



MCS Company Scheme Criteria for:

Manual Handling, Storage and Transportation Criteria

DRAFT Consultation Document

This document shows the Competence Criteria required to be met by a company undertaking the type of work detailed above.



These competencies have been identified from the current Qualifications Credit Units (QCF) devolved from the National Occupational Standards (NOS) to cover the range of work in the scope identified on the front page.

Anybody holding:

1. An approved Manual Handling, Storage and Transportation certificate of competence

Is likely to have met with all of the criteria presented within this document.

An Experienced Workers Route (EWR) will cover all the competencies outlined if taken in support of a EWR covering the same detail as titled on this document.

A full list of Qualifications that have been deemed to have met this criteria can be found at <http://www.microgenerationcertification.org/> along with access to EWR providers.

Please note anybody who has achieved the assessment without holding the correct mandatory Pre-requisites are likely to have to demonstrate further compliance against this company criteria.

Criteria Presentation

The criteria shown below in the following tables has been purposely presented in one of five categories:

1. Health and Safety – HS
2. Technical Skills – TS
3. Soft Skills – SS
4. Other – OT
5. Additional Information - AD

Where any box is blank these are intentionally blank.

By presenting the criteria within this format, it allows evidence to be collated for the Experienced Workers Route (EWR) options of evidencing compliance with the criteria.



Health and Safety Skills			
No.	Objective	No.	Criteria
1	Comply with given information when moving, handling and/or storing resources.	1	Interpret the given information relating to moving, handling and/or storing resources, relevant to the given occupation.
		2	Interpret the given information relating to the use and storage of lifting aids and equipment.
		3	Describe the different types of technical, product and regulatory information, their source and how they are interpreted.
		4	State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
		5	Describe how to obtain information relating to using and storing lifting aids and equipment.
2	Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.	1	Describe their responsibilities under current legislation and official guidance whilst working:
		2	In the workplace, in confined spaces, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
		3	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
		4	Explain what the accident reporting procedures are and who is responsible for making the reports.
		5	State the appropriate types of fire extinguishers relevant to the work.
		6	Describe how and when the different types of fire extinguishers, relevant to the given occupation, are used in accordance with legislation and official guidance.
3	Maintain safe working practices when moving, handling and/or storing resources.	1	Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when moving, handling and/or storing resources.
		2	Use lifting aids safely as appropriate to the work.
		3	Protect the environment in accordance with safe working practices as appropriate to the work.
		4	Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to moving, handling and/or storing resources, and the types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to:



		5	Collective protective measures
		6	Personal protective equipment (ppe)
		7	Respiratory protective equipment (rpe)
		8	Local exhaust ventilation (lev).
		9	Describe how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.
		10	State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.
4	Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources.	1	Select the relevant resources to be moved, handled and/or stored, associated with own work.
		2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to:
		3	Lifting and handling aids
		4	Container(s)
		5	Fixing, holding and securing systems.
		6	Describe how the resources should be handled and how any problems associated with the resources are reported.
		7	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		8	Describe any potential hazards associated with the resources and methods of work.
5	Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources.	1	Protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures.
		2	Dispose of waste and packaging in accordance with legislation.
		3	Maintain a clean work space when moving, handling or storing resources.
		4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions
		5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6	Complete the work within the allocated time when moving, handling and/or storing resources.	1	Demonstrate completion of the work within the allocated time.
		2	State the purpose of the work programme and explain why deadlines should be kept in relation to:
		3	Progress charts, timetables and estimated times



		4	Organisational procedures for reporting circumstances which will affect the work programme.
7	Comply with the given occupational resource information to move, handle and/or store resources to the required guidance.	1	Demonstrate the following work skills when moving, handling and/or storing occupational resources:
		2	Moving, positioning, storing, securing and/or using lifting aids and kinetic lifting techniques.
		3	Move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following:
		4	Sheet material
		5	Loose material
		6	Bagged or wrapped material
		7	Fragile material
		8	Tools and equipment
		9	Components
		10	Liquids.
		11	Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling and/or storing occupational resources.
		12	Describe the needs of other occupations when moving, handling and/or storing resources.

Technical Skills			
No.	Objective	No.	Criteria
Intentionally Blank			

Soft Skills			
No.	Objective	No.	Criteria
Intentionally Blank			

Other			
No.	Objective	No.	Criteria
Intentionally Blank			



Additional Guidance

Intentionally Blank

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