MPQPO02
Conform to efficient working practices

Overview

This standard is about the skills, knowledge and understanding of working practices that are conducive to effective working relationships. It is concerned with carrying out assigned duties according to procedures, working with others, communicating and reporting as required.

This standard applicable to anyone working in an extractive, mineral processing or related manufacturing industries environment.

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Performance criteria

You must be able to:

P1 carry out the work activities allocated within agreed timescales

P2 carry out responsibilities according to **approved policies, procedures and practices**

P3 communicate with management and work colleagues to ensure that the work is carried out efficiently

P4 work in conjunction with others to achieve work objectives

P5 report in accordance with organisational procedures

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Knowledge and understanding

You need to know and understand:

K1 the lines of authority related to your work activity

K2 the methods of communication in your work area

K3 the **approved policies, procedures and practices** for

- K3.1 allocation and sequencing of work
- K3.2 methods of work
- K3.3 use of resources
- K3.4 maintaining effective working relationships
- K3.5 standards of behaviour
- K3.6 reporting

K4 documentation and data sources related to the work activity

K5 the limits of your own responsibilities and authority

Additional Information

Scope/range

1 **approved policies, procedures and practices**: legislative, organisational, operational, emergency, waste disposal, health and safety, and environmental as appropriate to the materials, plant or machinery and work activity

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Relevant occupations	Process Operatives; Process, Plant and Machine Operatives; Quarry workers and related operatives
Suite	Processing Operations for the Extractive and Minerals Processing Industries
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