

Receive and organise materials and equipment for the operational activity

Overview

What is this standard about?

This standard states the skills and knowledge required to demonstrate competence in receiving and organising materials and equipment required to support the operational activity. This includes interpreting instructions, plans and specifications for the work to be done. It will require the acceptance and organising of the materials and equipment, including any storage needs to support the operations. During this work the candidate must take account of the relevant operational requirements and safe working practices.

Who is this standard for?

This standards would apply to anyone with responsibility for receiving and organising materials and equipment for an operational activities, such as drilling or setting out a work area.

Performance criteria

You must be able to:

- 1 check and confirm the materials and equipment received meet the operational requirement
- 2 check and confirm the condition of materials and equipment are of the required standard
- 3 complete records of materials and equipment
- 4 move materials and equipment to their respective designated locations in accordance with the operational requirements
- 5 move, handle and store materials and equipment in a manner to prevent damage to self, other persons, plant and equipment, the work area and to the environment
- 6 maintain a tidy work area
- 7 co-ordinate the movement and organisation of materials and equipment with the **relevant persons**
- 8 receive and organise materials and equipment in compliance with **approved policies, procedures and practices**

Receive and organise materials and equipment for the operational activity

Knowledge and understanding

You need to know and understand:

- 1 the **approved policies, procedures and practices** for the site and operational activity
- 2 the types of materials and equipment required for operational activities
- 3 the checks required to confirm the received materials and equipment are as required and in good condition
- 4 the actions to be taken with discrepancies or damaged equipment and materials
- 5 the common symbols and markings used on packaging and the relevance of use by dates
- 6 the handling and storage techniques for different types of equipment and materials
- 7 the methods for transferring materials and equipment to the required location
- 8 reporting and recording requirements
- 9 the reasons for preventing damage to the environment
- 10 the problems that can occur when receiving and organising materials and equipment

Scope/range

1. **approved policies, procedures and practices:** legislative/regulatory, organisational, operational, accident or emergency, health and safety, first aid, and environmental as appropriate to the work activity
2. **relevant persons:** supervision, work colleagues, maintenance engineers, designated persons and/or those affected by the work activity, as appropriate to the work activity

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