You must show that you:
1. Fully implement procedures to ensure that transfer operations comply with:
   a. applicable legislation
   b. company operating procedures.
2. Make sure that the resources needed for the transfer of wastes are available, sufficient and operational.
3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from transfer operations.
4. Make sure that records specifically relating to the transfer of inert wastes are complete and accurate.

031.2 Control work activities on an inert waste transfer station

You must show that you:
1. Ensure that operational instructions relating to the transfer operations contain all the information needed for site staff to carry out the process safely and effectively.
2. Ensure that a programme of work is established which will achieve the standards required for transfer operations.
3. Clearly communicate the programme of work and operational instructions to all site staff.
4. Make sure that site staff understand their operational instructions and have the necessary resources to carry them out to the required standards.
5. Ensure that work activities and methods are consistent with:
   a. applicable legislation
   b. company objectives and priorities
   c. company operating procedures.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other industry guidance appropriate to your waste management licence

iii. the planning permission, waste management licence and site working plan for your site

iv. the handling implications of the inert wastes received on site

v. the personal protective equipment required for operatives involved in transferring the inert wastes received on site and the procedures for effective care, maintenance and use of this equipment

vi. the function, use and limitation on the use of all handling equipment used on the site

vii. your company’s procedures for transfer operations and the supply and use of the resources required

viii. the risks to safety, health and the environment arising from the transfer of inert waste and the procedures required to minimise and manage risk

ix. how to communicate operational instructions orally and in writing

x. the importance of checking people’s understanding of operational instructions and how to do this

xi. the technical skills needed for the transfer operations carried out on your site, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit

xii. your company’s objectives and priorities for the transfer of inert waste

xiii. site procedures for the proper management control of transfer operations carried out on site

xiv. the records required by legislation and by company procedures in relation to the transfer of inert waste.
Commentary for Unit 032:

CONTROL WORK ACTIVITIES ON A CIVIC AMENITY SITE

This unit is for:
people who are responsible for controlling the work activities carried out on a civic amenity site.

This unit is about:
the competence required to ensure work activities are carried out safely and effectively in accordance with agreed site operational procedures.

This is what you need to show:
• work instructions for all activities are established, monitored and maintained
• all personnel on site fully understand their work instructions and implement them effectively
• work activities and methods are consistent with legal and organisational requirements
• safe working practices are used at all times
• all necessary records are complete, accurate and up-to-date.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This is a facility and waste specific unit within the level 3 COTC award:
  Waste Management Operations - Civic Amenity Site

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to recognising and responding to incidents of non-compliance with work instructions (Performance Standard 7).
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Activities
This refers to all appropriately authorised activities carried out on a civic amenity site.

Applicable legislation
This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well as other legislation applicable to operations on a civic amenity site.

Civic amenity site
A site provided under section 51(1)(b) of the Environmental Protection Act (EPA) 1990 which is operated directly by the employees of a local authority rather than external contractors or an external contracting arm of a local authority.

Communicate
Work instructions will be provided in a format, manner and at a level appropriate to the staff concerned, including choosing an appropriate time and place. Work instructions may be communicated orally or in writing.

Records
This refers to the documentation required by legislation and by company procedures in relation to work activities on a civic amenity site. The records may be paper-based or computerised.

Targets
This refers to the overall site operational outcomes and requirements which may be specified in the site licence and by the site management, for example, recycling targets.

Wastes
Wastes are those specified in the waste management licence.

Work instructions
Work instructions will include:
a) site operational procedures
b) safety and environmental protection procedures
c) safe systems of work
d) hazards likely to be encountered and necessary precautions
e) the standards of work to be achieved.
THE PERFORMANCE STANDARDS

You must show that you:

1. Ensure that clear work instructions are established for all site activities

2. Ensure that work instructions are consistent with applicable legislation, safe working practices and work targets

3. Ensure that work instructions contain all the information needed for site staff to carry out activities safely and effectively

4. Effectively communicate work instructions to all site staff

5. Make sure that site staff understand their work instructions

6. Fully implement procedures to ensure that working practices on site comply with work instructions

7. Identify any non-compliance with work instructions and take prompt and effective corrective action

8. Make sure that records relating to work activities are complete and accurate.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence

iii. the planning permission, waste management licence and site working plan for your site

iv. the handling and storage implications of the types of wastes dealt with on site, including those requiring specific handling, e.g. asbestos, batteries, oil

v. the personal protective equipment required for handling the types of wastes received on site and the procedures for effective care, maintenance and use of this equipment

vi. your organisation’s objectives and targets for the civic amenity site

vii. how to communicate work instructions orally and in writing

viii. the importance of checking people’s understanding of work instructions and how to do this

ix. the importance of monitoring compliance with work instructions, how to do this, and the actions to take in response to incidents of non-compliance

x. site procedures for the proper management control of work activities

xi. the records required by legislation and by organisational procedures in relation to work activities on a civic amenity site.
Commentary for Unit 033:

CONTROL MAINTENANCE AND OTHER ENGINEERING OPERATIONS

This unit is for:
people responsible for controlling maintenance and other engineering operations, including those carried out by contractors, on waste management sites.

This unit is about:
establishing, implementing and monitoring maintenance schedules and ensuring that statutory test certificates for both equipment safety and operator competence are current and valid. It also covers the control and monitoring of contractors used for maintenance and other engineering activities.

This is what you need to show
• that the maintenance schedule complies with company and legal requirements for routine maintenance activities
• the schedule is specified and recorded in accordance with organisational procedures
• clear instructions are provided to those responsible for maintenance and other engineering activities
• people understand their instructions and have the necessary resources, including technical expertise, to carry them out to the required standard
• maintenance and other engineering activities are monitored for compliance with contractual and legal requirements and appropriate action taken to rectify deviations
• operatives comply with agreed procedures for reporting faults and initiating repairs
• appropriate action is taken to reduce or prevent breakdowns
• test certificates and operator certificates are up-to-date
• necessary records in relation to maintenance and other engineering activities are accurate and complete, including those related to contract implementation and completion.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.
033.1 Establish a maintenance schedule
033.2 Implement and monitor maintenance and other engineering activities
There are knowledge and understanding requirements which are relevant to both elements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This is a common unit included within all COTC awards other than the Civic Amenity Site award.

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to responding to deviations from contractual or legal requirements.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

**Contract**
Legal agreement made with a contractor for:
- a) site controlled maintenance
- b) engineering or other contract works.

**Instructions**
Work instructions will include:
- a) the nature and content of the work to be carried out
- b) safety and environmental protection procedures
- c) safe systems of work
- d) hazards likely to be encountered and necessary precautions
- e) the standard of work to be achieved.

**Maintenance requirements**
The outcomes to be achieved by routine maintenance activities including:
- a) minimum interruption to site operations
- b) optimal performance of plant and equipment
- c) legal requirements for test certificates
- d) manufacturers’ requirements and recommendations
- e) insurance policy requirements.

**Maintenance schedule**
A programme of actions that lead to the completion of maintenance requirements for:
- a) process plant
- b) mechanical and electrical equipment
- c) monitoring and control systems
- d) site infrastructure.

**Regulations and guidelines**
Requirements and recommendations for maintenance activities as specified by:
- a) legislation
- b) regulations
- c) external bodies (e.g. insurance company, Health and Safety Executive (HSE), trade bodies)
- d) manufacturers and suppliers
- e) company procedures.

**Resources**
The staff, materials, equipment and information needed to carry out the required maintenance and other engineering activities. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.
THE PERFORMANCE STANDARDS

033.1 Establish a maintenance schedule

You must show that you:
1. Confirm the maintenance activities that are required to achieve maintenance requirements
2. Identify the most suitable sequence and timing of maintenance activities
3. Schedule the time and resources available for undertaking maintenance activities
4. Ensure that the maintenance schedule is capable of meeting all relevant maintenance requirements
5. Identify potential difficulties and produce appropriate contingency plans
6. Ensure that the maintenance schedule complies with all relevant regulations and guidelines
7. Clearly specify and record the maintenance schedule in accordance with organisational procedures
8. Communicate the maintenance schedule to the people involved in implementation of the schedule.

033.2 Implement and monitor maintenance and other engineering activities

You must show that you:
1. Provide clear and accurate instructions to those responsible for maintenance and other engineering activities
2. Make sure that those responsible for maintenance and other engineering activities understand their instructions and have the necessary resources to carry them out to the required standard
3. Ensure that procedures to monitor and review the quality, safety and environmental impact of maintenance and other engineering activities are correctly implemented
4. Take prompt action to rectify any deviations from contractual or legal requirements
5. Ensure that the implementation of maintenance and other engineering activities complies with all relevant regulations and guidelines
6. Ensure that operatives on site implement and maintain agreed systems to record faults and initiate repairs
7. Regularly review the frequency, nature and causes of breakdowns and take appropriate action to prevent breakdowns from occurring
8. Implement procedures to ensure that test certificates and operator certificates are kept up-to-date
9. Maintain accurate and up-to-date records of:
   a. permits to work
   b. contract completion documentation covering quality and safety of work done
   c. contract requirements
   d. communications with contractors
   e. test certificates
   f. operator certificates.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations, Codes of Practice and guidelines applicable to maintenance and other engineering activities

ii. the maintenance activities required for the plant, systems, equipment, vehicles, buildings and structures for which you are responsible

iii. the requirements for statutory testing of equipment and operator certificates

iv. the time and resources needed for the required maintenance activities

v. the factors to be taken into account when scheduling maintenance activities, including any insurance company requirements

vi. what difficulties might occur when implementing maintenance activities and what should be included in contingency plans

vii. the importance of checking people's understanding of instructions and how to do this

viii. the technical skills needed for the maintenance and engineering activities carried out on your site, how to check that the people involved have the required skills and what to do in response to a perceived skills deficit

ix. the system for allocating contracts and permits to work and your role and responsibility in relation to these

x. the terms and conditions of contracts for which you are responsible, including any insurance policy conditions regarding contract work

xi. the quality assurance systems that are being used for the maintenance and other engineering activities

xii. organisational procedures and legal requirements for environmental protection and safe working practices

xiii. the importance of enforcing procedures for quality, safety and environmental protection and the actions to take in response to deviations from these

xiv. organisational or site procedures and requirements for reporting faults and initiating repairs

xv. the factors that increase the likelihood of breakdowns and action to take to prevent or reduce these, including the relationship between breakdowns and planned maintenance

xvi. organisational procedures for implementation, control and completion of contracts

xvii. the recording systems used for maintenance schedules and records, permits to work and other contract information.
Commentary for Unit 034:

RESTORE AND PREPARE FOR AFTERCARE ON LANDFILL SITES

This unit is for:
people who are required to control the planned progressive or total restoration of a landfill site and preparations for aftercare.

This unit is about:
the competence required to direct and monitor the planned progressive or total restoration and closure of the site and preparations for aftercare.

This is what you need to show:
• the site restoration and aftercare schemes are consistent with the requirements for restoration, aftercare and intended use of the restored site
• arrangements are in place for the supply of resources needed for restoration operations
• relevant staff know and understand their role and responsibilities in relation to the restoration process and have the necessary knowledge, skills and material resources to implement them correctly
• all restoration activities comply with relevant legislation and company requirements and are consistent with the restoration scheme
• the aftercare scheme includes the information needed by aftercare staff
• site operating records as required by applicable legislation are passed to the regulatory authority
• all preparations for aftercare are consistent with the aftercare scheme
• all necessary records are complete, accurate and up-to-date.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.
034.1 Restore landfill sites
034.2 Prepare landfill sites for aftercare

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility specific unit within the following COTC awards:
  Waste Management Operations - Managing Landfill, Hazardous Waste
  Waste Management Operations - Managing Landfill, Non-hazardous Waste
  Waste Management Operations - Inert Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidates workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to agreeing the aftercare scheme with aftercare staff and/or regulatory authorities if this is not part of the candidate’s responsibilities.
The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

**Applicable legislation**

This refers to legislative requirements as set out in the waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit, site working plan or conditioning plan, and planning permission, as well as other legislation applicable to the restoration and aftercare of landfill sites.

**Instructions**

Instructions will include:

a) site operational procedures  
b) safety and environmental protection procedures  
c) safe systems of work  
d) hazards likely to be encountered and necessary precautions  
e) the standards of work to be achieved.

**Records**

This refers to the documentation required by legislation and by company procedures in relation to the planned progressive or total restoration of a landfill site. The records may be paper-based or computerised.

**Relevant people**

The people who need to know, understand and agree the aftercare scheme including:

a) site management  
b) aftercare staff  
c) regulatory authorities.

**Requirements of restoration, aftercare and intended use**

The control systems and other site features needed to ensure the safe and effective restoration, aftercare and future use of the site as intended, including:

a) monitoring facilities as appropriate to the wastes deposited in the site  
b) leachate and gas engineering as appropriate to the waste deposited in the site  
c) nature of capping and soil.

**Resources**

The staff, plant, restoration materials and other site-specific engineering requirements needed to restore landfill sites. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.
**Unit 034  RESTORE AND PREPARE FOR AFTERCARE ON LANDFILL SITES (6a)**

**Restoration operations**

The operations needed to ensure the safe and effective restoration of a landfill site, including:

a) application of restoration materials  
b) permeability measurement (if required)  
c) revegetation  
d) provision of monitoring and control systems as appropriate to the wastes deposited in the site.

**Standard**

This refers to the operational outcomes of restoration processes which must be achieved to ensure that site restoration is consistent with the terms of the waste management licence or IPPC/PPC permit.
Unit 034  RESTORE AND PREPARE FOR AFTERCARE ON LANDFILL SITES
(6a)

THE PERFORMANCE STANDARDS

034.1 Restore landfill sites

You must show that you:
1. Ensure that the site restoration scheme reflects the requirements of restoration, aftercare and the intended use of the restored site.
2. Ensure that arrangements for the supply of resources needed for restoration operations are in place and fully implemented.
3. Provide clear instructions for staff involved in restoration operations.
4. Make sure that site staff understand their instructions and have the necessary resources to carry them out to the required standard.
5. Fully implement procedures to ensure that restoration operations comply with:
   a. applicable legislation
   b. site restoration scheme
   c. company requirements.
6. Make sure that records relating to the restoration process are complete, accurate and up-to-date.

034.2 Prepare landfill sites for aftercare

You must show that you:
1. Ensure that the aftercare scheme is consistent with the requirements of restoration, aftercare and the intended use of the restored site.
2. Ensure that the aftercare scheme includes a full specification for the briefing of aftercare staff.
3. Agree the aftercare scheme with relevant people.
4. Fully implement procedures to ensure that preparations for aftercare are consistent with the aftercare scheme.
5. Pass site operating records as required by applicable legislation to the regulatory authority within the agreed timescale.
6. Ensure that details of the aftercare scheme are recorded in accordance with legal and company requirements.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iii. the planning permission and waste management licence or IPPC/PPC permit for your site

iv. the content of the site working plan or conditioning plan that applies to restoration, aftercare and pre and post closure requirements

v. the site requirements relevant to restoration, aftercare and intended use

vi. the site hydrogeological conditions

vii. the control and management systems needed for surface water, gas and leachate

viii. your company’s objectives and priorities for the progressive and/or total restoration of the landfill site

ix. your company’s procedures and requirements for restoration operations and the supply and use of the resources required

x. how to communicate work instructions orally and in writing

xi. the importance of checking people’s understanding of work instructions and how to do this

xii. the technical skills needed for the planned restoration activities, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit

xiii. site procedures for the proper management control of restoration operations and preparation for aftercare of landfill sites

xiv. the records required by legislation and by company procedures in relation to the restoration of a landfill site.
Commentary for Unit 035:

DEVELOP SCHEMES FOR THE RESTORATION AND AFTERCARE OF LANDFILL SITES

This unit is for:
people required to develop schemes for the progressive or total restoration of a landfill site and the aftercare of the restored site.

This unit is about:
the competence required in planning the procedures and processes needed for the progressive or total restoration, closure and aftercare of the site.

This is what you need to show:
• the restoration scheme is consistent with the intended use of the restored land
• the scheme clearly specifies the engineering requirements of the site and the restoration materials required
• procedures for ensuring compliance of restoration activities with relevant legislation and company requirements are included within the scheme
• the aftercare scheme includes appropriate pre-closure and closure operations and effective monitoring and management procedures to ensure compliance with aftercare requirements
• the aftercare scheme identifies the site operating records that must be passed to the regulatory authority and includes the information needed by aftercare staff
• the restoration and aftercare schemes are agreed with relevant people
• the restoration and aftercare schemes are specified and recorded in accordance with legal and company requirements.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.

035.1 Prepare restoration schemes for landfill sites
035.2 Determine the action needed to prepare for aftercare on special and other waste landfill sites

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility specific unit within the following COTC awards:
Waste Management Operations - Managing Landfill, Hazardous Waste
Waste Management Operations - Managing Landfill, Non-hazardous Waste
Waste Management Operations - Inert Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to consulting aftercare staff and regulatory authorities about long-term restoration plans for your site.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

**Applicable legislation**
This refers to legislative requirements as set out in the waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit, site working plan or conditioning plan, and planning permission, as well as other legislation applicable to the restoration and aftercare of landfill sites.

**Engineering requirements**
The engineering actions needed for the effective restoration of the site, including those related to:
- establishing levels and profiles
- application of restoration materials
- leachate and drainage requirements
- gas control requirements
- monitoring systems.

**Materials**
The restoration materials and other site-specific engineering requirements needed for the restoration process.

**Relevant people**
The people who need to know about and agree the restoration and aftercare schemes including:
- site management
- aftercare staff
- regulatory authorities.

**Requirements restoration, aftercare and intended use**
The systems and site features needed for the safe and effective restoration, aftercare and future use of the site, including:
- monitoring facilities as appropriate to the wastes deposited within the site
- leachate and gas engineering as appropriate to the wastes deposited in the site
- nature of the restoration materials.

**Restoration operations**
The operations needed to ensure the effective restoration and aftercare of the site, including:
- application of restoration materials
- permeability measurement (if required)
- revegetation
- provision of monitoring and control systems as appropriate to the wastes deposited in the site.
THE PERFORMANCE STANDARDS

035.1 Prepare restoration schemes for landfill sites

You must show that you:
1. Ensure the restoration scheme is consistent with company requirements for progressive or final restoration of the site
2. Ensure the restoration scheme is consistent with the requirements of restoration, aftercare and the intended use of the site
3. Fully specify the engineering requirements for restoration of the site
4. Clearly specify the materials needed for restoration operations
5. Specify the procedures to be used for ensuring restoration operations comply with:
   a. applicable legislation
   b. company requirements
   c. the restoration scheme.
6. Provide opportunities for relevant people to comment on the proposed restoration scheme
7. Agree the restoration scheme with relevant people
8. Ensure that the restoration scheme is recorded in accordance with legal and company requirements.

035.2 Determine the action needed to prepare for aftercare on landfill sites

You must show that you:
1. Correctly identify the site operating records required by applicable legislation that will need to be given to the regulatory authority
2. Ensure that your proposals for pre-closure site operations are consistent with the requirements of restoration, aftercare and the intended use of the site
3. Ensure that the aftercare scheme contains all the information needed for aftercare staff to carry out their responsibilities safely and effectively
4. Identify and describe effective procedures to ensure site closure complies with aftercare requirements
5. Agree the aftercare scheme proposals with relevant people
6. Ensure that details of the aftercare scheme are recorded in accordance with legal and company requirements.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iii. the planning permission and waste management licence or IPPC/PPC permit for your site

iv. the content of the site working plan or conditioning plan that applies to restoration, aftercare and pre and post closure requirements

v. the site operating experience relevant to restoration, aftercare and intended use

vi. the site hydrogeological conditions

vii. the surface water drainage, gas and leachate control and management requirements of the site

viii. your company’s objectives and priorities for the progressive and/or total restoration of the landfill site

ix. your company’s procedures and requirements for restoration operations and the supply and use of the materials required

x. the records required by legislation and by company procedures in relation to the planned restoration and aftercare of a landfill site.
Commentary for Unit 036:

PREPARE LANDFILL SITES FOR THE ACCEPTANCE OF WASTE

This unit is for:
people who are required to control the preparation of part of a landfill site or cells prior to acceptance of waste.

This unit is about:
the competence required to direct and monitor the engineering and construction of part of the site or cells.

This is what you need to show:
• the specification for engineering works is agreed with relevant people
• arrangements are in place and fully implemented for the supply of resources needed for the engineering operations
• relevant staff know and understand their role and responsibilities in relation to the required engineering activities and have the necessary knowledge, skills and material resources to implement them correctly
• procedures are in place to ensure that all engineering operations fully comply with applicable legislation and the specification
• engineering operations fully comply with relevant health and safety legislation
• site engineering records as required by applicable legislation are passed to the regulatory authority
• all engineering and construction works are approved prior to accepting waste for disposal
• information for the briefing of operational staff is provided
• procedures for maintaining the integrity of the liner during waste disposal operations are in place and implemented.

Unit structure
This is a single element unit with performance standards, a knowledge base and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility specific unit within the following COTC awards:
  Waste Management Operations - Inert Waste
  Waste Management Operations - Managing Landfill, Hazardous Waste
  Waste Management Operations - Managing Landfill, Non-hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to procedures for maintaining the integrity of the liner (Performance standard 9) if installation of a liner is not a requirement of the applicable waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Applicable legislation
This refers to legislative requirements as set out in the waste management licence or IPPC/PPC permit, site working plan or conditioning plan, and planning permission, as well other legislation applicable to site/cell preparation, including health and safety legislation.

Instructions
Instructions will include:
  a) site operational procedures
  b) safety and environmental protection procedures
  c) safe systems of work
  d) hazards likely to be encountered and necessary precautions
  e) the standards of work to be achieved.

Records
This refers to the documentation required by legislation and by company procedures in relation to preparation of part of a site or cells for disposal of waste. The records may be paper-based or computerised.

Relevant people
The people who need to know, understand and agree the engineering specification, including:
  a) site and/or company management
  b) Construction Quality Assurance (CQA) engineer
  c) engineering staff or contractors
  d) regulatory authorities.

Resources
The staff, plant and other site-specific engineering requirements needed to prepare part of a site or cells for the acceptance of waste. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.

Site preparation operations
The procedures and activities needed to ensure safe and effective preparation of part of a site or cells for disposal of waste, including:
  a) engineering of suitable materials
  b) permeability measurement
  c) leachate and gas engineering
  d) surface/groundwater management
  e) provision of monitoring and control systems.

Staff
All people authorised to work on site or cell preparations including company employees and contractors.
Unit 036  PREPARE LANDFILL SITES FOR THE ACCEPTANCE OF WASTE
(6c)

Standard

This refers to the operational outcomes of site or cell preparations which must be achieved to ensure that site or cell preparation is consistent with the terms of the waste management licence or IPPC/PPC permit and site working plan or conditioning plan.
THE PERFORMANCE STANDARDS

You must show that you:

1. Ensure that details of the engineering specification are agreed with the relevant people prior to starting site preparation operations.

2. Ensure that arrangements for the supply of resources needed for the engineering activities are in place and fully implemented.

3. Provide clear written instructions for staff involved in the engineering activities.

4. Make sure that staff understand their instructions and have the necessary resources to carry them out to the required standard.

5. Fully implement procedures to ensure that the engineering activities comply with:
   a. applicable legislation
   b. company requirements
   c. the engineering specification
   d. CQA procedures

6. Ensure that the agreed engineering proposals includes a full specification for the briefing of operational staff.

7. Promptly pass site engineering and quality assurance records as required by applicable legislation to the regulatory authority.

8. Obtain the necessary approval of the construction work before allowing waste disposal operations to begin.

9. Establish and implement procedures for maintaining the integrity of the liner during waste disposal operations.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iii. the planning permission and waste management licence or IPPC/PPC permit for your site

iv. the content of the site working plan or conditioning that applies to cell preparation

v. the importance of complying with the site working plan or conditioning plan when preparing part of the site or cells for the acceptance of waste and the implications of not achieving this

vi. your company’s objectives and priorities for the progressive development of the landfill site

vii. the site hydrogeological conditions

viii. the control and management systems needed for surface water drainage, and gas and leachate management

ix. any specific requirements relating to the liner and initial layer of waste

x. your company’s procedures and requirements for engineering operations and the supply and use of the resources required

xi. how to communicate work instructions orally and in writing

xii. the importance of checking people’s understanding of work instructions and how to do this

xiii. the technical skills needed for the planned site or cell preparation activities, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit

xiv. site procedures for the proper management control of site or cell preparation operations

xv. the records required by legislation and company procedures in relation to site or cell preparation on a landfill site

xvi. who needs to approve construction work before waste disposal operations can start and the procedures to follow to obtain the required approval

xvii. the information needed by operational staff to ensure safe and effective disposal of waste in the newly prepared cell(s).
Commentary for Unit 037:

CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM HAZARDOUS WASTE TREATMENT AND RECOVERY OPERATIONS

This unit is for:
people responsible for controlling the safe disposal of operational outputs and residues arising from the treatment of hazardous wastes.

This unit is about:
the competence required to ensure that disposal operations are carried out safely and effectively in accordance with legislative and company requirements.

This is what you need to show:
• all disposal operations comply with relevant legislation
• appropriate disposal procedures are in place and carried out safely and correctly for all outputs from the treatment process, including operational outputs and residues
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• all necessary records are complete, accurate and up-to-date
• documentation required for the transport of operational outputs and residues is correct, complete and available when required.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the level 4 COTC award:
Waste Management Operations - Managing Treatment, Hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.
Unit 037  CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM HAZARDOUS WASTE TREATMENT AND RECOVERY OPERATIONS (6TMH)

GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit where applicable to the site.

Applicable legislation
This refers to legislative requirements as set out in:
- a) the waste management licence
- b) site working plan
- c) planning permission
- d) trade effluent discharge consent
- e) road transport legislation
- f) health and safety legislation
- g) any other legislation applicable to the disposal of outputs and residues from hazardous waste treatment and recovery operations.

Hazardous waste

Hazards
A hazard is something with potential to cause harm.

Operational outputs
The treated wastes, and any re-useable and re-cyclable materials, arising from treatment and recovery operations.

Records
This refers to the documentation required by legislation and by company procedures in relation to the disposal of operational outputs and residues from the treatment of hazardous waste. The records may be paper-based or computerised.

Residues
Any substances, other than operational outputs, arising from treatment operations that are disposed of as waste products, e.g. packaging, sewer discharge.

Risks
This refers to any risks to safety, health and the environment arising from the disposal of operational outputs and residues, including those associated with the following hazards:
- a) any operational outputs and residues that are difficult to handle
- b) any operational outputs and residues that present an unexpected health risk.
Treatment operations  This refers to the processes used to treat wastes to make them suitable for disposal.

Wastes  Wastes are those specified in the waste management licence.
Unit 037  CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM HAZARDOUS WASTE TREATMENT AND RECOVERY OPERATIONS (6TMH)

THE PERFORMANCE STANDARDS

You must show that you:

1. Fully implement procedures to ensure the disposal of operational outputs and residues from waste treatment operations comply with applicable legislation and company procedures.

2. Make sure that operational outputs and residues are handled correctly in accordance with applicable legislation and company operating procedures.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from the disposal of operational outputs and residues from the treatment of hazardous waste.

4. Make sure that records relating to the disposal of operational outputs and residues are complete, accurate and up-to-date.

5. Ensure that transportation documentation is completed correctly and complies with applicable legislation and company requirements.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. relevant road transport legislation, Regulations and Codes of Practice

iii. Waste Management Papers and other guidance appropriate to your waste management licence

iv. the planning permission, waste management licence, site working plan and trade effluent discharge consent for your site

v. the range and nature of operational outputs and residues produced from the treatment of hazardous waste

vi. the handling implications of the operational outputs and residues arising from the treatment of hazardous waste

vii. your site procedures for disposal of the operational outputs and residues

viii. the personal protective equipment required for operatives handling the operational outputs and residues, and the procedures for effective care, maintenance and use of this equipment

ix. the risks to the environment and human health arising from the disposal of operational outputs and residues from the treatment of hazardous waste and the procedures required to minimise risk

x. Control of Substances Hazardous to Health (COSH) assessment data for any hazardous substances received and used on your site

xi. the records required by legislation and by company procedures relating to the disposal of operational outputs and residues arising from treatment and recovery operations carried out on site.
Unit 038  CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM CLINICAL WASTE TREATMENT AND RECOVERY OPERATIONS (6TMC)

Commentary for Unit 038:

CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM CLINICAL WASTE TREATMENT AND RECOVERY OPERATIONS

This unit is for:
people responsible for controlling the safe disposal of operational outputs and residues arising from the treatment of clinical waste.

This unit is about:
the competence required to ensure that disposal operations are carried out safely and effectively in accordance with legislative and company requirements.

This is what you need to show:
• all disposal operations comply with relevant legislation
• appropriate disposal procedures are in place and carried out safely and correctly for all operational outputs and residues from the treatment process
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• all necessary records are complete, accurate and up-to-date
• documentation required for the transport of operational outputs and residues is correct, complete and available when required.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the level 4 COTC awards:
Waste Management Operations - Managing Treatment, Hazardous Waste
Waste Management Operations - Managing Treatment, Non-hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit where applicable to the site.

Applicable legislation  This refers to legislative requirements as set out in:
   a) the waste management licence
   b) trade effluent discharge consent
   c) site working plan
   d) planning permission
   e) health and safety legislation
   f) road transport legislation
   g) any other legislation applicable to the disposal of operational outputs and residues from clinical waste treatment and recovery operations.

Clinical waste  Clinical waste is that defined by regulation 1(2) of the Controlled Waste Regulations 1992, and includes healthcare risk waste and sanpro waste.

Hazards  A hazard is something with potential to cause harm.

Operational outputs  The treated wastes, and any re-useable and re-cyclable materials, arising from clinical waste treatment and recovery operations.

Records  This refers to the documentation required by legislation and by company procedures in relation to the disposal of operational outputs and residues from the treatment of clinical waste. The records may be paper-based or computerised.

Residues  Any substances, other than operational outputs, arising from treatment operations that are disposed of as waste products, e.g. packaging, sewer discharge.

Risks  This refers to any risks to safety, health and the environment arising from the disposal of operational outputs and residues, including those associated with the following hazards:
   a) any operational outputs and residues that are difficult to handle
   b) any operational outputs and residues that present an unexpected health risk.
Treatment This refers to the processes used to treat wastes to make them suitable for disposal.

Wastes Wastes are those specified in the waste management licence.
Unit 038  CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM CLINICAL WASTE TREATMENT AND RECOVERY OPERATIONS (6TMC)

THE PERFORMANCE STANDARDS

You must show that you:

1. Fully implement procedures to ensure the disposal of operational outputs and residues from the treatment of wastes comply with applicable legislation and company operating procedures.

2. Make sure that operational outputs and residues are handled correctly in accordance with applicable legislation and company operating procedures.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from the disposal of operational outputs and residues from the treatment of clinical waste.

4. Make sure that records relating to the disposal of operational outputs and residues are complete, accurate and up-to-date.

5. Ensure that transportation documentation is completed correctly and complies with applicable legislation and company requirements.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. relevant road transport legislation, Regulations and Codes of Practice

iii. Waste Management Papers and other industry guidance appropriate to your waste management licence

iv. the planning permission, waste management licence, trade effluent discharge consent and site working plan for your site

v. the range and nature of operational outputs and residues produced from the treatment of clinical waste

vi. the handling implications of the different types of operational outputs and residues produced by treatment operations on your site

vii. your site procedures for disposal of the operational outputs and residues from the treatment of clinical waste

viii. the personal protective equipment required for operatives handling the different types of operational outputs and residues and the procedures for effective care, maintenance and use of this equipment

ix. the risks to the environment and human health arising from the disposal of operational outputs and residues from the treatment of clinical waste and the procedures required to minimise risk

x. Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received and used on your site

xi. the records required by legislation and by company procedures relating to the disposal of operational outputs and residues arising from treatment and recovery operations carried out on site.
Unit 039 CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM THE REMEDIATION OF CONTAMINATED LAND (6TMCL)

Commentary for Unit 039:

CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM THE REMEDIATION OF CONTAMINATED LAND

This unit is for:
people responsible for controlling the safe disposal of operational outputs and residues from the remediation of contaminated land.

This unit is about:
the competence required to ensure that disposal operations are carried out safely and effectively in accordance with legislative and company requirements.

This is what you need to show:
• all disposal operations comply with relevant legislation
• appropriate disposal procedures are in place and carried out safely and correctly for all outputs from the remediation process, including operational outputs and residues
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• all necessary records are complete, accurate and up-to-date
• documentation required for the transport of operational outputs and residues is correct, complete and available when required.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility specific unit within the level 4 COTC award:
  Waste Management Operations - Managing Treatment, Hazardous Waste
  Waste Management Operations - Managing Treatment, Non-hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit where applicable to the site.

Applicable legislation
This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well as health and safety and other legislation applicable to the disposal of outputs and residues from the remediation of contaminated land.

Disposal
This refers to the transfer of operational outputs and residues arising from the remediation process to where they will undergo the next stage of the relevant waste management or recovery process.

Hazards
A hazard is something with potential to cause harm.

Operational outputs
The treated wastes, and any re-useable and re-cyclable materials, arising from the remediation of contaminated land.

Records
This refers to the documentation required by legislation and by company procedures in relation to the disposal of operational outputs and residues from the remediation of contaminated land. The records may be paper-based or computerised.

Residues
Any substances, other than operational outputs, arising from remediation operations that are disposed of as waste products.

Risks
This refers to any risks to safety, health and the environment arising from the disposal of operational outputs and residues, including those associated with the following hazards:

a) any operational outputs and residues that are difficult to handle
b) any operational outputs and residues that present an unexpected health risk.

Wastes
Wastes are those specified in the waste management licence.
Unit 039 CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM THE REMEDIATION OF CONTAMINATED LAND (6TMCL)

THE PERFORMANCE STANDARDS

You must show that you:

1. Fully implement procedures to ensure the disposal of operational outputs and residues from the remediation of contaminated land comply with applicable legislation and company procedures

2. Make sure that operational outputs and residues are handled correctly in accordance with applicable legislation and company operational procedures

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from the disposal of operational outputs and residues from the remediation of contaminated land

4. Make sure that records relating to the disposal of operational outputs and residues are complete, accurate and up-to-date

5. Ensure that transportation documentation is completed correctly and complies with applicable legislation and company requirements.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. relevant road transport legislation, Regulations and Codes of Practice

iii. Waste Management Papers and other guidance appropriate to your waste management licence

iv. the planning permission, waste management licence and site working plan for your site

v. the range and nature of operational outputs and residues produced from the remediation of the contaminated land

vi. the handling implications of the different types of operational outputs and residues produced from the remediation of the contaminated land

vii. your site procedures for disposal of the operational outputs and residues from the remediation of contaminated land

viii. the personal protective equipment required for operatives handling the different types of operational outputs and residues, and the procedures for effective care, maintenance and use of this equipment

ix. the risks to safety, health and the environment arising from the disposal of operational outputs and residues from the remediation of contaminated land and the procedures required to minimise risk

x. Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received, used and present on your site

xi. the records required by legislation and by company procedures relating to the disposal of operational outputs and residues from the remediation of contaminated land.
Unit 040  CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM WASTE INCINERATION OPERATIONS (6INC)

Commentary for Unit 040:

CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM WASTE INCINERATION OPERATIONS

This unit is for:
people responsible for controlling the safe disposal of operational outputs and residues arising from the incineration of waste.

This unit is about:
the competence required to ensure that disposal operations are carried out safely and effectively in accordance with legislative and company requirements.

This is what you need to show:
• all disposal operations comply with relevant legislation
• appropriate disposal procedures are in place and carried out safely and correctly for all outputs from the incineration process, including operational outputs and residues
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• all necessary records are complete, accurate and up-to-date
• documentation required for the transport of operational outputs and residues is correct, complete and available when required.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility specific unit within the level 4 COTC award:
   Waste Management Operations - Managing Incineration.

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.
CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM WASTE INCINERATION OPERATIONS (6INC)

GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit or Local Authority authorisation where applicable to the site.

Applicable legislation
This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well as health and safety, road transport and other legislation applicable to the disposal of operational outputs and residues from a waste incineration facility.

Hazards
A hazard is something with potential to cause harm.

Operational outputs
The incinerated wastes, and any re-useable and recyclable materials, arising from incineration and associated activities.

Records
This refers to the documentation required by legislation and by company procedures in relation to the disposal of operational outputs and residues from the incineration of waste. The records may be paper-based or computerised.

Residues
Any substances, other than operational outputs, arising from the incineration of wastes and associated activities that are disposed of as waste products, e.g. packaging, sewer discharge.

Risks
This refers to any risks to safety, health and the environment arising from the disposal of operational outputs and residues, including those associated with the following hazards:
  a) any operational outputs and residues that are difficult to handle
  b) any operational outputs and residues that present an unexpected health risk.

Wastes
Wastes are those specified in the waste management licence.
THE PERFORMANCE STANDARDS

You must show that you:

1. Fully implement procedures to ensure the disposal of operational outputs and residues from the incineration of wastes comply with applicable legislation and company procedures.

2. Make sure that operational outputs and residues are handled correctly in accordance with applicable legislation and company operational procedures.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from the disposal of operational outputs and residues from the incineration of wastes.

4. Make sure that records relating to the disposal of operational outputs and residues are complete, accurate and up-to-date.

5. Ensure that transportation documentation is completed correctly and complies with applicable legislation and company requirements.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. relevant road transport legislation, Regulations and Codes of Practice

iii. Waste Management Papers and other guidance appropriate to your waste management licence

iv. the planning permission, waste management licence and site working plan for your site

v. the range and nature of operational outputs and residues produced from the incineration of wastes dealt with on site

vi. the handling implications of the operational outputs and residues arising from incineration and associated operations

vii. your site procedures for disposal of the operational outputs and residues from incineration and associated operations

viii. the personal protective equipment required for operatives handling the operational outputs and residues, and the procedures for effective care, maintenance and use of this equipment

ix. the risks to the environment and human health arising from the disposal of operational outputs and residues from incineration and associated operations and the procedures required to minimise and manage risk

x. Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received and used on your site

xi. the records required by legislation and by company procedures relating to the disposal of operational outputs and residues arising from the incineration of waste.
Unit 041 CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM NON-HAZARDOUS WASTE TREATMENT AND RECOVERY OPERATIONS (6TMNH)

Commentary for Unit 041:

CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM NON-HAZARDOUS WASTE TREATMENT AND RECOVERY OPERATIONS

This unit is for:
people responsible for controlling the safe disposal of operational outputs and residues arising from the treatment of non-hazardous waste (other than by a composting process for which separate standards apply).

This unit is about:
the competence required to ensure that disposal operations are carried out safely and effectively in accordance with legislative and company requirements.

This is what you need to show:
• all disposal operations comply with relevant legislation
• appropriate disposal procedures are in place and carried out safely and correctly for all outputs from the treatment process, including operational outputs and residues
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• all necessary records are complete, accurate and up-to-date
• documentation required for the transport of operational outputs and residues is correct, complete and available when required.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the level 4 COTC award:
Waste Management Operations - Managing Treatment, Non-hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit where applicable to the site.

Applicable legislation
This refers to legislative requirements as set out in:
- a) the waste management licence
- b) site working plan
- c) planning permission
- d) trade effluent discharge consent
- e) health and safety legislation
- f) road transport legislation
- g) any other legislation applicable to the disposal of operational outputs and residues from non-hazardous waste treatment and recovery operations.

Hazards
A hazard is something with potential to cause harm.

Non-hazardous waste
Non-hazardous waste is any waste, as specified in the waste management licence, which is not covered by the definition of hazardous waste.

Operational outputs
The treated wastes, and any re-useable and re-cyclable materials, arising from treatment and recovery operations carried out on site.

Records
This refers to the documentation required by legislation and by company procedures in relation to the disposal of operational outputs and residues from the treatment of non-hazardous waste. The records may be paper-based or computerised.

Residues
Any substances, other than operational outputs, arising from treatment operations that are disposed of as waste products, e.g. packaging, sewer discharge.

Risks
This refers to any risks to safety, health and the environment arising from the disposal of operational outputs and residues, including those associated with the following hazards:
- a) any operational outputs and residues that are difficult to handle
- b) any operational outputs and residues that present an unexpected health risk.
Treatment operations  This refers to the processes used to treat wastes to make them suitable for disposal.

Wastes  Wastes are those specified in the waste management licence.
Unit 041 CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM NON-HAZARDOUS WASTE TREATMENT AND RECOVERY OPERATIONS (6TMNH)

THE PERFORMANCE STANDARDS
You must show that you:

1. Fully implement procedures to ensure the disposal of operational outputs and residues from waste treatment operations comply with applicable legislation and company procedures.

2. Make sure that operational outputs and residues are handled correctly in accordance with applicable legislation and company operating procedures.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from the disposal of operational outputs and residues arising from the treatment of non-hazardous waste.

4. Make sure that records relating to the disposal of operational outputs and residues are complete, accurate and up-to-date.

5. Ensure that transportation documentation is completed correctly and complies with applicable legislation and company requirements.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. relevant road transport legislation, Regulations and Codes of Practice

iii. Waste Management Papers and other guidance appropriate to your waste management licence

iv. the planning permission, waste management licence, site working plan and trade effluent discharge consent for your site

v. the range and nature of operational outputs and residues produced from the treatment of non-hazardous waste

vi. the handling implications of the operational outputs and residues arising from the treatment of the non-hazardous wastes handled on site

vii. your site procedures for disposal of the operational outputs and residues

viii. the personal protective equipment required for operatives handling the operational outputs and residues, and the procedures for effective care, maintenance and use of this equipment

ix. the risks to the environment and human health arising from the disposal of operational outputs and residues from the treatment of non-hazardous waste and the procedures required to minimise risk

x. the records required by legislation and by company procedures relating to the disposal of operational outputs and residues arising from treatment and recovery operations carried out on site.
CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM A COMPOSTING FACILITY

This unit is for:
people responsible for controlling the safe and effective dispatch of operational outputs and disposal of residues from a composting facility.

This unit is about:
the competence required to ensure that dispatch and disposal operations are carried out safely and effectively in accordance with legislative and company requirements.

This is what you need to show:
- all dispatch and disposal operations comply with relevant legislation
- appropriate dispatch and disposal procedures are in place and carried out safely and correctly for all outputs from the composting facility, including operational outputs and residues
- potential hazards to safety, health and the environment are identified and the risks managed appropriately
- all necessary records are complete, accurate and up-to-date
- documentation required for the transport of operational outputs and residues is correct, complete and available when required.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility specific unit within the level 4 COTC award:
   Waste Management Operations - Managing Treatment, Non-hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit where applicable to the site.

Applicable legislation This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well as health and safety, road transport and other legislation applicable to the dispatch of operational outputs and disposal of residues from a composting facility.

Composting The controlled biological decomposition and stabilisation of organic substrates under conditions that are predominately aerobic and that allow the development of thermophilic temperatures as a result of biologically produced heat.

Composting facility The site at which the composting process and associated activities are carried out.

Hazards A hazard is something with potential to cause harm.

Operational output Any material that leaves the composting facility that does not cause harm to the environment and is fit for beneficial use.

Records This refers to the documentation required by legislation and by company procedures in relation to the dispatch of operational outputs and disposal of residues from a composting facility. The records may be paper-based or computerised.

Residue Any remaining substance arising from the composting facility that is not valued as an output and requires treatment or disposal as a waste product.

Risks This refers to any risks to safety, health and the environment arising from the dispatch of operational outputs and disposal of residues, including those associated with the following hazards:
a) any operational outputs and residues that are difficult to handle
b) any operational outputs and residues that present an unexpected health risk.
Unit 042 CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM A COMPOSTING FACILITY (6COM)

THE PERFORMANCE STANDARDS
You must show that you:

1. Fully implement procedures to ensure the dispatch of operational outputs and the disposal of residues from the composting facility comply with applicable legislation and company procedures.

2. Make sure that operational outputs and residues are handled correctly in accordance with applicable legislation and company operating procedures.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from the dispatch of operational outputs and the disposal of residues from the composting facility.

4. Make sure that records relating to the dispatch of operational outputs and disposal of residues are complete, accurate and up-to-date.

5. Ensure that transportation documentation is completed correctly and complies with applicable legislation and company requirements.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. relevant road transport legislation, Regulations and Codes of Practice

iii. Waste Management Papers and other guidance appropriate to your waste management licence

iv. the planning permission, waste management licence and site working plan for your site

v. the range and nature of operational outputs and residues produced by the composting facility and the handling implications of these

vi. your site procedures for dispatch of the operational outputs and disposal of the residues from the composting facility

vii. the personal protective equipment required for operatives handling the different types of operational outputs and residues, and the procedures for effective care, maintenance and use of this equipment

viii. the risks to the environment and human health arising from the dispatch of operational outputs and disposal of residues from the composting facility and the procedures required to minimise and manage risk

ix. Control of Substances Hazardous to Health (COSHH) assessment data for any hazardous substances received and used on your site

x. the records required by legislation and by company procedures relating to the dispatch of operational outputs and disposal of residues from the composting facility.
Commentary for Unit 043:

CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM INERT WASTE TREATMENT AND RECOVERY OPERATIONS

This unit is for:
people responsible for controlling the safe disposal of operational outputs and residues arising from the treatment of inert waste.

This unit is about:
the competence required to ensure that disposal operations are carried out safely and effectively in accordance with legislative and company requirements.

This is what you need to show:
• all disposal operations comply with relevant legislation
• appropriate disposal procedures are in place and carried out safely and correctly for all outputs from the treatment process, including operational outputs and residues
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• all necessary records are complete, accurate and up-to-date
• documentation required for the transport of operational outputs and residues is correct, complete and available when required.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the level 3 COTC award: Waste Management Operations - Inert Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit where applicable to the site.

Applicable legislation
This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well as health and safety, road transport and other legislation applicable to the disposal of operational outputs and residues from inert waste treatment and recovery operations.

Hazards
A hazard is something with potential to cause harm.

Inert waste
Inert waste means waste that does not undergo any significant physical, chemical or biological transformations. Inert waste will not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution or harm to human health. The total leachability and pollutant content of the waste and the ecotoxicity of the leachate must be insignificant, and in particular not endanger the quality of surface water and/or groundwater.

Operational outputs
The treated wastes, and any re-useable and re-cyclable materials, arising from the treatment and recovery operations carried out on site.

Records
This refers to the documentation required by legislation and by company procedures in relation to the disposal of operational outputs and residues from the treatment of inert waste. The records may be paper-based or computerised.

Residues
Any substances, other than operational outputs, arising from treatment operations that are disposed of as waste products, e.g. packaging, sewer discharge.
Risks This refers to any risks to safety, health and the environment arising from the disposal of operational outputs and residues, including those associated with the following hazards:
   a) any operational outputs and residues that are difficult to handle
   b) any operational outputs and residues that present an unexpected health risk.

Treatment operations This refers to the processes used to treat wastes to make them suitable for disposal.

Wastes Wastes are those specified in the waste management licence.
THE PERFORMANCE STANDARDS

You must show that you:

1. Fully implement procedures to ensure the disposal of operational outputs and residues from waste treatment operations comply with applicable legislation and company operating procedures.

2. Make sure that operational outputs and residues are handled correctly in accordance with applicable legislation and company operating procedures.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from the disposal of operational outputs and residues arising from the treatment of inert waste.

4. Make sure that records relating to the disposal of operational outputs and residues are complete, accurate and up-to-date.

5. Ensure that transportation documentation is completed correctly and complies with applicable legislation and company requirements.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. relevant road transport legislation, Regulations and Codes of Practice

iii. Waste Management Papers and other guidance appropriate to your waste management licence

iv. the planning permission, waste management licence and site working plan for your site

v. the range and nature of operational outputs and residues produced from the treatment operations carried out on site

vi. the handling implications of the operational outputs and residues arising from the treatment of inert waste

vii. your site procedures for disposal of the operational outputs and residues

viii. any personal protective equipment required for operatives handling the operational outputs and residues, and the procedures for effective care, maintenance and use of this equipment

ix. the risks to the environment and human health arising from the disposal of operational outputs and residues from the treatment of inert waste and the procedures required to minimise risk

x. the records required by legislation and your organisation relating to the disposal of operational outputs and residues arising from treatment and recovery operations carried out on site.
Commentary for Unit 044:

CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM HAZARDOUS WASTE TRANSFER AND RECOVERY OPERATIONS

This unit is for:  
people responsible for controlling the safe disposal of operational outputs and residues arising from a hazardous waste transfer station.

This unit is about:  
the competence required to ensure that disposal operations are carried out safely and effectively in accordance with legislative and company requirements.

This is what you need to show:  
- all disposal operations comply with relevant legislation  
- appropriate disposal procedures are in place and carried out safely and correctly for all outputs from the transfer process, including operational outputs and residues  
- potential hazards to safety, health and the environment are identified and the risks managed appropriately  
- all necessary records are complete, accurate and up-to-date  
- documentation required for the transport of operational outputs and residues is correct, complete and available when required.

Unit structure  
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework  
This unit is a facility and waste specific unit within the level 4 COTC award:  
Waste Management Operations - Managing Transfer, Hazardous Waste

Statement on Assessment  
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit where applicable to the site.

Applicable legislation
This refers to legislative requirements as set out in:
  a) the waste management licence
  b) site working plan
  c) planning permission
  d) trade effluent discharge consent
  e) health and safety legislation
  f) road transport legislation
  g) any other legislation applicable to the disposal of operational outputs and residues from hazardous waste transfer and recovery operations.

Hazardous waste

Hazards
A hazard is something with potential to cause harm.

Operational outputs
The separated and sorted wastes for transfer, and any re-useable and re-cyclable materials arising from recovery operations.

Records
This refers to the documentation required by legislation and by company procedures in relation to the disposal of operational outputs and residues from the transfer of hazardous waste. The records may be paper-based or computerised.

Residues
Any substances, other than operational outputs, arising from transfer and recovery operations that are disposed of as waste products, e.g. packaging, sewer discharge.
Unit 044  CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM HAZARDOUS WASTE TRANSFER AND RECOVERY OPERATIONS (6TSH)

Risks
This refers to any risks to safety, health and the environment arising from the disposal of operational outputs and residues, including those associated with the following hazards:
   a) any operational outputs and residues that are difficult to handle
   b) any operational outputs and residues that present an unexpected health risk.

Transfer operations
This refers to the processes used to prepare wastes for further transport for treatment, keeping or disposal elsewhere.

Wastes
Wastes are those specified in the waste management licence.
Unit 044  CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM HAZARDOUS WASTE TRANSFER AND RECOVERY OPERATIONS (6TSH)

THE PERFORMANCE STANDARDS

You must show that you:

1. Fully implement procedures to ensure the disposal of operational outputs and residues from waste transfer operations comply with applicable legislation and company procedures.

2. Make sure that operational outputs and residues are handled correctly in accordance with applicable legislation and company operating procedures.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from the disposal of operational outputs and residues from hazardous waste transfer operations.

4. Make sure that records relating to the disposal of operational outputs and residues are complete, accurate and up-to-date.

5. Ensure that transportation documentation is completed correctly and complies with applicable legislation and company requirements.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. the definition of hazardous waste and the hazardous waste consignment note procedures as laid down in applicable legislation

iii. regulations applicable to the transport of hazardous substances on public roads

iv. Waste Management Papers and other guidance appropriate to your waste management licence

v. the planning permission, waste management licence, site working plan and trade effluent discharge consent for your site

vi. the range and nature of operational outputs and residues arising from hazardous waste transfer and recovery operations and the handling implications of these

vii. your site procedures for disposal of the operational outputs and residues arising from transfer and recovery operations

viii. the personal protective equipment required for operatives handling the operational

ix. outputs and residues, and the procedures for effective care, maintenance and use of this equipment

x. the risks to the environment and human health arising from the disposal of operational outputs and residues from hazardous waste transfer and recovery operations, and the procedures required to minimise and manage risk

xi. Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received and used on your site

xii. the records required by legislation and by company procedures relating to the disposal of operational outputs and residues arising from transfer and recovery operations carried out on site.
Commentary for Unit 045:

CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM NON-HAZARDOUS WASTE TRANSFER AND RECOVERY OPERATIONS

This unit is for:
people responsible for controlling the safe disposal of operational outputs and residues arising from a non-hazardous waste transfer station.

This unit is about:
the competence required to ensure that disposal operations are carried out safely and effectively in accordance with legislative and company requirements.

This is what you need to show:
• all disposal operations comply with relevant legislation
• appropriate disposal procedures are in place and carried out safely and correctly for all outputs from the transfer and recovery operations, including operational outputs and residues
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• all necessary records are complete, accurate and up-to-date
• documentation required for the transport of operational outputs and residues is correct, complete and available when required.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the level 4 COTC award:
  Waste Management Operations - Managing Transfer, Non-hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit where applicable to the site.

Applicable legislation
This refers to legislative requirements as set out in:
- a) the waste management licence
- b) site working plan
- c) planning permission
- d) trade effluent discharge consent
- e) health and safety legislation
- f) road transport legislation
- g) any other legislation applicable to the disposal of operational outputs and residues from non-hazardous waste transfer and recovery operations.

Hazards
A hazard is something with potential to cause harm.

Non-hazardous waste
Non-hazardous waste is any waste, as specified in the waste management licence, which is not covered by the definition of hazardous waste.

Operational outputs
The separated and sorted wastes for transfer, and any re-useable and re-cyclable materials arising from recovery operations.

Records
This refers to the documentation required by legislation and by company procedures in relation to the disposal of operational outputs and residues from the transfer of non-hazardous waste. The records may be paper-based or computerised.

Residues
Any substances, other than operational outputs, arising from transfer and recovery operations that are disposed of as waste products, e.g. packaging, sewer discharge.

Risks
This refers to any risks to safety, health and the environment arising from the disposal of operational outputs and residues, including those associated with the following hazards:
- a) any operational outputs and residues that are difficult to handle
- b) any operational outputs and residues that present an unexpected health risk.
Unit 045 CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM NON-HAZARDOUS WASTE TRANSFER AND RECOVERY OPERATIONS (6TSNH)

Transfer operations
This refers to the processes used to prepare wastes for further transport for treatment, keeping or disposal elsewhere.

Wastes
Wastes are those specified in the waste management licence.
Unit 045  CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM NON-HAZARDOUS WASTE TRANSFER AND RECOVERY OPERATIONS (6TSNH)

THE PERFORMANCE STANDARDS

You must show that you:

1. Fully implement procedures to ensure the disposal of operational outputs and residues from waste transfer operations comply with applicable legislation and company procedures

2. Make sure that operational outputs and residues are handled correctly in accordance with applicable legislation and company procedures

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from the disposal of operational outputs and residues from non-hazardous waste transfer operations

4. Make sure that records relating to the disposal of operational outputs and residues are complete, accurate and up-to-date

5. Ensure that transportation documentation is completed correctly and complies with applicable legislation and company requirements.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
Unit 045 CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM NON-HAZARDOUS WASTE TRANSFER AND RECOVERY OPERATIONS (6TSNH)

KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. relevant road transport legislation, Regulations and Codes of Practice

iii. Waste Management Papers and other guidance appropriate to your waste management licence

iv. the planning permission, waste management licence, site working plan and trade effluent discharge consent for your site

v. the range and nature of operational outputs and residues arising from non-hazardous waste transfer and recovery operations and the handling implications of these

vi. your site procedures for disposal of the operational outputs and residues arising from transfer and recovery operations

vii. the personal protective equipment required for operatives handling the operational outputs and residues, and the procedures for effective care, maintenance and use of this equipment

viii. the risks to the environment and human health arising from the disposal of operational outputs and residues from non-hazardous waste transfer and recovery operations and the procedures required to minimise risk

ix. the records required by legislation and by company procedures relating to the disposal of operational outputs and residues arising from transfer and recovery operations carried out on site.
Commentary for Unit 046:

CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM INERT WASTE TRANSFER AND RECOVERY OPERATIONS

This unit is for:
people responsible for controlling the safe disposal of operational outputs and residues arising from an inert waste transfer station.

This unit is about:
the competence required to ensure that disposal operations are carried out safely and effectively in accordance with legislative and company requirements.

This is what you need to show:
• all disposal operations comply with relevant legislation
• appropriate disposal procedures are in place and carried out safely and correctly for all outputs from the transfer and recovery operations, including operational outputs and residues
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• all necessary records are complete, accurate and up-to-date
• documentation required for the transport of operational outputs and residues is correct, complete and available when required.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the level 3 COTC award:
  Waste Management Operations - Inert Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.
Unit 046  CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM INERT WASTE TRANSFER AND RECOVERY OPERATIONS (6T8In)

GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit where applicable to the site.

Applicable legislation  This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well as health and safety, road transport and other legislation applicable to the disposal of operational outputs and residues from inert waste transfer and recovery operations.

Hazards  A hazard is something with potential to cause harm.

Inert waste  Inert waste means waste that does not undergo any significant physical, chemical or biological transformations. Inert waste will not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution or harm to human health. The total leachability and pollutant content of the waste and the ecotoxicity of the leachate must be insignificant, and in particular not endanger the quality of surface water and/or groundwater.

Operational outputs  The separated and sorted wastes for transfer, and any re-useable and re-cyclable materials arising from recovery operations.

Records  This refers to the documentation required by legislation and by company procedures in relation to the disposal of operational outputs and residues from the transfer of hazardous waste. The records may be paper-based or computerised.

Residues  Any substances, other than operational outputs, arising from transfer and recovery operations that are disposed of as waste products, e.g. packaging, sewer discharge.
Risks
This refers to any risks to safety, health and the environment arising from the disposal of operational outputs and residues, including those associated with the following hazards:

a) any operational outputs and residues that are difficult to handle
b) any operational outputs and residues that present an unexpected health risk.

Transfer operations
This refers to the processes used to prepare wastes for further transport for treatment, keeping or disposal elsewhere.

Wastes
Wastes are those specified in the waste management licence.
Unit 046  CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM INERT WASTE TRANSFER AND RECOVERY OPERATIONS (6TSIn)

THE PERFORMANCE STANDARDS

You must show that you:

1. Fully implement procedures to ensure the disposal of operational outputs and residues from waste transfer operations comply with applicable legislation and company procedures.

2. Make sure that operational outputs and residues are handled correctly in accordance with applicable legislation and company operating procedures.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from the disposal of operational outputs and residues from inert waste transfer operations.

4. Make sure that records relating to the disposal of operational outputs and residues are complete, accurate and up-to-date.

5. Ensure that transportation documentation is completed correctly and complies with applicable legislation and company requirements.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. relevant road transport legislation, Regulations and Codes of Practice

iii. Waste Management Papers and other guidance appropriate to your waste management licence

iv. the planning permission, waste management licence and site working plan for your site

v. the range and nature of operational outputs and residues arising from inert waste transfer and recovery operations and the handling implications of these

vi. your site procedures for disposal of the operational outputs and residues arising from transfer and recovery operations

vii. the risks to the environment and human health arising from the disposal of operational outputs and residues from inert waste transfer and recovery operations and the procedures required to minimise risk

viii. the records required by legislation and by company procedures relating to the disposal of operational outputs and residues arising from transfer and recovery operations carried out on site.
Commentary for Unit 047:

CONTROL THE TRANSFER OF RECOVERED AND WASTE MATERIALS FROM CIVIC AMENITY SITES

This unit is for:
people responsible for controlling the transfer of recovered materials and wastes for disposal from a civic amenity site.

This unit is about:
the competence required to ensure that the transfer of recovered and waste materials from a civic amenity site is carried out safely and effectively in accordance with legislative and company requirements.

This is what you need to show:
• all transfer operations comply with relevant legislation
• appropriate transfer procedures are in place and carried out safely and correctly
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• recovered materials for re-use or recycling comply with the appropriate specification
• wastes for disposal meet the requirements of the relevant disposal facility
• all necessary records are complete, accurate and up-to-date.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This is a facility and waste specific unit within the level 3 COTC award:
Waste Management Operations - Civic Amenity Site.

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Applicable legislation
This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well as other legislation applicable to the transfer of recovered and waste materials from civic amenity sites.

Civic amenity site
A site provided under section 51(1)(b) of the Environmental Protection Act (EPA) 1990 which is operated directly by the employees of a local authority rather than external contractors or an external contracting arm of a local authority.

Hazards
A hazard is something with potential to cause harm.

Records
This refers to the documentation required by legislation and by company procedures in relation to the transfer of recovered materials and wastes for final disposal from a civic amenity site. The records may be paper-based or computerised.

Recovered materials
Household waste materials which with subsequent processing will produce marketable products, e.g. oil, paper, glass, or that have a practical use, e.g. wood, bricks.

Risks
This refers to any risks to safety, health and the environment arising from transfer operations, including those associated with the following hazards:
   a) fire
   b) spillage
   c) litter
   d) infestation
   e) substances requiring special treatment
   f) the presence of members of the public on site.

Wastes
Wastes are those specified in the waste management licence.
THE PERFORMANCE STANDARDS

You must show that you:

1. Fully implement procedures to ensure the transfer of recovered and waste materials from a civic amenity site complies with applicable legislation and company procedures.

2. Make sure that recovered materials and wastes are handled correctly in accordance with applicable legislation and company operating procedures.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from transfer operations.

4. Fully implement procedures to ensure that:
   a. recovered materials for re-use or recycling meet the appropriate specification before dispatch
   b. wastes for disposal meet the requirements of the intended disposal facility.

5. Make sure that records relating to the transfer of recovered materials and wastes are complete, accurate and up-to-date.

6. Ensure that transfer documentation is completed correctly and complies with applicable legislation and company requirements.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence

iii. the planning permission, waste management licence and site working plan for your site

iv. waste identification procedures

v. the handling implications of the recovered materials and waste materials dealt with on site

vi. your site procedures for the transfer of recovered materials and wastes from the site

vii. the personal protective equipment required for operatives handling recovered materials and wastes, and the procedures for effective care, maintenance and use of this equipment

viii. the risks to the environment and human health arising from the transfer of recovered materials and wastes from the site and the procedures required to minimise and manage risk

ix. the specifications for recovered materials transferred from your site

x. the requirements of the intended disposal facility for wastes transferred from the site

xi. the records and transfer documentation required by legislation and your organisation relating to the transfer of recovered materials and wastes from the site.
Commentary for Unit 048:

CONTROL IMPROVEMENTS TO WASTE MANAGEMENT OPERATIONS

This unit is for:
people responsible for identifying and implementing improvements to waste management operations.

This unit is about:
the competence required to develop and justify recommendations for improvements and to implement and evaluate improvement projects and plans.

This is what you need to show
- operations are monitored on a regular basis to identify potential improvements
- the views and suggestions of others are taken into account in developing recommendations for improvements
- proposals for improvements are supported by a cost benefit analysis and submitted for approval in accordance with company procedures
- an action plan is established and shared with those responsible for implementing agreed improvement projects
- implementation is monitored against the plan and appropriate action taken to rectify deviations and resolve problems
- project results are evaluated against expected costs and benefits and communicated to appropriate people.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.
048.1 Identify improvements to waste management operations
048.2 Implement and evaluate improvements to waste management operations

There are knowledge and understanding requirements which are relevant to both elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This is a common unit included within all COTC awards other than the Civic Amenity Site and Closed Landfill awards.

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to rectifying deviations from the project plan and responding to problems.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit, Pollution Prevention and Control (PPC) permit or Local Authority authorisation where applicable to the site.

Benefits
The advantages to the company of implementing improvements including:
(a) financial
(b) environmental
(c) customer-related
(d) employee-related.

Company objectives
Clearly defined and measurable results which your organisation should achieve, including the required operational outcomes which may be specified in the waste management licence, and the operational requirements specified by the site management.

Costs
The financial implications of making improvements including:
(a) capital costs
(b) installation costs
(c) running costs.

Improvements
Changes designed to improve efficiency or effectiveness in one or more of the following areas:
(a) operating procedures
(b) quality of service
(c) working practices
(d) use of technology
(e) safety systems
(f) environmental protection.

Monitoring
Reviewing activities in order to identify improvements or modifications which need to be made. Monitoring may be carried out by:
(a) direct observation
(b) considering oral information
(c) considering written information.

Plan
A written or oral plan which describes the work to be carried out, when, by whom, to what standard and with what resources, in order that requirements and objectives can be met.
Unit 048    CONTROL IMPROVEMENTS TO WASTE MANAGEMENT OPERATIONS (7)

Relevant people

People with an interest in improvements to site operations, including:

a) customers  
b) management  
c) site staff  
d) colleagues  
e) specialists  
f) regulatory authorities.
THE PERFORMANCE STANDARDS
048.1 Identify improvements to waste management operations

You must show that you:

1. Monitor operations at intervals most likely to identify potential improvements

2. Give opportunities to relevant people to make recommendations for improvements to operations

3. Evaluate the costs and benefits of proposed improvements against company objectives

4. Identify the possible impact of proposed improvements on other aspects of site operations

5. Present your recommendations for improvements to relevant people at an appropriate time

6. Prepare a project action plan for implementing the agreed improvement proposal and agree this with relevant people.

048.2 Implement and evaluate improvements to waste management operations

You must show that you:

1. Provide clear and sufficient information to those responsible for implementing the improvement plan

2. Monitor implementation of the plan against the agreed specifications, schedules and budget

3. Take prompt and effective action to rectify any deviations from the plan, specifications, schedules or budget

4. Ensure that any problems in achieving the expected project outcomes are identified and resolved promptly

5. Evaluate project results against previous performance and expected costs, benefits and impact

6. Report the results of your evaluation to relevant people in the agreed format and timescale.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence

iii. the planning permission, waste management licence and site working plan for your site

iv. company objectives relating to environmental protection, health and safety, profitability, operational outcomes and quality standards

v. recent developments in technology and operating procedures within the waste management industry

vi. current operating costs within your area of responsibility

vii. the capital, installation and running costs of proposed improvements

viii. cost benefit analysis methods and techniques

ix. the importance of assessing the impact of potential improvements on other aspects of site operations

x. reporting lines and procedures in relation to project approval, monitoring and evaluation

xi. the importance of monitoring implementation of an improvement plan and how to do this problems that might be experienced when implementing an improvement plan and actions that could be taken in response to these.
ENSURE PROTECTION OF THE ENVIRONMENT ON LANDFILL SITES

Commentary for Unit 049:

ENSURE PROTECTION OF THE ENVIRONMENT ON LANDFILL SITES

This unit is for:
people responsible for ensuring effective implementation of procedures to ensure environmental protection on landfill sites.

This unit is about:
the competence required to control environmental hazards and minimise risks to the environment arising from operations carried out on a landfill site.

This is what you need to show:

• potential hazards to the environment are identified and the risks managed appropriately
• environmental monitoring and control systems are in place and operating effectively
• appropriate action is taken to limit potential or actual harm to the environment, including giving advice and guidance to staff when required
• improvements to environmental protection systems are made in light of your own and others' experience of dealing with environmental hazards
• workplace environmental procedures are established and communicated to site staff
• staff understand and are committed to environmental procedures and have the necessary training to implement them correctly
• environmental procedures are monitored to identify instances of non-compliance and appropriate corrective actions taken when required
• all necessary records are complete, accurate and up-to-date.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.

049.1 Develop and maintain environmental control measures on a landfill site
049.2 Minimise risks to the environment arising from waste disposal operations

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility specific unit within the following COTC awards:

- Waste Management Operations - Managing Landfill, Hazardous Waste
- Waste Management Operations - Managing Landfill, Non-hazardous Waste
- Waste Management Operations - Inert Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to reporting hazards that you are unable or unauthorised to deal with, responding to actual or potential harm to the environment, and responding to instances of non-compliance with environmental procedures.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

**Applicable legislation**
This refers to legislative requirements as set out in the waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit, site working plan or conditioning plan, and planning permission, as well as other legislation applicable to protection of the environment on landfill sites.

**Communicate**
Environmental procedures will be recorded in writing but may be communicated to site staff orally or in writing.

**Control systems**
Systems set up to prevent harm to the environment from the release of environmentally damaging materials, including:
- a) landfill gas
- b) leachate
- c) litter
- d) dust and fumes
- e) birds, vermin and insects
- f) other statutory nuisances.

**Environmental procedures**
The specific instructions or details for waste disposal operations, including:
- a) the use of environmentally safe working methods and equipment
- b) what to do in the event of an emergency involving environmental hazards
- c) authorisation for handling, storing, using or disposing of hazardous materials, products or equipment.

**Hazards**
A hazard is something with potential to cause harm.

**Monitoring data**
Information from monitoring and control systems which allow control over a process that protects the environment and check for the release of environmentally damaging materials.

**Others**
People within and outside the organisation who have experience and/or specialist knowledge of environmental protection relevant to landfill sites.

**Records**
This refers to the documentation required by legislation and by company procedures in relation to protection of the environment and incident reporting. The records may be paper-based or computerised.

**Relevant people**
The person or persons at work to whom you should report any matter or hazard relating to the environment.
Risks

This refers to the risks to the environment arising from:

a) landfill gas
b) leachate
c) litter
d) spillage
e) dust and fumes
f) birds, vermin and insects
g) fire
h) flooding
i) other statutory nuisances.

Systems to monitor

Procedures and activities designed to monitor impacts on the environment including:

a) visual inspections
b) automatic recorders and sensors
c) sampling and analysis.

Wastes

Wastes are those specified in the waste management licence or IPPC/PPC permit.
THE PERFORMANCE STANDARDS

049.1 Develop and maintain environmental control measures on a landfill site

You must show that you:
1. Identify the working practices, materials, products or equipment which could cause harm to the environment

2. Ensure that systems to monitor impacts on the environment are established and fully implemented

3. Promptly and accurately report any hazards which present high risks to the environment that you are unable or unauthorised to deal with to the relevant people

4. Make sure that control systems to prevent harm to the environment are installed and used correctly

5. Promptly identify when monitoring data shows deviations from expected norms and take prompt and effective preventative and/or corrective action to protect the environment

6. Provide prompt advice and guidance to site personnel when needed to limit and control potential or actual harm to the environment

7. Maintain accurate and up-to-date records of potential and actual harm to the environment and the actions taken to limit and control these

8. Use your own and others’ experience of dealing with environmental hazards to improve environmental protection control systems and procedures.

049.2 Minimise risks to the environment arising from waste disposal operations

You must show that you:
1. Ensure that environmental procedures are established for all site operations

2. Make sure that the environmental procedures are consistent with applicable legislation and the company environmental policy and procedures

3. Clearly communicate the environmental procedures to all site staff

4. Ensure that staff understand the environmental procedures and are committed to them

5. Confirm that staff have received relevant training on how to implement the environmental procedures

6. Monitor implementation of environmental procedures and take prompt and effective corrective action in response to instances of non-compliance.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and the environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iii. the planning permission, waste management licence or IPPC/PPC permit, and site working plan or conditioning plan for your site

iv. your company environmental policy and procedures

v. the hazards to the environment arising from the disposal of wastes to land and the procedures required to minimise and manage risk

vi. the importance of remaining alert to the presence of hazards to the environment in the whole workplace

vii. risk identification methods, techniques and monitoring systems suitable for landfill sites

viii. environmental control systems required on closed landfill sites, including those needed for statutory nuisances such as litter, birds, pests, vermin, odours, noise, etc.

ix. your own responsibility for controlling hazards to the environment

x. the importance of promptly dealing with or reporting hazards which present risks to the environment

xi. legal and workplace requirements for reporting potential or actual harm to the environment

xii. the person(s) to whom you should report environmental matters and the procedures for doing this

xiii. how to communicate workplace environmental procedures orally and in writing

xiv. the importance of checking people’s understanding of procedures to be followed and how to do this

xv. legal and company requirements for staff training in relation to environmental protection and company procedures for ensuring staff receive the necessary training

xvi. the records required by legislation and company procedures relating to environmental procedures and incident reports.
ENSURE PROTECTION OF THE ENVIRONMENT ON HAZARDOUS WASTE TREATMENT OR TRANSFER SITES (8H)

Commentary for Unit 050:

ENSURE PROTECTION OF THE ENVIRONMENT ON HAZARDOUS WASTE TREATMENT OR TRANSFER SITES

This unit is for:
people responsible for ensuring effective implementation of procedures to protect the environment on hazardous waste treatment or transfer sites.

This unit is about:
the competence required to identify environmental hazards and manage risks arising from the treatment or transfer of hazardous wastes.

This is what you need to show:
- environmental hazards are identified and the risks managed appropriately
- environmental monitoring and control systems are in place and operating effectively
- appropriate action is taken to deal with potential or actual harm to the environment, including giving advice and guidance to staff
- improvements to environmental protection systems are made in light of your own and others' experience of dealing with environmental hazards
- environmental procedures are established and communicated to site staff
- staff understand and are committed to environmental procedures and have the necessary training to implement them correctly
- environmental procedures are monitored to identify instances of non-compliance and appropriate corrective actions taken when required
- all necessary records are complete, accurate and up-to-date.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.

050.1 Develop and maintain environmental control measures on hazardous waste treatment or transfer sites
050.2 Minimise risks to the environment arising from the treatment or transfer of hazardous waste

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the following level 4 COTC awards:
- Waste Management Operations - Managing Treatment, Hazardous Waste
- Waste Management Operations - Managing Transfer, Hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to responding to actual or potential harm to the environment, reporting hazards that you are unable or unauthorised to deal with, and responding to instances of non-compliance with environmental procedures.
### UNIT 050: ENSURE PROTECTION OF THE ENVIRONMENT ON HAZARDOUS WASTE TREATMENT OR TRANSFER SITES

#### GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

**Note:**

All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit, Pollution Prevention and Control (PPC) permit or Local Authority authorisation where applicable to the site.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicable legislation</td>
<td>This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well as other legislation applicable to protection of the environment on a hazardous waste treatment or transfer site.</td>
</tr>
<tr>
<td>Communicate</td>
<td>Environmental procedures will be recorded in writing but may be communicated to site staff orally or in writing.</td>
</tr>
<tr>
<td>Control systems</td>
<td>Systems set up to prevent harm to the environment from the release of environmentally damaging materials and statutory nuisances, <em>e.g.</em> fumes, dust, effluent discharge.</td>
</tr>
</tbody>
</table>
| Environmental procedures          | The specific instructions or details for site operations, including:  
  a) the use of environmentally safe working methods and equipment  
  b) what to do in the event of an emergency involving environmental hazards  
  c) authorisation for handling, storing, using or disposing of hazardous materials, products or equipment. |
| Hazards                           | A hazard is something with potential to cause harm.                                                                                     |
| Monitoring data                   | Information from monitoring and control systems which allow control over a process that protects the environment and check for the release of environmentally damaging materials. |
| Others                            | People within and outside the organisation who have experience and/or specialist knowledge of environmental protection on hazardous waste treatment or transfer sites. |
Unit 050  ENSURE PROTECTION OF THE ENVIRONMENT ON HAZARDOUS WASTE TREATMENT OR TRANSFER SITES (8H)

Records
This refers to the documentation required by legislation and by company procedures in relation to protection of the environment and incident reporting. The records may be paper-based or computerised.

Relevant people
The person or persons at work to whom you should report any matter or hazard relating to the environment.

Risks
This refers to the risks to the environment arising from:
   a) the handling and storage of hazardous waste
   b) site operations for the treatment or transfer of hazardous waste
   c) emission of harmful liquids, gases, fumes or dust
   d) other statutory nuisances.

Systems to monitor
Procedures and equipment designed to monitor impacts on the environment including:
   a) visual inspections
   b) automatic recorders and sensors
   c) sampling and analysis.

Wastes
Wastes are those specified in the waste management licence.
Unit 050  ENSURE PROTECTION OF THE ENVIRONMENT ON HAZARDOUS WASTE TREATMENT OR TRANSFER SITES (8H)

THE PERFORMANCE STANDARDS

050.1 Develop and maintain environmental control measures on hazardous waste treatment or transfer sites

You must show that you:
1. Identify the working practices, materials, products or equipment which could cause harm to the environment
2. Ensure that systems to monitor impacts on the environment are established and fully implemented
3. Promptly and accurately report any hazards which present high risks to the environment that you are unable or unauthorised to deal with to the relevant people
4. Make sure that control systems to prevent harm to the environment are designed and used correctly
5. Promptly identify when monitoring data shows deviations from expected norms and take prompt and effective preventative and/or corrective action to protect the environment
6. Provide prompt advice and guidance to site personnel when needed to limit and control potential or actual harm to the environment
7. Maintain accurate and up-to-date records of potential and actual harm to the environment and the actions taken to limit and control these
8. Use your own and others’ experience of dealing with environmental hazards to improve environmental protection control systems and procedures

050.2 Minimise risks to the environment arising from the treatment or transfer of hazardous waste

You must show that you:
1. Ensure that environmental procedures are established for all site operations
2. Make sure that the environmental procedures are consistent with applicable legislation and the company’s environmental policy and procedures
3. Clearly communicate the environmental procedures to all site staff
4. Ensure that staff understand the environmental procedures and are committed to them
5. Confirm that staff have received relevant training on how to implement the environmental procedures
6. Monitor implementation of environmental procedures and take prompt action to investigate and correct instances of non-compliance.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and the environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence

iii. the planning permission, waste management licence and site working plan for your site

iv. regulations applicable to the storage and use of hazardous substances

v. your company environmental policy and procedures

vi. the hazards to the environment arising from the operations carried out on site and the procedures required to minimise and manage risk

vii. the importance of remaining alert to the presence of hazards to the environment in the whole workplace

viii. your own responsibility for controlling hazards to the environment

ix. risk identification methods, techniques and monitoring systems suitable for a site that handles hazardous waste

x. environmental control systems required for operations carried out on your site

xi. methods for controlling statutory nuisances

xii. the actions you are authorised to take in response to hazards which present risks to the environment and those you should refer to someone else to deal with

xiii. legal and workplace requirements for reporting potential and actual harm to the environment

xiv. Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received and used on your site

xv. how to communicate workplace environmental procedures orally and in writing

xvi. the importance of checking people’s understanding of procedures to be followed and how to do this

xvii. legal and company requirements for staff training in relation to environmental protection and company procedures for ensuring staff receive the necessary training

xviii. the records required by legislation and company procedures in relation to environmental procedures and incident reporting.
Commentary for Unit 051:

ENSURE PROTECTION OF THE ENVIRONMENT ON CLINICAL WASTE TREATMENT OR TRANSFER SITES

This unit is for:
people responsible for ensuring effective implementation of procedures to protect the environment on clinical waste treatment or transfer sites.

This unit is about:
the competence required to identify environmental hazards and minimise risks to the environment arising from the treatment or transfer of clinical waste.

This is what you need to show:
• environmental hazards are identified and the risks managed appropriately
• environmental monitoring and control systems are in place and operating effectively
• appropriate action is taken to deal with potential or actual harm to the environment, including giving appropriate advice and guidance to site staff
• improvements to environmental protection systems are made in light of your own and others’ experience of dealing with environmental hazards
• environmental procedures are established and communicated to site staff
• staff understand and are committed to environmental procedures and have the necessary training to implement them correctly
• environmental procedures are monitored to identify instances of non-compliance and appropriate corrective action taken when required
• all necessary records are complete, accurate and up-to-date.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.

051.1 Develop and maintain environmental control measures on a clinical waste treatment or transfer site
051.2 Minimise risks to the environment arising from the treatment or transfer of clinical waste

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a waste specific unit within the following level 4 COTC awards:
Waste Management Operations - Managing Treatment, Hazardous Waste
Waste Management Operations - Managing Treatment, Non-hazardous Waste
Waste Management Operations - Managing Transfer, Hazardous Waste
Waste Management Operations - Managing Transfer, Non-hazardous Waste
Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to responding to actual or potential harm to the environment, reporting hazards that you are unable or unauthorised to deal with, and responding to instances of non-compliance with environmental procedures.
**GLOSSARY OF TERMS**

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

**Note:**
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit where applicable to the site.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicable legislation</strong></td>
<td>This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well as other legislation applicable to protection of the environment on a clinical waste treatment or transfer site.</td>
</tr>
<tr>
<td><strong>Clinical waste</strong></td>
<td>Clinical waste is that defined by regulation 1(2) of the Controlled Waste Regulations 1992, and includes healthcare risk waste and sanpro waste.</td>
</tr>
<tr>
<td><strong>Communicate</strong></td>
<td>Environmental procedures will be recorded in writing but may be communicated to site staff orally or in writing.</td>
</tr>
<tr>
<td><strong>Control systems</strong></td>
<td>Systems set up to prevent harm to the environment from the release of environmentally damaging materials and statutory nuisances, e.g. fumes, dust, effluent discharge.</td>
</tr>
<tr>
<td><strong>Environmental procedures</strong></td>
<td>The specific instructions or details for site operations, including:</td>
</tr>
<tr>
<td></td>
<td>a) the use of environmentally safe working methods and equipment</td>
</tr>
<tr>
<td></td>
<td>b) what to do in the event of an emergency involving environmental hazards</td>
</tr>
<tr>
<td></td>
<td>c) authorisation for handling, storing, using or disposing of hazardous materials, products or equipment.</td>
</tr>
<tr>
<td><strong>Hazards</strong></td>
<td>A hazard is something with potential to cause harm.</td>
</tr>
<tr>
<td><strong>Monitoring data</strong></td>
<td>Information from monitoring and control systems which allow control over a process that protects the environment and check for the release of environmentally damaging materials.</td>
</tr>
<tr>
<td><strong>Others</strong></td>
<td>People within and outside the organisation who have experience and/or specialist knowledge of environmental protection relevant to clinical waste treatment or transfer sites.</td>
</tr>
<tr>
<td><strong>Records</strong></td>
<td>This refers to the documentation required by legislation and by company procedures in relation to protection of the environment and incident reporting. The records may be paper-based or computerised.</td>
</tr>
</tbody>
</table>
Unit 051  ENSURE PROTECTION OF THE ENVIRONMENT ON CLINICAL WASTE TREATMENT OR TRANSFER SITES (8C)

**Relevant people**  
The person or persons at work to whom you should report any matter or hazard relating to the environment.

**Risks**  
This refers to the risks to the environment arising from:

a) unauthorised waste  
b) the handling and storage of clinical waste  
c) site operations for the treatment or transfer of clinical waste  
d) emission of harmful liquids, gases, fumes or dust  
e) other statutory nuisances.

**Systems to monitor impact**  
Procedures and equipment designed to monitor impacts on the environment including:

a) visual inspections  
b) automatic recorders and sensors  
c) sampling and analysis.

**Wastes**  
Wastes are those specified in the waste management licence.
Unit 051 ENSURE PROTECTION OF THE ENVIRONMENT ON CLINICAL WASTE TREATMENT OR TRANSFER SITES (8C)

THE PERFORMANCE STANDARDS

051.1 Develop and maintain environmental control measures on a clinical waste treatment or transfer site

You must show that you:
1. Identify the working practices, materials, products or equipment which could cause harm to the environment

2. Ensure that systems to monitor impacts on the environment are established and fully implemented

3. Promptly and accurately report any hazards which present high risks to the environment that you are unable or unauthorised to deal with to the relevant people

4. Make sure that control systems to prevent harm to the environment are designed and used correctly

5. Promptly identify when monitoring data shows deviations from expected norms and take prompt and effective preventative and/or corrective action to protect the environment

6. Provide prompt advice and guidance to site personnel when needed to limit and control potential or actual harm to the environment

7. Maintain accurate and up-to-date records of potential and actual harm to the environment and the actions taken to limit and control these

8. Use your own and others’ experience of dealing with environmental hazards to improve environmental protection control systems and procedures.

051.2 Minimise risks to the environment arising from the treatment or transfer of clinical waste

You must show that you:
1. Ensure that environmental procedures are established for all site operations

2. Make sure that the environmental procedures are consistent with applicable legislation and the company’s environmental policy and procedures

3. Clearly communicate the environmental procedures to all site staff

4. Ensure that staff understand the environmental procedures and are committed to them

5. Confirm that staff have received relevant training on how to implement the environmental procedures

6. Monitor implementation of environmental procedures and take prompt action to investigate and correct instances of non-compliance.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and the environment

ii. Waste Management Papers and other industry guidance appropriate to your waste management licence

iii. the planning permission, waste management licence and site working plan for your site

iv. your company environmental policy and procedures

v. the hazards to the environment arising from the operations carried out on your site and the procedures required to minimise and manage risk

vi. the importance of remaining alert to the presence of hazards to the environment in the whole workplace

vii. your own responsibility for controlling hazards to the environment

viii. risk identification methods, techniques and monitoring systems suitable for a clinical waste management site

ix. environmental control systems suitable for operations carried out on your site

x. methods for controlling statutory nuisances

xi. the actions you are authorised to take in response to hazards which present risks to the environment and those you should refer to someone else to deal with

xii. legal and workplace requirements for reporting potential and actual harm to the environment

xiii. Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received and used on your site

xiv. how to communicate workplace environmental procedures orally and in writing

xv. the importance of checking people’s understanding of procedures to be followed and how to do this

xvi. legal and company requirements for staff training in relation to environmental protection and company procedures for ensuring staff receive the necessary training

xvii. the records required by legislation and company procedures in relation to environmental procedures and incident reporting.
Commentary for Unit 052:

ENSURE PROTECTION OF THE ENVIRONMENT ON NON-HAZARDOUS WASTE TREATMENT OR TRANSFER SITES

This unit is for:
people responsible for ensuring effective implementation of procedures to protect the environment on non-hazardous waste treatment or transfer sites.

This unit is about:
the competence required to identify environmental hazards and minimise risks to the environment arising from the treatment or transfer of non-hazardous wastes.

This is what you need to show:
• potential hazards to the environment are identified and the risks managed appropriately
• environmental monitoring and control systems are in place and operating effectively
• appropriate action is taken to deal with potential or actual harm to the environment, including giving advice and guidance to staff
• improvements to environmental protection systems are made in light of your own and others' experience of dealing with environmental hazards
• workplace environmental procedures are established and communicated to site staff
• staff understand and are committed to environmental procedures and have the necessary training to implement them correctly
• environmental procedures are monitored to identify instances of non-compliance and appropriate corrective actions taken when required
• all necessary records are complete, accurate and up-to-date.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.
052.1 Develop and maintain environmental control measures on non-hazardous waste treatment or transfer sites
052.2 Minimise risks to the environment arising from the treatment or transfer of non-hazardous waste

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the following level 4 COTC awards:
Waste Management Operations - Managing Treatment, Non-hazardous Waste
Waste Management Operations - Managing Transfer, Non-hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to responding to actual or potential harm to the environment, reporting hazards that you are unable or unauthorised to deal with, and responding to instances of non-compliance with environmental procedures.
UNIT 052 ENSURE PROTECTION OF THE ENVIRONMENT ON NON-HAZARDOUS WASTE TREATMENT OR TRANSFER SITES (8NH)

GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit where applicable to the site.

Applicable legislation
This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well as other legislation applicable to protection of the environment on a non-hazardous waste treatment or transfer site.

Communicate
Environmental procedures will be recorded in writing but may be communicated to site staff orally or in writing.

Control systems
Systems set up to prevent harm to the environment from the release of environmentally damaging materials and statutory nuisances, e.g. fumes, dust, effluent discharge.

Environmental procedures
The specific instructions or details for site operations, including:

a) the use of environmentally safe working methods and equipment

b) what to do in the event of an emergency involving environmental hazards.

Hazards
A hazard is something with potential to cause harm.

Monitoring data
Information from monitoring and control systems which allow control over a process that protects the environment and check for the release of environmentally damaging materials.

Non-hazardous waste
Non-hazardous waste is any waste, as specified in the waste management licence, which is not covered by the definition of hazardous waste.

Others
People within and outside the organisation who have experience and/or specialist knowledge of environmental protection relevant to non-hazardous waste treatment or transfer sites.

Records
This refers to the documentation required by legislation and by company procedures in relation to protection of the environment and incident reporting. The records may be paper-based or computerised.
Unit 052  ENSURE PROTECTION OF THE ENVIRONMENT ON NON-HAZARDOUS WASTE TREATMENT OR TRANSFER SITES (8NH)

Relevant people
The person or persons at work to whom you should report any matter or hazard relating to the environment.

Risks
This refers to the risks to the environment arising from:

a) unauthorised waste
b) the handling and storage of non-hazardous waste
c) site operations for the treatment or transfer of non-hazardous waste
d) emission of harmful liquids, gases, fumes or dust
e) other statutory nuisances.

Systems to monitor impact
Procedures and equipment designed to monitor impacts on the environment including:

a) visual inspections
b) automatic recorders and sensors
c) sampling and analysis.

Wastes
Wastes are those specified in the waste management licence.
Unit 052 

ENSURE PROTECTION OF THE ENVIRONMENT ON NON-HAZARDOUS WASTE TREATMENT OR TRANSFER SITES (8NH)

THE PERFORMANCE STANDARDS

052.1 Develop and maintain environmental control measures on non-hazardous waste treatment or transfer sites

You must show that you:
1. Identify the working practices, materials, products or equipment which could cause harm to the environment
2. Ensure that systems to monitor impacts on the environment are established and fully implemented
3. Promptly and accurately report any hazards which present high risks to the environment that you are unable or unauthorised to deal with to the relevant people
4. Make sure that control systems to prevent harm to the environment are designed and used correctly
5. Promptly identify when monitoring data shows deviations from expected norms and take prompt and effective preventative and/or corrective action to protect the environment
6. Provide prompt advice and guidance to site personnel when needed to limit and control potential or actual harm to the environment
7. Maintain accurate and up-to-date records of potential and actual harm to the environment and the actions taken to limit and control these
8. Use your own and others’ experience of dealing with environmental hazards to improve environmental protection control systems and procedures.

052.2 Minimise risks to the environment arising from the treatment or transfer of non-hazardous waste

You must show that you:
1. Ensure that environmental procedures are established for all site operations
2. Make sure that the environmental procedures are consistent with applicable legislation and the company’s environmental policy and procedures
3. Clearly communicate the environmental procedures to all site staff
4. Ensure that staff understand the environmental procedures and are committed to them
5. Confirm that staff have received relevant training on how to implement the environmental procedures
6. Monitor implementation of environmental procedures and take prompt action to investigate and correct instances of non-compliance.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and the environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence

iii. the planning permission, waste management licence and site working plan for your site

iv. your company environmental policy and procedures

v. the hazards to the environment arising from the operations carried out on site and the procedures required to minimise and manage risk

vi. the importance of remaining alert to the presence of hazards to the environment in the whole workplace

vii. your own responsibility for controlling hazards to the environment

viii. risk identification methods, techniques and monitoring systems suitable for a site that handles non-hazardous waste

ix. environmental control systems required for operations carried out on your site

x. methods for controlling statutory nuisances

xi. the actions you are authorised to take in response to hazards which present risks to the environment and those you should refer to someone else to deal with

xii. legal and workplace requirements for reporting potential and actual harm to the environment

xiii. how to communicate workplace environmental procedures orally and in writing

xiv. the importance of checking people’s understanding of procedures to be followed and how to do this

xv. legal and company requirements for staff training in relation to environmental protection and company procedures for ensuring staff receive the necessary training

xvi. the records required by legislation and your organisation relating to environmental procedures and incident reports.
Commentary for Unit 053:

ENSURE PROTECTION OF THE ENVIRONMENT ON INERT WASTE TREATMENT OR TRANSFER SITES

This unit is for:
people responsible for ensuring effective implementation of procedures to ensure environmental protection on inert waste treatment or transfer sites.

This unit is about:
the competence required to identify environmental hazards and minimise risks to the environment arising from the treatment or transfer of inert wastes.

This is what you need to show:
• potential hazards to the environment are identified and the risks managed appropriately
• environmental monitoring and control systems are in place and operating effectively
• appropriate action is taken to deal with potential or actual harm to the environment, including giving advice and guidance to staff
• improvements to environmental protection systems are made in light of your own and others' experience of dealing with environmental hazards
• workplace environmental procedures are established and communicated to site staff
• staff understand and are committed to environmental procedures and have the necessary training to implement them correctly
• environmental procedures are monitored to identify instances of non-compliance and appropriate corrective actions taken when required
• all necessary records are complete, accurate and up-to-date.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.
053.1 Develop and maintain environmental control measures on inert waste treatment or transfer sites
053.2 Minimise risks to the environment arising from the treatment or transfer of inert waste

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the level 3 COTC award:
  Waste Management Operations - Inert Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate's workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to responding to actual or potential harm to the environment, reporting hazards that you are unable or unauthorised to deal with, and responding to instances of non-compliance with environmental procedures.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

**Note:**
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit where applicable to the site.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicable legislation</td>
<td>This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well as other legislation applicable to protection of the environment on an inert waste treatment or transfer site.</td>
</tr>
<tr>
<td>Communicate</td>
<td>Environmental procedures may be communicated to site staff orally or in writing.</td>
</tr>
<tr>
<td>Control systems</td>
<td>Systems set up to prevent harm to the environment from the release of environmentally damaging materials and statutory nuisances, e.g. fumes, dust, noise.</td>
</tr>
</tbody>
</table>
| Environmental procedures     | The specific instructions or details for site operations, including: a) the use of environmentally safe working methods and equipment  
                              | b) what to do in the event of an emergency involving environmental hazards.                                                              |
| Hazards                       | A hazard is something with potential to cause harm.                                                                                      |
| Inert waste                   | Inert waste means waste that does not undergo any significant physical, chemical or biological transformations. Inert waste will not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution or harm to human health. The total leachability and pollutant content of the waste and the ecotoxicity of the leachate must be insignificant, and in particular not endanger the quality of surface water and/or groundwater. |
| Monitoring data               | Information from monitoring and control systems which allow control over a process that protects the environment and check for the release of environmentally damaging materials. |
| Others                        | People within and outside the organisation who have experience and/or specialist knowledge of environmental protection on waste treatment or transfer sites. |
Unit 053  ENSURE PROTECTION OF THE ENVIRONMENT ON INERT WASTE TREATMENT OR TRANSFER SITES (8In)

**Records**
This refers to the documentation required by legislation and by company procedures in relation to protection of the environment and incident reporting. The records may be paper-based or computerised.

**Relevant people**
The person or persons at work to whom you should report any matter or hazard relating to the environment.

**Risks**
This refers to the risks to the environment arising from:
- a) unauthorised waste
- b) site operations for the treatment or transfer of inert wastes
- c) dust and fumes
- d) other statutory nuisances.

**Systems to monitor impact**
Procedures designed to monitor impacts on the environment including:
- a) visual inspections
- b) sampling dust and noise levels.

**Wastes**
Wastes are those specified in the waste management licence.
Unit 053 ENSURE PROTECTION OF THE ENVIRONMENT ON INERT WASTE TREATMENT OR TRANSFER SITES (8In)

THE PERFORMANCE STANDARDS

053.1 Develop and maintain environmental control measures on inert waste treatment or transfer sites

You must show that you:
1. Identify the working practices, materials, products or equipment which could cause harm to the environment
2. Ensure that systems to monitor impacts on the environment are established and implemented correctly
3. Promptly and accurately report any hazards which present risks to the environment that you are unable or unauthorised to deal with to the relevant people
4. Make sure that control systems to limit potential harm to the environment are designed and used correctly
5. Promptly identify when monitoring data shows deviations from expected norms and take prompt and effective preventative and/or corrective action to protect the environment
6. Provide prompt advice and guidance to site personnel when needed to limit and control potential or actual harm to the environment
7. Maintain accurate and up-to-date records of potential and actual harm to the environment and the actions taken to limit and control these
8. Use your own and others’ experience of dealing with environmental hazards to improve environmental protection control systems and procedures

053.2 Minimise risks to the environment arising from the treatment or transfer of inert waste

You must show that you:
1. Ensure that environmental procedures are established for all site operations
2. Make sure that the environmental procedures are consistent with applicable legislation and the company’s environmental policy and procedures
3. Clearly communicate the environmental procedures to all site staff
4. Ensure that staff understand the environmental procedures and are committed to them
5. Confirm that staff have received relevant training on how to implement the environmental procedures
6. Monitor implementation of environmental procedures and take prompt action to investigate and correct instances of non-compliance.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
Unit 053  ENSURE PROTECTION OF THE ENVIRONMENT ON INERT WASTE TREATMENT OR TRANSFER SITES (8In)

KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and the environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence

iii. the planning permission, waste management licence and site working plan for your site

iv. your company environmental policy and procedures

v. the hazards to the environment arising from the operations carried out on site and the procedures required to minimise and manage risk

vi. the importance of remaining alert to the presence of hazards to the environment in the whole workplace

vii. your own responsibility for controlling hazards to the environment

viii. environmental control systems required for operations carried out on your site

ix. methods for controlling statutory nuisances

x. the actions you are authorised to take in response to hazards which present risks to the environment and those you should refer to someone else to deal with

xi. legal and workplace requirements for reporting potential and actual harm to the environment

xii. how to communicate workplace environmental procedures orally and in writing

xiii. the importance of checking people’s understanding of procedures to be followed and how to do this

xiv. legal and company requirements for staff training in relation to environmental protection and company procedures for ensuring staff receive the necessary training

xv. the records required by legislation and your organisation relating to environmental procedures and incident reports.
Commentary for Unit 054:

ENSURE PROTECTION OF THE ENVIRONMENT ON CIVIC AMENITY SITES

This unit is for:
people responsible for ensuring effective implementation of procedures to ensure environmental protection on civic amenity sites.

This unit is about:
the competence required to ensure that working practices do not create any risks to the environment and that appropriate action is taken in response to any significant risks to the environment that might occur on a civic amenity site.

This is what you need to show:
- all potential hazards to the environment are identified and the risks managed appropriately
- environmental monitoring and control systems are in place and operating effectively
- appropriate action is taken to deal with potential or actual harm to the environment, including giving advice and guidance to staff when required
- workplace environmental procedures are established and communicated to site staff
- staff understand and are committed to environmental procedures and have the necessary training to implement them correctly
- procedures are monitored to identify instances of non-compliance with workplace environmental procedures and appropriate corrective actions taken when required
- all necessary records are complete, accurate and up-to-date.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.

054.1 Maintain environmental control measures on a civic amenity site
054.2 Minimise risks to the environment arising from site operations

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the level 3 COTC award:
    Waste Management Operations - Civic Amenity Site

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to responding to actual or potential harm to the environment, reporting hazards that you are unable or unauthorised to deal with, and responding to instances of non-compliance with environmental procedures.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

**Applicable legislation**
This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well as other legislation applicable to protection of the environment on a civic amenity site.

**Civic amenity site**
A site provided under section 51(1)(b) of the Environmental Protection Act (EPA) 1990 which is operated directly by the employees of a local authority rather than external contractors or an external contracting arm of a local authority.

**Communicate**
Environmental procedures may be communicated to site staff orally or in writing.

**Control systems**
Systems set up to prevent harm to the environment from the release of environmentally damaging materials and statutory nuisances, e.g. fumes, dust, litter, fire, birds, vermin and insects.

**Environmental procedures**
The specific instructions or details for site operations, including:

a) the use of environmentally safe working methods and equipment
b) what to do in the event of an emergency involving environmental hazards
c) authorisation for handling, storing, using or disposing of hazardous materials, products or equipment.

**Hazards**
A hazard is something with potential to cause harm.

**Monitoring data**
Information from monitoring and control systems which allow control over a process that protects the environment and check for the release of environmentally damaging materials.

**Records**
This refers to the documentation required by legislation and by organisational procedures in relation to protection of the environment and incident reporting. The records may be paper-based or computerised.

**Relevant people**
The person or persons at work to whom you should report any matter or hazard relating to the environment.
Risks

This refers to the risks to the environment arising from:

a) substances requiring special treatment, e.g. oil, batteries, asbestos

b) litter
c) fire
d) spillage
e) dust and fumes
f) birds, vermin and insects
g) other statutory nuisances.

Wastes

Wastes are those specified in the waste management licence.
THE PERFORMANCE STANDARDS

054.1 Maintain environmental control measures on a civic amenity site

You must show that you:

1. Identify the working practices, materials or equipment which could cause harm to the environment
2. Make sure that control systems to limit potential harm to the environment are implemented correctly
3. Ensure that inspections to monitor impacts on the environment are carried out at agreed intervals and in accordance with workplace requirements
4. Promptly and accurately report any hazards which present risks to the environment that you are unable or unauthorised to deal with to the relevant people
5. Promptly identify when monitoring data shows deviations from expected norms and take prompt and effective preventative and/or corrective action to protect the environment
6. Provide prompt advice and guidance to site personnel when needed to limit and control potential or actual harm to the environment
7. Maintain accurate and up-to-date records of potential and actual harm to the environment and the actions taken to limit and control these

054.2 Minimise risks to the environment arising from site operations

You must show that you:

1. Ensure that environmental procedures are established for all site operations
2. Make sure that the environmental procedures are consistent with applicable legislation and your employer’s environmental policy and procedures
3. Clearly communicate the environmental procedures to all site staff
4. Ensure that staff understand the environmental procedures and are committed to them
5. Confirm that staff have received relevant training on how to implement the environmental procedures
6. Monitor implementation of environmental procedures and take prompt action to investigate and correct instances of non-compliance.

Note: Words highlighted within this guidance have a specific meaning in this unit as defined in the ‘Glossary of terms’
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and the environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence

iii. the planning permission, waste management licence and site working plan for your site

iv. your employer’s environmental policy and procedures

v. the risks to the environment arising from the operations carried out on site and the procedures required to minimise and manage risk

vi. the importance of remaining alert to the presence of hazards to the environment in the whole workplace

vii. your own responsibility for controlling hazards to the environment

viii. risk identification methods, techniques and monitoring systems suitable for a civic amenity site

ix. environmental control systems required for operations carried out on your site

x. methods for controlling statutory nuisances

xi. the actions you are authorised to take in response to hazards which present risks to the environment and those you should refer to someone else to deal with

xii. legal and workplace requirements for reporting potential and actual harm to the environment

xiii. Control of Substances Hazardous to Health (COSHH) assessment data for all known hazardous substances handled on your site, e.g. oil, batteries and asbestos

xiv. when and how to communicate workplace environmental procedures orally or in writing

xv. the importance of checking people’s understanding of procedures to be followed and how to do this

xvi. legal and organisational requirements for staff training in relation to environmental protection and organisational procedures for ensuring staff receive the necessary training

xvii. the records required by legislation and your organisation relating to environmental procedures and incident reports.
Commentary for Unit 055:

SUPPORT THE EFFICIENT USE OF RESOURCES
(Unit B1 of the Management Standards)

This unit is for:
people who are responsible for identifying resource needs and contributing to the control of resources on waste management sites.

This unit is about:
the efficient management of resources for which you have authority and responsibility. It covers recommending the resources you and your team need to meet your objectives, as well as monitoring and controlling the way in which resources are used.

This is what you need to show:
• relevant people are consulted about resource needs
• your recommendations for the use of resources take account of previous resource use and trends and developments in both your organisation and the waste management industry
• your recommendations are consistent with team objectives and organisational policies
• the benefits which your recommendations may bring are clearly identified
• your recommendations are presented in an appropriate and timely manner
• people are encouraged to take responsibility for the way they use resources
• resources are used efficiently and in ways which take account of potential impact on the environment and maintain the quality of services and products
• you identify problems with the use of resources and make recommendations to correct these problems
• all records of resources used are accurate and complete.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.
055.1 Make recommendations for the use of resources
055.2 Contribute to the control of resources

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This a common unit included within every COTC award.

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Please note that words shown in italics refer to the range requirements of the management standards. Candidates must provide evidence of competence across the range as specified by these terms.

Benefits
Positive results from the use of resources, for example, improved effectiveness and efficiency, reduced risk to the environment.

Corrective action
Action taken to match actual expenditure to budget, including:
- altering activities
- modifying the use of resources
- re-negotiating the allocation of resources.

Ensuring consistency in product and service delivery
Making sure that the products and services for which you are responsible continuously meet the standards agreed in your organisation and with your customers.

Impact on the environment
Positive or negative effects on the environment which may result from the use of resources.

Monitoring
Keeping a close eye on how resources are used and comparing this with plans or budgets.

Policies
Rules which govern the use of resources, for example, planning policies, policies governing the supply of equipment and materials, health and safety policies, environmental policies.

Recommendations
Requesting budget allocations or proposing the supply of resources your team needs to achieve its objectives; suggesting new methods of using available resources to improve your team’s effectiveness and efficiency. Recommendations will be:
- short term
- medium term.

Relevant people
People with whom you work, including:
- team members
- colleagues working at the same level as yourself
- higher level managers or sponsors.

Resources
The equipment, materials, services, supplies, finance, energy and time your team needs to achieve its objectives.
Unit 055 SUPPORT THE EFFICIENT USE OF RESOURCES (Unit B1 of the Management Standards) (9)

Team members People who work with you as part of a functional or project team; team members may report to you either as their line manager or as the manager in charge of a specific project or activity on which they are working.

Team objectives Clearly specified results which your team needs to achieve.

Trends and developments Changes in your team, organisation and market, for example, new skills and working methods, efficiency drives, new products and services, changes in customer requirements.
THE PERFORMANCE STANDARDS

055.1 Make recommendations for the use of resources

You must show that you:
1. Give relevant people the opportunity to provide information on the resources your team needs
2. Take account of relevant past experience when making recommendations for the use of resources
3. Take account of trends and developments which are likely to affect the use of resources
4. Ensure that recommendations are consistent with team objectives and organisational policies
5. Clearly indicate the potential benefits you expect from the planned use of resources in your recommendations
6. Present your recommendations to relevant people in an appropriate and timely manner.

055.2 Contribute to the control of resources

You must show that you:
1. Give relevant people opportunities to take individual responsibility for the efficient use of resources
2. Monitor the use of resources under your control at appropriate intervals
3. Ensure the use of resources by your team is efficient and takes into account the potential impact on the environment
4. Monitor the quality of resources continuously and ensure consistency in product and service delivery
5. Identify problems with resources promptly, and make recommendations for corrective action to the relevant people as soon as possible
6. Make recommendations for improving the use of resources to relevant people in an appropriate and timely manner
7. Ensure that your records relating to the use of resources are complete, accurate and available to authorised people only.
KNOWLEDGE AND UNDERSTANDING

You need to know and understand:

Analytical techniques
i. how to analyse the use of resources in the past, and utilise the results to make recommendations on more effective use of resources in the future

Communication
ii. how to communicate effectively with team members, colleagues and line managers

iii. how to develop and argue an effective case for changes in the management of resources

Involvement and motivation
iv. how to enable people to identify and communicate the resources they need

v. how to encourage others to take responsibility for the control of resources in their own area of work

Organisational context
vi. team objectives and organisational policies regarding the use of resources

vii. organisational procedures for making recommendations on the use of resources

viii. the trends and developments which may influence the future use of resources and how to plan for these

ix. the potential environmental impact of the resources being used

x. the problems which may occur with resources and how you can deal with these

Resource management
xi. the importance of effective management of resources to organisational performance

xii. the principles underpinning the effective and efficient management of resources

xiii. how to monitor and control the use of resources to maximise efficiency, whilst maintaining the quality of products and services

xiv. the importance of keeping accurate records on the use of resources.
Commentary for Unit 056:

CONTRIBUTE TO THE SELECTION OF PERSONNEL FOR ACTIVITIES
(Unit C7 of the Management Standards)

This unit is for:
people who contribute to the selection of personnel for activities on a waste management site.

This unit is about:
making a significant contribution to selecting the people needed to carry out site activities. It applies to both the external and internal recruitment of people for permanent, temporary or project work on a full or part time basis.

This is what you need to show
• that you consider a range of information about your work plans and targets, staff availability, financial resources available, your organisation’s values and policies and regulatory requirements when identifying personnel requirements
• your suggestions for personnel requirements comply with legal and organisational requirements
• you assist with the assessment of applicants against agreed selection criteria
• your suggestions for selection are based on a fair and objective evaluation of all the information available
• you communicate effectively with applicants and colleagues
• you keep accurate records of your contribution to the selection process and comply with confidentiality requirements.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.
056.1 Contribute to identifying personnel requirements
056.2 Contribute to selecting required personnel

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This is a common unit included within all COTC awards other than the Closed Landfill award.

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Please note that words shown in italics refer to the range requirements of the management standards. Candidates must provide evidence of competence across the range as specified by these terms.

Assessment of candidates
Using various techniques such as looking at curricula vitae, helping with interviews, work tests, aptitude tests and checking references to measure each candidate against agreed criteria.

Authorised people
People authorised to receive information about the selection of personnel, including:
   a) colleagues working at the same level as yourself
   b) higher level managers
   c) personnel specialists
   d) members of selection teams or boards.

Confidentiality
Only providing information to those who are authorised to have it.

Job specifications
Job descriptions and person specifications, covering the key purpose of the job, the roles and responsibilities of individuals and the team in which they work, the skills and knowledge required by individuals and the team and other details specific to your organisation.

Methods
The ways in which candidates are assessed and selected, including:
   a) analysis of written applications
   b) interviews
   c) tests of work skills.

Organisational and legal requirements
The policies, guidelines and procedures of your organisation and the laws, such as contract law and equal opportunities legislation, which you must observe when recruiting personnel.

Personnel
All of the people working within your area of responsibility, including those who are:
   a) internal             b) external
   c) permanent           d) temporary
   e) full-time           f) part-time
   g) paid                h) voluntary.
Unit 056 CONTRIBUTE TO THE SELECTION OF PERSONNEL FOR ACTIVITIES (Unit C7 of the Management Standards) (10a)

Requirements
The attributes of people needed for site activities, including:
   a) skills
   b) knowledge
   c) personal attributes.

Selection criteria
Criteria, derived from the job specification, against which to assess candidates in a fair and objective way.

Work objectives and constraints
Aspects that need to be taken into account when defining personnel requirements, including:
   a) work plans, targets and commitments
   b) staff availability
   c) organisational values and policies
   d) financial considerations
   e) industry-specific requirements.
THE PERFORMANCE STANDARDS

056.1 Contribute to identifying personnel requirements

You must show that you:
1. Base your contributions to identifying personnel requirements on current, valid and reliable information
2. Ensure that your contributions take account of work objectives and constraints
3. Suggest personnel requirements which meet organisational needs and legal requirements
4. Present your contributions to relevant people in the agreed format at the agreed time.

056.2 Contribute to selecting required personnel

You must show that you:
1. Use methods to assess and select personnel that meet organisational requirements
2. Provide complete and accurate information which supports the fair assessment of personnel
3. Base your suggestions for the selection of personnel on objective assessments of the information against agreed selection criteria
4. Make suggestions for selection which are clear and accurate
5. Make your suggestions available only to authorised people
6. Handle your communications with personnel in a manner and at a level and pace appropriate to their needs
7. Keep records of your contribution to the selection process which are complete, accurate, clear and meet organisational requirements.
KNOWLEDGE AND UNDERSTANDING

You need to know and understand:

Communication
i. how to make a case for additional personnel needs in a way which is likely to influence decision makers positively

ii. how to present suggestions for selection effectively

iii. how to communicate effectively with the range of personnel involved

Information handling
iv. how to collect and check the validity of the information necessary to contribute to personnel requirements

v. the importance of confidentiality during selection processes - what kinds of information may be made known to which staff

vi. the importance to keeping accurate, complete and clear records of your contributions to the selection process

Legal requirements
vii. the legal requirements for the identification of personnel specifications

viii. the legal requirements for the selection of personnel

Organisational context
ix. the organisational requirements for identifying personnel needs

x. the organisational requirements for the selection of personnel

Recruitment and selection
xi. how to identify and interpret the work objectives and constraints which are relevant to identifying your personnel needs

xii. how to help specify the job roles, competences and attributes required to meet these needs

xiii. the range of methods which may be used for the assessment and selection of staff and the relative advantages and disadvantages of these for your team

xiv. the contributions you can make to the assessment and selection of staff

xv. how to make fair and objective assessments against criteria during the selection process.
Commentary for Unit 057:

REVIEW THE PERFORMANCE OF TEAMS AND INDIVIDUALS

This unit is for:
people responsible for monitoring and maintaining the effective performance of staff working on a waste management site.

This unit is about:
assessing the work of teams and individuals and providing feedback to maintain and improve their performance.

This is what you need to show
• that you make it clear why you are assessing the work of teams and individuals and get team members to assess their own work wherever possible
• you obtain sufficient, reliable information to be able to assess their work against clear, agreed criteria
• you provide regular feedback based on objective assessments of work performance
• you acknowledge achievements and provide constructive suggestions and encouragement for improving work
• you show respect for confidentiality and for the individuals concerned
• you encourage staff to respond to feedback and make their own suggestions about how they could improve their work in the future
• you comply with company procedures for carrying out and recording performance reviews and assessments.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.
057.1 Assess the work of teams and individuals
057.2 Provide feedback to teams and individuals on their work

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This is a common unit included within all COTC awards other than the Closed Landfill award.

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate's workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.
Glossary of Terms

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

**Assessment**
A measurement of the extent to which performance is meeting agreed objectives. This can be in relation to one activity or objective, or to the overall performance of the team or individual.

**Confidentiality**
Only providing information to those who are authorised to have it.

**Feedback on performance**
Spoken and written information you give to team members on how well they are performing against the objectives which have been agreed. Feedback will be both positive and negative.

**Information**
The evidence on which assessments will be based. Information should be sufficient, valid and reliable and will be both qualitative and quantitative.

**Purpose of assessment**
The reason for assessing performance, including:
- to check that objectives have been met
- for quality assurance
- for team or individual performance reviews
- for recognising competent performance and achievement.

**Situation**
The circumstances when you would give feedback to teams or individuals, including:
- during normal day-to-day activities
- when required to maintain motivation, morale and effectiveness
- during formal appraisals
- at team meetings and briefings
- during confidential discussions at work.

**Team members**
People for whom you are responsible as part of a functional or project team; team members may report to you either as the person who normally supervises their work, or as the person in charge of a specific project or activity on which they are working.
Unit 057  REVIEW THE PERFORMANCE OF TEAMS AND INDIVIDUALS
(10b)

THE PERFORMANCE STANDARDS

057.1 Assess the work of teams and individuals

You must show that you:

1. Explain the purpose of assessment clearly to all involved
2. Give opportunities to team members to assess their own work
3. Ensure your assessment of work takes place at times most likely to maintain and improve effective performance or as required by company procedures
4. Base your assessments on sufficient, valid and reliable information
5. Make your assessments objectively against clear and agreed criteria
6. Comply with company procedures for recording assessments, including confidentiality requirements.

057.2 Provide feedback to teams and individuals on their work

You must show that you:

1. Provide feedback to your team members in a situation and in a form and manner most likely to maintain and improve their performance
2. Provide feedback that is clear and based on an objective assessment of your team members’ work
3. Recognise team members’ achievements in the feedback you provide and offer constructive suggestions and encouragement for improving their work
4. Give feedback in a way that shows respect for the individuals involved
5. Treat all feedback to individuals and teams confidentially
6. Give opportunities to team members to respond to feedback and recommend how they could improve their work
7. Maintain appropriate records of feedback provided in accordance with company procedures and confidentiality requirements.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
Unit 057 REVIEW THE PERFORMANCE OF TEAMS AND INDIVIDUALS
(10b)

KNOWLEDGE AND UNDERSTANDING

You need to know and understand:

Communication
i. the importance of being clear yourself about the purpose of assessment and of communicating this effectively to those involved

ii. the importance of good communication skills when providing feedback

iii. how to provide both positive and negative feedback to team members on their performance

iv. how to choose an appropriate time and a place to give feedback to teams and individuals

v. how to provide feedback in a way which encourages your team members to feel that you respect them

Continuous improvement
vi. the importance of assessing the ongoing work of teams and individuals and your role and responsibilities in relation to this

vii. the importance of providing clear and accurate feedback to your team members on their performance and your role and responsibilities in relation to this

Information handling
viii. how to gather and evaluate the information you need to assess the work of teams and individuals

ix. the principles of confidentiality when providing feedback - which people should receive which pieces of information

Involvement and motivation
x. the importance of providing opportunities to your team members to assess their own work and how you can encourage and enable this involvement

xi. how to motivate team members and gain their commitment by providing feedback

xii. the importance of being encouraging when providing feedback to team members and showing respect for those involved

xiii. why it is important to provide constructive suggestions on how performance can be improved

xiv. the importance of giving those involved the opportunity to provide suggestions on how to improve their work

Monitoring and evaluation
xv. the range of purposes of work assessment, why work assessment may play a role in an organisation and how they apply to your own situation
Unit 057 REVIEW THE PERFORMANCE OF TEAMS AND INDIVIDUALS
(10b)

xvi. how to assess the work of teams and individuals, and processes in the workplace which can support such assessment

xvii. the principles of fair and objective assessment of work and how to ensure this is achieved.
Commentary for Unit 058:

CREATE EFFECTIVE WORKING RELATIONSHIPS
(Unit C4 of the Management Standards)

This unit is for:
people who need to create effective working relationships with a range of contacts internal and external to their organisation.

This unit is about:
creating and maintaining effective working relationships with your manager and others to whom you report, team members and other colleagues within and external to your organisation. It also involves minimising the potential for conflict in your team and dealing with conflicts as they arise.

This is what you need to show
• that you consult colleagues and team members on proposed activities, keeping them informed about your work and offering them appropriate support when needed
• you treat colleagues and team members with respect, keep your promises to them and discuss issues with them frankly and openly
• you keep your manager, and others to whom you report, informed about your activities, plans and any problems, threats or opportunities which arise
• you consult the appropriate person for clarification on policies and ways of working which you are unsure about, and resolve any disagreements in a constructive way
• you make sure that team members understand the standards of work and behaviour expected from them
• you make yourself available to discuss and deal with problems as soon as they arise in ways which minimise disruption and bad feelings
• where appropriate, you keep a careful record of conflict situations and how you resolved them.

Unit structure
There are three elements in this unit, each of which has performance standards associated with it.
058.1 Gain the trust and support of colleagues and team members
058.2 Gain the trust and support of your manager
058.3 Minimise conflict in your team

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This a common unit included within every COTC award.

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is only acceptable for demonstrating how you would resolve disagreements with your manager (Performance Standard 6 in 058.2) and how you would deal with conflict between team members (Performance Standards 3 to 6 in 058.3).
Glossary of Terms

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Please note that words shown in italics refer to the range requirements of the management standards. Candidates must provide evidence of competence across the range as specified by these terms.

Colleagues
People, either in your organisation or in other organisations with whom you have a working relationship, including:
- a) those working at the same level as you
- b) those working at a higher level than you
- c) those working at a lower level than you.

Confidentiality
Only providing information to those who are authorised to have it.

Consultation
Asking others for their views and involving them openly in decision-making.

Evaluation
A balanced assessment of people’s work and behaviour.

Individuals
Colleagues or team members with whom you work.

Manager
Your manager will be either:
- a) the person(s) to whom you report, or
- b) the organisation or authority to which you report.

Opportunities
Developments, either inside or outside your organisation, which could have a positive impact on your work or plans if you take appropriate action.

Organisational policies
The policies of your organisation relevant to work activities.

Problems
Problems which affect individuals’ performance at work which may be either:
- a) work-related, or
- b) personal.

Proposals
Recommendations for action that you make to your manager. Proposals will be:
- a) spoken
- b) written.

Respect for individuals
The open acknowledgment that individuals have the right to their own views, actions and development as long as these do not unduly constrain the rights of others or the needs of the organisation.
**Standards of behaviour**  
The types of behaviour which are acceptable within the working environment, consistent with the values of your organisation, and sometimes described in policies.

**Standards of work support**  
The quality of work agreed and the way that quality will be measured. The verbal or actual support (such as giving their time, resources or advice) which others give to you and your activities, and vice versa.

**Team members**  
People who work with you as part of a functional or project team. Team members may report to you either as their line manager or as the manager in charge of a specific project or activity on which they are working, i.e.:

- *people for whom you have line management responsibility*
- *people for whom you have functional responsibility.*

**Threats**  
Developments, either inside or outside your organisation, which have the potential to have a negative impact on your work or plans if you do not take appropriate action.

**Trust**  
The feelings held by others that they can believe what you say, that you will act in a consistent way, that you will keep your promises and honour your commitments.
THE PERFORMANCE STANDARDS

058.1 Gain the trust and support of colleagues and team members

You must show that you:
1. Consult with colleagues and team members about proposed activities at appropriate times and in a manner which encourages open, frank discussion
2. Keep colleagues and team members informed about organisational plans and activities
3. Honour the commitments you make to colleagues and team members
4. Treat colleagues and team members in a manner which shows your respect for individuals and the need for confidentiality
5. Give colleagues and team members sufficient support for them to achieve their work objectives
6. Discuss your evaluation of their work and behaviour directly with the colleagues and team members concerned.

058.2 Gain the trust and support of your manager

You must show that you:
1. Give your manager timely and accurate reports on activities, progress results and achievements
2. Give your manager clear, accurate and timely information about emerging threats and opportunities
3. Consult your manager about organisational policies and ways of working at appropriate times
4. Ensure your proposals for action are clear and realistic
5. Present your proposals for action to your manager at appropriate times
6. Make constructive efforts to resolve any disagreements you may have with your manager.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
THE PERFORMANCE STANDARDS

058.3 Minimise conflict in your team

You must show that you:
1. Inform team members of the standards of work and behaviour you expect, in a manner and at a level and pace appropriate to the individuals concerned

2. Provide appropriate opportunities for team members to discuss problems which directly or indirectly affect their work

3. Take action promptly to deal with conflict between team members

4. Inform relevant people about conflicts outside your area of responsibility

5. Resolve conflict in a way that minimises disruption to work and discord between team members

6. Ensure your records of conflict and their outcomes are accurate and comply with requirements for confidentiality and other organisational policies.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

You need to know and understand:

Communication
i. how to consult with colleagues in a way which encourages open and frank discussions

ii. how to select communication methods appropriate to the issues and contexts

iii. the importance of effective communication methods to productive working relationships

iv. the importance of discussing evaluations of output and behaviour at work promptly and directly with those concerned

v. how to provide feedback in a way which will lead to a constructive outcome

vi. the importance of keeping your manager informed of activities, progress, results and achievements and how to do this

vii. how to develop and present proposals in ways which are realistic, clear and likely to influence your manager positively

Information handling
viii. the types of information concerning colleagues which you need to treat confidentiality, and procedures to follow

ix. the importance of maintaining accurate records of conflicts and their outcomes

x. the information regarding conflicts which must be treated confidentially and the people who may and may not be informed

Organisational context
xi. the organisational plans and activities, emerging threats and opportunities, which are relevant to the work of colleagues and about which they need to be informed

xii. the management structures, line of accountability and control in your organisation

xiii. the types of emerging threats and opportunities about which your manager needs to be informed

xiv. the types of organisational policies and ways of working about which you need to consult with your manager and how to do this

xv. the people to inform when conflicts are outside your area of responsibility

xvi. the organisational requirements regarding the handling of conflict and its resolution
Providing support
 xvii. the support colleagues may require to achieve their objectives and how to provide this support

Working relationships
 xviii. how people work in groups
 xix. strategies and styles of working which encourage effective working relationships
 xx. the importance of honouring commitments to colleagues
 xxi. the importance of showing respect for colleagues and how to do this
 xxii. methods of handling disagreements with your manager in a constructive manner
 xxiii. situations, behaviour and interactions between people which encourages conflict
 xxiv. how to minimise conflict between people at work
 xxv. the importance of keeping people regularly informed of expected standards of work and behaviour
 xxvi. how to inform people of the standards and behaviour you expect of them
 xxvii. the importance of giving people opportunities to discuss problems affecting their work and how to provide such opportunities
 xxviii. how to identify potential conflict between individuals in your organisation
 xxix. types of conflict which may occur between people at work and action to take in response to these which will minimise disruption at work.
Commentary for Unit 059:

PROVIDE INFORMATION TO SUPPORT DECISION MAKING ON A WASTE MANAGEMENT SITE

This unit is for:
people who are responsible for ensuring that valid and reliable information is available to support decisions about the management and conduct of operations on waste management sites.

This unit is about:
the efficient management of information within your area of responsibility. It covers gathering the information you need and providing information and advice to others.

This is what you need to show
• that you collect information which is relevant to your work and make sure it is accurate and fit for purpose
• your sources of information are reliable and cost effective
• you make contact with potential providers of useful information
• you deal effectively with any problems you may have in gathering information
• information is recorded and stored for ease of access when required
• you provide information and advice in ways which meet the needs of the recipients
• you make sure the information and advice is accurate, up-to-date and in line with your organisation's policies and procedures
• you check that information is understood by the recipients
• you seek and use feedback from recipients to improve the usefulness of information and advice you provide.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.

059.1 Obtain information to support decision making
059.2 Inform and advise others

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This is a common unit included within all COTC awards.

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.
UNIT 059 PROVIDE INFORMATION TO SUPPORT DECISION MAKING ON A WASTE MANAGEMENT SITE

GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

**Confidentiality**

Only providing information to those who are authorised to have it.

**Contacts**

People who may be able to provide you with useful information, including:
- a) professional contacts, e.g. colleagues, line manager, trade association officers
- b) customers
- c) suppliers
- d) carriers
- e) regulatory authority officers
- f) manufacturers.

**Information**

What you and other people need to know to carry out your work effectively, including information related to:
- a) past, present and future site operations
- b) technology
- c) working methods
- d) legislative requirements
- e) market requirements
- f) quality.

**Organisational policy and procedures**

The policies and procedures which affect any information or advice you provide.

**Recipients**

The people who receive the information and advice you provide, including:
- a) team members
- b) colleagues working at the same level
- c) higher-level managers
- d) people external to the organisation, e.g. regulatory authority officers, suppliers.

**Resource constraints**

Limitations on the amount of time, effort and materials you can give to providing others with information and advice.
Unit 059 PROVIDE INFORMATION TO SUPPORT DECISION MAKING ON A WASTE MANAGEMENT SITE (12)

Sources of information
Where relevant information can be obtained from, including:
  a) personal contacts
  b) technical and general media
  c) present and past operating records
  d) written and oral communications with regulatory authority officers
  e) professional meetings/conferences/exhibitions.

Systems and procedures for recording and storing information
The methods of recording and filing information for future use which your organisation requires. Systems and procedures can be formal or informal.
Unit 059 PROVIDE INFORMATION TO SUPPORT DECISION MAKING ON A WASTE MANAGEMENT SITE (12)

THE PERFORMANCE STANDARDS

059.1 Obtain information to support decision making

You must show that you:
1. Obtain information that is accurate, sufficient and relevant to the purpose for which it is needed
2. Regularly review your sources of information to ensure that they remain useful, reliable and cost effective
3. Establish contacts with potential providers of useful information
4. Evaluate information for its validity and reliability
5. Take prompt and effective action to overcome problems in gathering relevant information
6. Ensure information is recorded and stored according to your organisation’s systems and procedures
7. Ensure information is accessible in the required format to authorised people only

059.2 Inform and advise others

You must show that you:
1. Give information and advice at a time and place, and in a form and manner, appropriate to the needs of recipients
2. Ensure that the information you give is accurate, current, relevant and sufficient
3. Ensure that the advice you give is consistent with your organisation’s policy, procedures and resource constraints
4. Use reasoned arguments and appropriate evidence to support your advice
5. Check and confirm recipients’ understanding of the information and advice you have given them
6. Maintain confidentiality according to your organisation’s requirements
7. Seek feedback from recipients about the information and advice you provide, and use this feedback to improve the ways in which you give information and advice.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

You need to know and understand:

Communication
i. how to give information and advice effectively both orally and in writing

ii. how to develop and present a reasoned case when providing advice to others

iii. the importance of confirming the recipient’s understanding of the information and advice you have provided and how to do this

iv. the importance of seeking feedback on the quality and relevance of the advice and information you provided, and how to encourage and enable such feedback

Information handling
v. the importance of gathering, validating and analysing information to team and organisational effectiveness and your role and responsibility in relation to this

vi. the types of qualitative and quantitative information which are essential to your role and responsibilities

vii. how to gather the information you need for your job

viii. the types of problems which may occur when gathering information and how to overcome these

ix. how to record and store the information you need

x. the importance of providing information and advice to others and your role and responsibility in relation to this

xi. the types of information and advice which other people may require

xii. the importance of checking the validity of information and advice provided to others and how to do this

xiii. the principles of confidentiality when handling information and advice - the types of information and advice which may be provided to different people

Organisational context
xiv. organisational policies, procedures and resource constraints which may affect advice and information you give to others.
Commentary for Unit 060:

REVIEW AND DEVELOP YOUR PERFORMANCE AT WORK

This unit is for:
people who want to demonstrate their ability to review and improve their performance at work.

This unit is about:
the competence required for systematic continuous professional development in relation to current job requirements and career progression plans.

This is what you need to show:
• that you understand the requirements and expectations of the job role and actively seek feedback from others in respect of how well you fulfil these
• you compare your own practices against relevant models of good practice and any changing expectations about your role
• you form realistic judgements about how well your working practices match requirements and expectations and identify appropriate, realistic and achievable personal development objectives
• you identify and use appropriate development activities to achieve your objectives
• you review progress made on a regular basis taking account of feedback provided by others
• you update your development objectives on a regular basis to reflect progress made and any new or changing expectations about your role.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.
060.1 Review your performance at work
060.2 Develop your performance at work

There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This is an additional unit attached to all COTC awards. As such it is not required for completion of any award but may be taken in addition to the required units of competence to demonstrate your commitment to continuing professional development.

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Aspects of the work role

The types of skills and expertise you need to carry out your current and any possible future work role, including:
- technical
- managerial
- interpersonal.

Constraints

The factors which restrict or limit your ability to access development activities, including:
- budget
- availability of activities
- workload commitments
- organisational requirements.

Development activities

Ways of developing your knowledge and skills including:
- formal education or training programmes
- self study materials, e.g. journals, books, computer based learning programmes
- work-based projects or assignments
- conferences, exhibitions and/or other networking opportunities.

Development needs

The gap between the demands of your current and possible future job roles and your current level of performance, knowledge and skills.

Development plan

A plan which identifies your desired level of performance and the activities you are going to undertake in order to reach this level, with a timescale.

Models of performance

Benchmarks of expected performance as defined by:
- national occupational standards
- professional bodies
- job specifications.
New and changing expectations

Planned and anticipated changes which will or may affect your job role (both now and in the foreseeable future), including changes related to:

a) legislation and regulatory frameworks
b) the use of technology
c) working practices
d) organisational plans, objectives and priorities
e) your career development plans and aspirations.

Relevant people

People who can comment on your performance including:

a) line manager
b) peers
c) external professional contacts.
THE PERFORMANCE STANDARDS
060.1 Review your performance at work

You must show that you:

1. Identify the skills and knowledge you need for effective performance within the work role

2. Recognise the different ways in which the work role contributes to achieving organisational objectives

3. Maintain an understanding of the requirements of the work role and any new and changing expectations which may raise development needs

4. Regularly compare your own practice against models of performance relevant to the work role

5. Seek and take account of constructive feedback about your performance from relevant people

6. Form realistic judgements about how well your own practice matches expectations about competent performance in all aspects of the work role

7. Identify realistic and achievable personal development objectives.

060.2 Develop your performance at work

You must show that you:

1. Identify suitable development activities for achieving your development objectives

2. Schedule activities into a development plan with realistic and achievable timescales

3. Consult relevant people about your proposed development plan and take account of feedback received

4. Allocate sufficient and realistic amounts of resources and time to the development activities within known constraints

5. Review and update your personal development objectives on a regular basis to reflect progress made and any new and changing expectations about your role

6. Seek feedback from relevant people on competence development and use this to enhance further development.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of:

i. Current site operations for which you are responsible and any plans for change or development of these

ii. The technical knowledge and skills required to control site operations for which you are or may become responsible

iii. The principal skills required for effective managerial performance

iv. The types of interpersonal skills required for effective performance in your current and any possible future job role

v. Current legislation, regulations and codes of practice applicable to site operations

vi. Possible changes to legislation, regulations and codes of practice and their potential impact on your current and any possible future job roles

vii. Relevant models of performance including national occupational standards

viii. Organisational expectations and requirements for the job role

ix. People who may be able to offer help and feedback and how to encourage, enable and use such feedback in a constructive manner

x. Principles of self-assessment and how to apply these to your own working practices and achievements

xi. The development opportunities available to you, how to access these and the nature of any constraints on their use

xii. How to assess your progress and update your development plan accordingly.
Commentary for Unit 061:

CONTROL SITE OPERATIONS FOR THE TRANSFER OF CLINICAL WASTE

This unit is for:
people who are required to control site operations on a transfer station dealing with clinical wastes.

This unit is about:
the competence required to control transfer operations and work activities to the required standards of safety, quality and compliance.

This is what you need to show:
• all transfer operations comply with relevant legislation
• all necessary resources are in place to enable transfer operations to be carried out effectively and safely
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• all necessary records are complete, accurate and up-to-date
• all personnel on site fully understand their operational instructions and have the necessary knowledge, skills and material resources to implement them correctly
• work activities and methods are consistent with legal and company requirements.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.
061.1 Control operations for the transfer of clinical waste
061.2 Control work activities on a clinical waste transfer station
There are knowledge and understanding requirements which are relevant to the elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the following level 4 COTC awards:
Waste Management Operations - Managing Transfer, Hazardous Waste
Waste Management Operations - Managing Transfer, Non-hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable for this unit.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit where applicable to the site.

Applicable legislation This refers to legislative requirements as set out in the waste management licence, site working plan and planning permission, as well as other legislation applicable to operations on a transfer station for clinical waste.

Clinical waste Clinical waste is that defined by regulation 1(2) of the Controlled Waste Regulations 1992, and includes healthcare risk waste and sanpro waste.

Communicate Operational instructions will be provided in a format, manner and at a level appropriate to the staff concerned, including choosing an appropriate time and place. They will be recorded in writing but may be communicated orally or in writing.

Hazards A hazard is something with potential to cause harm.

Operational instructions Operational instructions will include:
- a) site operational procedures
- b) safety and environmental protection procedures
- c) safe systems of work
- d) hazards likely to be encountered and necessary precautions
- e) the standards of work to be achieved.

Records This refers to the documentation required by legislation and by company procedures in relation to the transfer of clinical waste. The records may be paper-based or computerised.

Resources The staff, materials, equipment and information needed to carry out transfer operations. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.
Risks
This refers to any risks to safety, health and the environment arising from transfer operations, including those associated with the following hazards:

a) wastes difficult to handle
b) unauthorised waste
c) waste presenting an unexpected health risk
d) waste containing disguised materials or unacceptable components.

Standards
This refers to the operational outcomes of transfer processes which must be achieved to ensure that clinical waste is transferred under the terms of the waste management licence.

Transfer operations
This refers to the processes used to prepare wastes for further transport for treatment, keeping or disposal elsewhere.

Wastes
Wastes are those specified in the waste management licence.
Unit 061 CONTROL SITE OPERATIONS FOR THE TRANSFER OF CLINICAL WASTE (4TSC)

THE PERFORMANCE STANDARDS
061.1 Control operations for the transfer of clinical waste

You must show that you:
1. Fully implement procedures to ensure that transfer operations comply with:
   a. applicable legislation
   b. company operating procedures.
2. Make sure that the resources needed for the transfer of wastes are available, sufficient and operational.
3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from transfer operations.
4. Make sure that records specifically relating to the transfer of clinical waste are complete and accurate.

061.2 Control work activities on a clinical waste transfer station

You must show that you:
1. Ensure that operational instructions relating to transfer operations contain all the information needed for site staff to carry out the process safely and effectively.
2. Ensure that a programme of work is established to achieve the standards required for transfer operations.
3. Clearly communicate the programme of work and operational instructions to all site staff.
4. Make sure that site staff understand their operational instructions and have the necessary resources to carry them out to the required standards.
5. Ensure that work activities and methods are consistent with:
   a. applicable legislation
   b. company objectives and priorities
   c. company operating procedures.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other industry guidance appropriate to your waste management licence

iii. the planning permission, waste management licence and site working plan for your site

iv. the handling implications of clinical waste

v. the personal protective equipment required for operatives handling clinical wastes received on site and the procedures for effective care, maintenance and use of this equipment

vi. the function, use and limitation on the use of all handling equipment used on the site

vii. your company’s procedures for transfer operations and the supply and use of the resources required

viii. the risks to safety, health and the environment arising from the clinical waste transfer operations and the procedures required to minimise and manage risk

ix. Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received and handled on your site

x. how to communicate operational instructions orally and in writing

xi. the importance of checking people’s understanding of operational instructions and how to do this

xii. the technical skills needed for the transfer operations carried out on your site, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit

xiii. your company’s objectives and priorities for the transfer of clinical waste

xiv. site procedures for the proper management control of transfer operations carried out on site

xv. the records required by legislation and by company procedures in relation to the transfer of clinical waste.
Commentary for Unit 062:

CONTROL THE DISPOSAL OF OUTPUTS AND RESIDUES FROM CLINICAL WASTE TRANSFER AND RECOVERY OPERATIONS

This unit is for:
people responsible for controlling the safe disposal of operational outputs and residues arising from a clinical waste transfer station.

This unit is about:
the competence required to ensure that disposal operations are carried out safely and effectively in accordance with legislative and company requirements.

This is what you need to show:
• all disposal operations comply with relevant legislation
• appropriate disposal procedures are in place and carried out safely and correctly for all operational outputs and residues from transfer and recovery operations
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• all necessary records are complete, accurate and up-to-date
• documentation required for the transport of operational outputs and residues is correct, complete and available when required.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility and waste specific unit within the level 4 COTC awards:
Waste Management Operations - Managing Transfer, Hazardous Waste
Waste Management Operations - Managing Transfer, Non-hazardous Waste

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Note:
All references to the waste management licence cover an Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit where applicable to the site.

Applicable legislation
This refers to legislative requirements as set out in:
   a) the waste management licence
   b) site working plan
   c) planning permission
   d) trade effluent discharge consent
   e) health and safety legislation
   f) road transport legislation
   g) any other legislation applicable to the disposal of operational outputs and residues from clinical waste transfer and recovery operations.

Clinical waste
Clinical waste is that defined by regulation 1(2) of the Controlled Waste Regulations 1992, and includes healthcare risk waste and sanpro waste.

Hazards
A hazard is something with potential to cause harm.

Operational outputs
The separated and sorted wastes for transfer, and any re-useable and re-cyclable materials, arising from recovery operations.

Records
This refers to the documentation required by legislation and by company procedures in relation to the disposal of operational outputs and residues from the transfer of clinical waste. The records may be paper-based or computerised.

Residues
Any substances, other than operational outputs, arising from transfer and recovery operations that are disposed of as waste products, e.g. packaging, sewer discharge.

Risks
This refers to any risks to safety, health and the environment arising from the disposal of operational outputs and residues, including those associated with the following hazards:
   a) any operational outputs and residues that are difficult to handle
   b) any operational outputs and residues that present an unexpected health risk.
<table>
<thead>
<tr>
<th>Transfer operations</th>
<th>This refers to the processes used to prepare wastes for further transport for treatment, keeping or disposal elsewhere.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wastes</td>
<td>Wastes are those specified in the waste management licence.</td>
</tr>
</tbody>
</table>
THE PERFORMANCE STANDARDS

You must show that you:

1. Fully implement procedures to ensure the disposal of operational outputs and residues from waste transfer operations comply with applicable legislation and company procedures.

2. Make sure that operational outputs and residues are handled correctly in accordance with applicable legislation and company procedures.

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment arising from the disposal of operational outputs and residues from a clinical waste transfer station.

4. Make sure that records relating to the disposal of operational outputs and residues are complete, accurate and up-to-date.

5. Ensure that transportation documentation is completed correctly and complies with applicable legislation and company requirements.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. the definition of hazardous waste and the hazardous waste consignment note procedures as laid down in applicable legislation

iii. regulations applicable to the transport of clinical waste on public roads

iv. Waste Management Papers and other industry guidance appropriate to your waste management licence

v. the planning permission, waste management licence, trade effluent discharge consent and site working plan for your site

vi. the range and nature of operational outputs and residues arising from clinical waste transfer and recovery operations and the handling implications of these

vii. your site procedures for disposal of the operational outputs and residues arising from transfer and recovery operations

viii. the personal protective equipment required for operatives handling the different types of operational outputs and residues, and the procedures for effective care, maintenance and use of this equipment

ix. the risks to the environment and human health arising from the disposal of operational outputs and residues from clinical waste transfer and recovery operations and the procedures required to minimise and manage risk

x. Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances received and used on your site

xi. the records required by legislation and by company procedures relating to the disposal of operational outputs and residues arising from transfer and recovery operations carried out on site.
Commentary for Unit 063:

CONTROL SITE OPERATIONS ON CLOSED LANDFILL SITES

This unit is for:
people who are responsible for the safe and effective management of a closed landfill site.

This unit is about:
the competence required to control closed landfill site operations to the required standards of safety, quality and compliance.

This is what you need to show:
• all site operations comply with relevant legislation and company operating procedures
• all necessary resources are in place to enable site operations to be carried out effectively and safely
• potential hazards to safety, health and the environment are identified and the risks managed appropriately
• all necessary records are complete, accurate and up-to-date
• all staff authorised to work on the site fully understand their operational instructions and have the necessary knowledge, skills and material resources to implement them correctly
• work activities and methods are consistent with legal and company requirements.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.
063.1 Control closed landfill site operations
063.2 Control work activities on a closed landfill site
There are knowledge and understanding requirements which are relevant to both elements of this unit and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility specific unit within the level 3 COTC award:
Waste Management Operations - Closed Landfill

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable for this unit.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

**Applicable legislation** This refers to legislative requirements as set out in:
- a) waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit
- b) site working plan
- c) planning permission
- d) any lease or other legal agreements applicable to the site
- e) any other legislation applicable to closed landfill sites.

**Closed landfill site** A landfill site where post closure inspections for the entire site have commenced or the site licence has been revoked under Section 38(3) or 42(6)(a) of the Environmental Protection Act (EPA) 1990 or section 41(6) of the Environment Act 1995 so far as it authorises the disposal of controlled waste, subject to requirements which continue to bind the licence holder.

**Communicate** Operational instructions will be provided in a format, manner and at a level appropriate to the staff concerned, including choosing an appropriate time and place. Operational instructions will be recorded in writing but may be communicated orally or in writing.

**Hazards** A hazard is something with potential to cause harm.

**Operational instructions** Operational instructions will include:
- a) site operational procedures
- b) safety and environmental protection procedures
- c) safe systems of work
- d) hazards likely to be encountered and necessary precautions
- e) the standards of work to be achieved.

**Records** This refers to the documentation required by legislation and by company procedures in relation to closed landfill site operations. The records may be paper-based or computerised.

**Resources** The staff, materials, equipment and information needed to carry out site operations on a closed landfill site. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.
Risks
This refers to any risks to safety, health and the environment arising from hazards associated with:
a) closed landfill site operations
b) the wastes deposited in the site.

Site operations
The procedures and activities carried out in relation to:
a) checking site security and access
b) the restoration status of the site, e.g. capping, settlement surveys, soil placements
c) investigating problems and complaints.

Staff
All people authorised to work on the site including company employees and contractors.
THE PERFORMANCE STANDARDS

063.1 Control closed landfill site operations

You must show that you:
1. Fully implement procedures to ensure that site operations comply with:
   a. applicable legislation
   b. company operating procedures.

2. Make sure that the resources needed for site operations are available, sufficient and operational

3. Ensure that appropriate action is taken to identify hazards and minimise risks to safety, health and the environment

4. Make sure that records specifically relating to site operations are complete and accurate.

063.2 Control work activities on a closed landfill site

You must show that you:
1. Ensure that the programme of work and operational instructions contain all the information needed for staff to carry out site operations safely and effectively

2. Clearly communicate the programme of work and operational instructions to all staff

3. Make sure that staff understand their operational instructions and have the necessary resources to carry them out to the required standard

4. Ensure that work activities and methods are consistent with:
   a. applicable legislation
   b. company objectives and priorities
   c. company operating procedures.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iii. the planning permission, waste management licence or IPPC/PPC permit, site working plan and any lease agreements for your site

iv. Control of Substances Hazardous to Health (COSHH) assessment data for all hazardous substances deposited in or used on the site

v. the handling and disposal implications of wastes deposited and generated within the site

vi. the personal protective equipment required for operatives handling wastes deposited or generated within the site and the procedures for effective care, maintenance and use of this equipment

vii. your company’s procedures for closed site operations and the supply and use of the resources required

viii. the risks to safety, health and the environment arising from the waste deposited in the closed landfill site and the procedures required to manage the risks

ix. the risks to safety, health and the environment arising from closed landfill site operations and the procedures required to minimise risk

x. how to communicate operational instructions orally and in writing

xi. the importance of checking people’s understanding of operational instructions and how to do this

xii. the technical skills needed for the operations carried out on your site, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit

xiii. company procedures for the proper management of operations carried out on site.
Commentary for Unit 064:

ENSURE PROTECTION OF THE ENVIRONMENT ON CLOSED LANDFILL SITES

This unit is for:
people responsible for ensuring effective implementation of procedures to ensure environmental protection on closed landfill sites.

This unit is about:
the competence required to identify and minimise risks to the environment arising from disposed wastes and site operations on a closed landfill site.

This is what you need to show:
• potential hazards to the environment are identified and the risks managed appropriately
• environmental monitoring and control systems are in place and operating effectively
• appropriate action is taken to limit actual and potential harm to the environment, including the provision of advice and guidance to site staff when required
• improvements to environmental protection systems are made in light of your own and others' experience of dealing with environmental hazards
• workplace environmental procedures are established and communicated to site staff
• staff understand and are committed to environmental procedures and have the necessary training to implement them correctly
• environmental procedures are monitored to identify instances of non-compliance and appropriate corrective actions are taken when required
• all necessary records are complete, accurate and up-to-date.

Unit structure
There are two elements in this unit, each of which has performance standards associated with it.

064.1 Develop and maintain environmental control measures on a closed landfill site
064.2 Minimise risks to the environment on a closed landfill site

Place in the COTC Awards Framework
This is a facility specific unit within the level 3 COTC award:
Waste Management Operations - Closed Landfill

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. However, simulation or questioning may be used to obtain evidence in relation to responding to actual or potential harm to the environment, reporting hazards that you are unable or unauthorised to deal with, and dealing with instances of non-compliance with environmental procedures.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Applicable legislation

This refers to legislative requirements as set out in the waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit, site working plan or conditioning plan, and planning permission, as well as other legislation applicable to protection of the environment on closed landfill sites.

Closed landfill site

A landfill site where post closure inspections for the entire site have commenced or the site licence has been revoked under Section 38(3) or 42(6)(a) of the Environmental Protection Act (EPA) 1990 or section 41(6) of the Environment Act 1995 so far as it authorises the disposal of controlled waste, subject to requirements which continue to bind the licence holder.

Communicate

Environmental procedures will be recorded in writing but may be communicated to site staff orally or in writing.

Control systems

Systems set up to prevent harm to the environment from the release of environmentally damaging materials, including:

- landfill gas
- leachate
- birds, vermin and insects
- other statutory nuisances.

Environmental procedures

The specific instructions for site operations, including:

- the use of environmentally safe working methods and equipment
- what to do in the event of an emergency involving environmental hazards
- authorisation for handling, storing, using or disposing of hazardous materials, products or equipment.

Monitoring data

Information from monitoring and control systems which allow control over a process that protects the environment and check for the release of environmentally damaging materials.

Others

People within and outside the organisation who have experience and/or specialist knowledge of environmental protection on closed landfill sites.
Unit 064  ENSURE PROTECTION OF THE ENVIRONMENT ON CLOSED LANDFILL SITES (8CL)

**Records**
This refers to the documentation required by legislation and by company procedures in relation to protection of the environment and incident reporting. The records may be paper-based or computerised.

**Risks**
This refers to the risks to the environment arising from:
- a) landfill gas
- b) leachate
- c) birds, vermin and insects
- d) other statutory nuisances.

**Staff**
All people authorised to work on the site including company employees and contractors.

**Systems to monitor impact**
Procedures and equipment designed to monitor impacts on the environment including:
- a) visual inspections
- b) automatic recorders and sensors
- c) sampling and analysis.
THE PERFORMANCE STANDARDS

064.1 Develop and maintain environmental control measures on a closed landfill site

You must show that you:
1. Identify potential risks to the environment and establish effective systems to monitor their impact on the environment
2. Make sure that control systems to limit potential harm to the environment are installed and used correctly
3. Promptly identify when monitoring data shows deviations from expected norms and take prompt and effective preventative and/or corrective action to protect the environment
4. Ensure the provision of prompt advice and guidance to staff when needed to limit potential or actual harm to the environment
5. Maintain accurate and up-to-date records of potential and actual harm to the environment and the actions taken to limit these
6. Promptly and accurately report any hazards which present high risks to the environment that you are unable or unauthorised to deal with
7. Use your own and others' experience of dealing with environmental hazards to improve environmental protection control systems and procedures.

064.2 Minimise risks to the environment on a closed landfill site

You must show that you:
1. Ensure that environmental procedures for all site operations are established and implemented correctly
2. Make sure that the environmental procedures are consistent with applicable legislation and the company environmental policy and procedures
3. Clearly communicate the environmental procedures to all site staff
4. Ensure that staff understand the environmental procedures and are committed to them
5. Confirm that staff have received relevant training on how to implement the environmental procedures
6. Monitor implementation of environmental procedures and take prompt and effective corrective action in response to instances of non-compliance.
UNIT 064  ENSURE PROTECTION OF THE ENVIRONMENT ON CLOSED LANDFILL SITES (8CL)

KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and the environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iii. the planning permission, waste management licence or IPPC/PPC permit, and site working plan or conditioning plan for your site

iv. your company environmental policy and procedures

v. the risks to the environment arising from the disposed wastes and the procedures required to minimise and manage risk

vi. the importance of remaining alert to the presence of hazards to the environment in the whole workplace

vii. risk identification methods, techniques and monitoring systems suitable for closed landfill sites

viii. environmental control systems required on closed landfill sites, including those needed for statutory nuisances such as emissions, litter, birds, pests, vermin, odours, etc.

ix. your own responsibility for controlling hazards to the environment

x. the importance of dealing with or promptly reporting hazards which present risks to the environment

xi. legal and workplace requirements for reporting potential or actual harm to the environment

xii. the person(s) to whom you should report environmental matters and the procedures for doing this

xiii. how to communicate workplace environmental procedures orally and in writing

xiv. the importance of checking that staff working on closed landfill sites have received appropriate training and understand the environmental procedures to be followed

xv. the records required by legislation and your organisation relating to environmental procedures and incident reports.
Commentary for Unit 065:

CONTROL THE RESTORATION OF A CLOSED LANDFILL SITE

This unit is for:
people who are required to control the restoration of a closed landfill site.

This unit is about:
the competence required to direct and monitor site restoration operations on a closed landfill site.

This is what you need to show:
- the site restoration scheme is consistent with applicable legislation
- arrangements are in place for the supply of resources needed for restoration operations
- relevant staff know and understand their role and responsibilities in relation to the restoration process and have the necessary knowledge, skills and material resources to implement them correctly
- all restoration operations comply with relevant legislation and company requirements and are consistent with the restoration scheme and the requirements for aftercare and intended use of the closed landfill site
- all necessary records are complete, accurate and up-to-date.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility specific unit within the following level 3 COTC award:
Waste Management Operations - Closed Landfill

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

**Applicable legislation** This refers to legislative requirements as set out in:
- a) waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit
- b) site working plan or conditioning plan
- c) planning permission
- d) any lease or other legal agreements applicable to the site
- e) any other legislation applicable to closed landfill sites.

**Closed landfill site** A landfill site where post closure inspections for the entire site have commenced or the site licence has been revoked under Section 38(3) or 42(6)(a) of the Environmental Protection Act (EPA) 1990 or section 41(6) of the Environment Act 1995 so far as it authorises the disposal of controlled waste, subject to requirements which continue to bind the licence holder.

**Records** This refers to the documentation required by legislation and by company procedures in relation to the restoration of a closed landfill site. The records may be paper-based or computerised.

**Requirements of aftercare and intended use** The control systems and other site features needed to ensure the safe and effective aftercare and future use of the site as intended, including:
- a) monitoring facilities as appropriate to the wastes deposited in the site
- b) leachate and gas engineering as appropriate to the wastes deposited in the site
- c) nature of capping and soil.

**Resources** The staff, plant, restoration materials and other site-specific engineering requirements needed to restore landfill sites. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.
Unit 065  CONTROL THE RESTORATION OF A CLOSED LANDFILL SITE (6CLa)

Restoration operations

The operations needed to ensure the safe and effective restoration of a landfill site, including:
   a) application of restoration materials
   b) permeability measurement (if required)
   c) revegetation
   d) provision of monitoring and control systems as appropriate to the wastes deposited in the site.

Standard

This refers to the operational outcomes of the restoration process which must be achieved to ensure that site restoration is consistent with the terms of the waste management licence or IPPC/PPC permit.
Unit 065  CONTROL THE RESTORATION OF A CLOSED LANDFILL SITE  
(6CLA)

THE PERFORMANCE STANDARDS

You must show that you:

1. Ensure that the site restoration scheme complies with applicable legislation

2. Ensure that arrangements for the supply of resources needed for the restoration process are in place and fully implemented

3. Provide clear instructions for staff involved in restoration operations

4. Make sure that site staff understand their instructions and have the necessary resources to carry them out to the required standard.

5. Fully implement procedures to ensure that restoration operations comply with:
   a. applicable legislation
   b. site restoration scheme
   c. company requirements
   d. the requirements of aftercare and the intended use of the restored site.

6. Make sure that records relating to the restoration process are complete, accurate and up-to-date.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iii. the planning permission, any lease or other legal agreements, and waste management licence or IPPC/PPC permit for your site

iv. the content of the site working plan or conditioning plan that applies to restoration, aftercare and post closure requirements

v. the site requirements relevant to restoration, aftercare and intended use

vi. the site hydrogeological conditions

vii. the control and management systems needed for surface water, gas and leachate

viii. your company’s procedures for the supply and use of the resources required for restoration operations

ix. how to communicate work instructions orally and in writing

x. the importance of checking people’s understanding of work instructions and how to do this

xi. the technical skills needed for the planned restoration activities, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit

xii. company procedures for the proper management control of restoration activities and preparation for aftercare on a closed landfill site

xiii. the records required by legislation and by company procedures in relation to the restoration of a closed landfill site.
CONFIRM AND MAINTAIN THE RESTORATION STATUS OF A CLOSED LANDFILL SITE

This unit is for:
people who take over responsibility for a restored closed landfill site.

This unit is about:
the competence required to check and maintain the restoration status of a restored closed landfill site.

This is what you need to show:
• the restoration status of the site is consistent with applicable legislation, the restoration scheme and requirements for aftercare and intended use of the restored site
• restoration works are monitored in accordance with the aftercare scheme and prompt and effective action taken to restore the restoration status of the site when required
• arrangements are in place for the supply of resources needed for remedial operations
• relevant staff know and understand their role and responsibilities in relation to remedial operations and have the necessary knowledge, skills and material resources to implement them correctly
• all remedial operations comply with relevant legislation and company requirements and are consistent with the requirements for aftercare and intended use of the closed landfill site
• all necessary records are complete, accurate and up-to-date.

Unit structure
This is a single element unit with performance standards, knowledge and understanding requirements and a glossary of terms which appear within the unit and have a specific meaning.

Place in the COTC Awards Framework
This unit is a facility specific unit within the following level 3 COTC award:
Waste Management Operations - Closed Landfill

Statement on Assessment
In the context of NVQ/SVQ assessment, evidence derived from a candidate’s workplace performance is essential for this unit. Evidence from simulated activities is not acceptable.
GLOSSARY OF TERMS

The following terms have a specific meaning in this unit and are highlighted where they appear in the performance standards. In the context of NVQ/SVQ assessment, awarding bodies are required to make sure that a candidate’s evidence of performance from the workplace demonstrates that their work is consistent with these terms as defined here.

Applicable legislation
This refers to legislative requirements as set out in:
- a) waste management licence, Integrated Pollution Prevention and Control (IPPC) permit or Pollution Prevention and Control (PPC) permit
- b) site working plan
- c) planning permission
- d) aftercare scheme
- e) any lease or other legal agreements applicable to the site
- f) any other legislation applicable to closed landfill sites.

Closed landfill site
A landfill site where post closure inspections for the entire site have commenced or the site licence has been revoked under Section 38(3) or 42(6)(a) of the Environmental Protection Act (EPA) 1990 or section 41(6) of the Environment Act 1995 so far as it authorises the disposal of controlled waste, subject to requirements which continue to bind the licence holder.

Monitoring
This refers to the systematic checking of restoration works as required by the aftercare scheme, including:
- a) annual settlement surveys
- b) vegetation die-back surveys
- c) routine checks of monitoring and control system.

Records
This refers to the documentation required by legislation and by company procedures in relation to the restoration status of a closed landfill site. The records may be paper-based or computerised.

Requirements of aftercare and intended use
The control systems and other site features needed to ensure the safe and effective aftercare and use of the site as intended, including:
- a) monitoring facilities as appropriate to the wastes deposited in the site
- b) leachate and gas engineering as appropriate to the wastes deposited in the site
- c) nature of capping and soil.

Resources
The staff, plant, restoration materials and other site-specific engineering requirements needed to maintain the restoration status of a closed landfill site. Staff resources include the technical ability of staff as well as the numbers of people available to do the work.
Unit 066  CONFIRM AND MAINTAIN THE RESTORATION STATUS OF A CLOSED LANDFILL SITE (6CLb)

Remedial operations  The operations needed to maintain the restoration status of a landfill site, including:
   a) capping
   b) soil placements
   c) revegetation
   d) installation or renewal of monitoring and control systems as appropriate to the wastes deposited in the site.

Standard  This refers to the operational outcomes of remedial operations which must be achieved to ensure that the restoration status of the site remains consistent with the terms of the waste management licence or IPPC/PPC permit, planning permission and aftercare scheme.
Unit 066 CONFIRM AND MAINTAIN THE RESTORATION STATUS OF A CLOSED LANDFILL SITE (6CLb)

THE PERFORMANCE STANDARDS

You must show that you:

1. Fully implement procedures to ensure that restoration status of the site complies with:
   a. applicable legislation
   b. site restoration scheme
   c. the requirements of aftercare and the intended use of the restored site

2. Ensure that arrangements for the on-going monitoring of the restoration status of the site are in place and implemented correctly

3. Take prompt and effective action to implement remedial work when required

4. Ensure that arrangements for the supply of resources needed for remedial operations are in place and fully implemented

5. Provide clear instructions for staff involved in remedial operations

6. Make sure that site staff understand their instructions and have the necessary resources to carry them out to the required standard

7. Ensure that remedial operations comply with:
   a. applicable legislation
   b. the requirements of aftercare and the intended use of the restored site.

8. Make sure that records relating to monitoring and maintaining the restoration status of the site are complete, accurate and up-to-date.

Note: Words highlighted within the Performance Standards have a specific meaning in this unit as defined in the glossary of terms.
KNOWLEDGE AND UNDERSTANDING

To work to the standards set out in this unit, you need to have a working knowledge and understanding of the following as it applies to your site:

i. relevant legislation, Regulations and Codes of Practice applicable to safety, health and environment

ii. Waste Management Papers and other guidance appropriate to your waste management licence or IPPC/PPC permit

iii. the planning permission, aftercare scheme, any lease or other legal agreements, and waste management licence or IPPC/PPC permit for your site

iv. the content of the site working plan or conditioning plan that applies to restoration, aftercare and post closure requirements

v. the site requirements relevant to restoration, aftercare and intended use

vi. the site hydrogeological conditions

vii. the control and management systems needed for surface water, gas and leachate

viii. your company’s procedures for the supply and use of the resources required for remedial operations

ix. how to communicate work instructions orally and in writing

x. the importance of checking people’s understanding of work instructions and how to do this

xi. the technical skills needed for remedial operations, how to check that relevant staff have the required skills and what to do in response to a perceived skills deficit

xii. company procedures for the proper management control of actions required to maintain the restoration status of a closed landfill site

xiii. the records required by legislation and by company procedures in relation to monitoring and maintaining the restoration status of a closed landfill site.