

Identify, prepare and present the information on explosive substances and/or articles.



Overview

This standard exists within a research and development role and comprises of the following elements:

1. Identify sources and interpret information on explosive substances and/or articles
2. Prepare and present information on explosive substances and/or Articles inside or outside the organisation

This includes 1) individuals who research, design or develop ESA or 2) leaders (mangers) who are accountable in accordance with approved procedures and practices.

You will be required to demonstrate that you can confirm the type and range of information in line with the research specification.

This activity is likely to be undertaken by someone whose work role involves Ordnance, Munitions or Explosives work activities. This includes individuals working as leaders (mangers) of research, design or development.

This standard replaces COGESA1.3.

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Performance criteria

You must be able to:

1. Identify sources and gather the information on explosive substances and/or articles.

P1 work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines.

P2 identify / locate the type and range of information to be examined in line with the research specification.

P3 identify / locate the sources that can provide the necessary information in line with the research specification.

P4 utilize your own professional network of contacts to generate information.

P5 take action to generate contacts most likely to provide suitable information.

P6 explain clearly the purpose of the enquiry to potential providers of information whilst maintaining confidentiality.

P7 identify / locate and follow the organizations procedures when accessing information.

P8 identify and report promptly any obstacles to the collection of information and take steps to deal with them.

P9 ensure that the information is accurate and up to date.

P10 record the information and its source.

P11 report your findings in the correct format.

2. Prepare and present the information on explosive substances and/or articles.

P11 work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines.

P12 assess the information you have gathered for its currency, completeness, validity and value.

P13 identify any gaps and take action to find additional information to fill or answer them.

P14 use methods correctly and consistently to analyse the information.

P15 differentiate and summarise the information.

P16 record all conclusions accurately in the correct format for subsequent use.

P17 assess accurately the impact of conclusions on the research specification.

P18 present the information gathered in the appropriate format.

P19 acknowledge all sources of information.

P20 maintain the requirements of confidentiality at all times.

P21 make clear distinctions between the information gathered and your interpretation of it.

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Knowledge and understanding

You need to know and understand:

1. Identify sources and gather the information on explosive substances and/or articles.

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 substances and/or articles.

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

K5 your organization's strategic and operational policies and objectives.

K6 the different types of information and how to access them.

K7 the action needed to generate contacts.

K8 techniques for accessing and interrogating information.

K9 the nature and extent of the research specification.

K10 ethical and legal issues about the interrogation and use of information.

K11 your own level of authority and that of others with whom you work.

K12 the requirements of confidentiality.

K13 the correct format for reporting information.

2. Prepare and present the information on explosive substances and/or articles.

K13 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.

K14 the relevance of personal protective equipment (PPE).

K15 the nature, characteristics, hazards and risks of the explosive substances and/or articles.

K16 the actions to be taken in response to an unplanned event.

K17 your organization's strategic and operational policies and objectives.

K18 techniques for accessing and interrogating information.

K19 presentation techniques.

K20 the nature and extent of the research specification.

K21 the ethical and legal issues about the use of information

K22 your own level of authority and that of others with whom you work.

K23 the requirements of confidentiality.

K24 the requirements of record keeping.

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Scope/range

1. Information sources: databases; from your own informal network; from formal sources outside your own organization; published sources.
2. The range of information: from your own specialism; from other specialisms.
3. Obstacles: when information is not readily available; legal considerations; confidentiality.
4. Additional information: from sources already interrogated; from new sources.
5. Presentations: within your organization / team; outside your organization / to other colleagues beyond your own team; written reports; group presentations.
6. Evaluation / Information analysis techniques: quantitative; qualitative.
7. Reporting formats: written; verbal.

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Validity	Current
Status	Revised and re-titled to replace 'Assimilate and evaluate the information on explosive substances and/or articles' COGESA1.3 and also replaces COGESA1.4 'Gather and interpret the information on explosive substances and/or articles'
Originating Organisation	SEMTA
Previous URN	COGESA1.3
Relevant Occupations	Science and mathematics Science; Science; Engineering; Science and Engineering Technicians; Process, Plant and Machine Operatives
Suite	Explosive Substances and Articles
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