

Albion Environmental Limited
SQA / CIWM (WAMITAB) Centre
Pre-Assessment & Site Processes Checklist

Thank you choosing Albion Environmental Ltd to complete your WAMITAB COTC Qualification.

We carry out this Pre Assessment and Site Processes Check in advance of commencing your qualification.

The qualification you are about to undertake is an assessment of competence - there is an expectation that you the candidate will have the knowledge and experience required to operate the site in compliance with legislation.

This form is split into sections A, B and C, please complete all sections as detailed at the top of each form.

The information you supply with this form will be checked by Albion. There are three usual outcomes from this check.

1. Information is acceptable and candidate can proceed to commencing their award.
2. Information supplied is incomplete and further information is required – this is often due to candidate not providing sufficient detail.
3. Recommend candidate gains further training or experience prior to commencing this qualification

If Albion choose option 2 or 3 we will discuss this with you, the candidate, and your employer to discuss the best approach for you completing this award.

Section A

Candidate Name:			
Company Name:			
Email Address:			
	YES	NO	
Have completed UWS / SWITCH Waste Industry (1): Legislation and Licencing https://cpd.uws.ac.uk/w/courses/219-waste-industry-1-legislation-and-licencing			
Have completed UWS / SWITCH Waste Industry (2): Compliance and Planning https://cpd.uws.ac.uk/w/courses/220-waste-industry-2-compliance-and-planning			
Copy of CV detailing your experience and knowledge of the waste sector attached			

Section B COTC Pre-Assessment Questionnaire

Please tick the most appropriate box for you. If you have not ticked YES box then please also provide some detail in the last column. This could for example include going on a training course or getting some experience on the weighbridge etc.

Questions		(Yes) Currently carrying out this as part of current job & can get evidence easily	Have done this before (in previous role perhaps) but might struggle to get recent (within last 2 years) evidence	(No) Never done this before will find it difficult to get evidence	Possible solutions etc
OCS05	Do you have access to a site operating under a WML or Permit relating to the award you want to undertake?				
	Are you involved in accepting waste onto a licensed waste facility & are fully conversant with the sites Permit/WML?				
	Are you completely familiar with the "Duty of Care" Regs, Waste Carriers Legislation and can use the EWC Catalogue?				
	Are you involved in rejecting waste from a licensed waste facility?				
OCS05	Are you involved in the sorting of waste handled by the site & ensuring that it is stored correctly?				
OCS01	Can you carry out Risk Assessments and COSHH Assessments?				
	Are you involved in Safety Auditing or accident/incident investigations & attend H&S Meetings?				
	Do you have a good understanding of the Safety legislation affecting your Site?				
OCS05 & OCS06	Are you involved in setting people to work or developing a program of works (shift rosters etc)?				
	Are you involved in training your staff or briefing them on works matters (toolbox talks etc)?				

Questions		(Yes) Currently carrying out this as part of current job & can get evidence easily	Have done this before (in previous role perhaps) but might struggle to get recent (within last 2 years) evidence	(No) Never done this before will find it difficult to get evidence	Possible solutions etc
OCS08	Are you involved in the establishment or running of maintenance schedules for any work equipment (such as PAT Testing, MOT's, LOLER Testing, Calibration of w/bridges or monitoring equipment, servicing of plant or vehicles etc)?				
OCS05, OCS21 & OCS22	Are you involved with sending waste offsite and can complete all appropriate paperwork such as Consignment Notes & Waste Transfer Notes?				
	Are you involved in conducting compliance audits into 3 rd party waste contractors?				
	Can you classify your waste streams in terms of EWC Codes and identify the correct disposal options?				
OCS07	Are you involved in identifying where improvements can be made to the waste operation (by inspections, audits or complaints)?				
	Can you carry out simple Cost Benefit Analysis relating to your operation?				
OCS02	Are you familiar with all of the environmental impacts of your site & the measures to control these?				
	Can you carry out Environmental Risk Assessments or monitoring (such as noise, dust, gas, water, effluent etc)?				
	Are you involved in Environmental Auditing or incident investigations & attend environmental Meetings?				
	Do you have a good understanding of the Environmental legislation affecting your Site?				

Section C – General Waste Processes and Procedures

Please complete the following section as fully as possible. This will help you when you come to complete your WAMITAB COTC

Process	Please briefly describe your involvement with each of these processes.	Please reference company documents which relate to these processes.	Please provide details about how and when these documents are reviewed
Duty of care / section 62 process			
Rejected / non-conforming waste process			
Accepting waste to site			
Managing waste on site			
Correctly completed duty of care paperwork			
Correctly completed section 62 paperwork			
Undertake Risk Assessments			
Undertake Site Environmental / H & S Audits			
Undertake Investigation of incidents (Environmental & H&S)			
Manage fire safety on site (conduct fire drills etc)			

Process	Please briefly describe your involvement with each of these processes.	Please reference company documents which relate to these processes.	Please provide details about how and when these documents are reviewed
Manage traffic management on site			
Planning permission for site			
WML / Permit for site			
Site Working Plan			
Staff training records for mandatory training			
Site Diary			
Monthly meeting minutes			