
Overview

This standard comprises the following elements:

- 1 Collate explosive substances and/or articles contractual information
- 2 Compare explosive substances and/or articles information with contractual requirements.

This activity is likely to be undertaken by someone whose work role involves Weapons, Ordnance, Munitions or Explosives work activities. This includes people working as procurement supervisors

Performance criteria

You must be able to: 1 Collate explosive substances and/or articles contractual information

- P1 work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines
- P2 collect technical contractual information in accordance with the monitoring plan and collate it accurately
- P3 ensure that the technical contractual information is valid and reliable
- P4 identify and resolve any inconsistencies in the technical information
- P5 present the collated technical information in the required format within the deadline to the correct distribution list
- P6 identify foreseeable technical problems and recommend suitable remedial actions
- P7 keep your manager up to date with progress reports
- P8 record technical changes to the contract accurately in accordance with your organization's procedures
- P9 maintain the requirements of confidentiality at all times

2 Compare explosive substances and/or articles information with contractual requirements

- P10 work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines
- P11 carry out comparisons of technical information in accordance with the monitoring plan, to ensure compliance with the contract
- P12 provide feedback to your manager/colleagues on the extent to which the technical contractual requirements are being met
- P13 report any instances of non-compliance with the contract and recommend appropriate action
- P14 propose any technical improvements to assist in future decision making
- P15 give early warning to your manager/colleagues of foreseeable technical problems to enable effective planning to take place
- P16 inform your manager/colleagues of instances of non-compliance and/or issues that give cause for concern identified by your review of the information
- P17 maintain accurate records in accordance with your organization's requirements
- P18 maintain the requirements of confidentiality at all time

Knowledge and understanding

You need to know and understand: 1 Collate explosive substances and/or articles contractual information

K1 the health, safety and environmental and other statutory legislation, regulations and safe working practices and procedures governing explosives and their implications for your area of work

K2 the relevance of personal protective equipment (PPE)

K3 the nature, characteristics, hazards and risks of the explosive substance and/or article

K4 the actions to be taken in response to an unplanned event

K5 the requirements of technical and business risk assessment and management for explosives within your responsibility

K6 the technical terms of the contract

K7 your organization's explosives procurement policies, procedures and standards

K8 from whom within the supplier's organization to obtain technical information

K9 the roles and responsibilities of others in the contract

K10 the requirements of the monitoring plan

K11 appropriate methods of capturing information

K12 how to recognize potential problems

K13 the requirements of packaging, handling, storage and transport

K14 your level of authority

K15 the required format for recording information

2 Compare explosive substances and/or articles information with contractual requirements

K16 the health, safety and environmental and other statutory legislation, regulations and safe working practices and procedures governing explosives and their implications for your area of work

K17 the relevance of personal protective equipment (PPE)

K18 the nature, characteristics, hazards and risks of the explosive substance and/or article

K19 the actions to be taken in response to an unplanned event

K20 the requirements of technical and business risk assessment and management for explosives within your responsibility

K21 the terms of the contract

K22 your organization's explosives procurement policies, procedures and standards

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- K23 from whom within the supplier's organization to obtain technical
 - K24 the roles and responsibilities of others in the contract
 - K25 the requirements of the monitoring plan
 - K26 appropriate methods of capturing information
 - K27 the importance of communication
 - K28 how to recognize potential problems
 - K29 the requirements of explosives packaging, transport and storage
 - K30 your level of authority
 - K31 the required format for recording information

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Ensure compliance with contract terms for the supply of explosive substances and/or articles



Scope/range

1 Information: quantity; quality; time; cost

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