WASTE MANAGEMENT INDUSTRY TRAINING
AND ADVISORY BOARD

CHARTERED INSTITUTION OF
WASTES MANAGEMENT

CONTINUING COMPETENCE

Introduction

CIWM and WAMITAB's 'Operator Competence Scheme' (the Scheme') for **England and Wales only** has a requirement for individuals to keep their competence up to date. Therefore **all** competent persons falling within the Scheme will be required to demonstrate Continuing Competence and this will be appropriate to the level of risk posed by the facility so that it remains proportional. This section is structured as follows:

- Who does it apply to?
- When does Continuing Competence have to be demonstrated?
- How will Continuing Competence be demonstrated?
- What does the test cover?
- How much will it cost?

Who does it apply to?

The Continuing Competence scheme **does not currently apply in Scotland and Northern Ireland. It is applicable in England and Wales** for those individuals who are:

- **Existing holders of a CoTC** who achieved their CoTC on or before 22 December 2008, which was the date our Scheme was approved;
- **New entrants** who achieve one of CIWM/WAMITAB's new competence qualifications after this date (12,6 and 4 unit qualifications, VRQ and EPOC);
- '**Deemed' competent** by the Environment Agency (EA); and
- '**EA assessed';** Other than those where EA assessment is a pre-requisite for obtaining the two-year CoTC exemption.

When does Continuing Competence have to be demonstrated?
A number of deadlines apply which are as follows:

- All **CoTC holders** who achieved their CoTC before the end of the first competency period (29 February 2012), will have to demonstrate their continuing competence by the end of the second competency period 1 March 2012 – 28 February 2014, and every competency period thereafter;

- **New entrants** who gain their initial competence award from 1 March 2012 will have to demonstrate their continuing competence within the next competency period: 1 March 2014 – 29 February 2016, and every competency period thereafter;

- **Deemed competent** individuals will have demonstrated their continuing competence within the first competency period 1 March 2009 – 29 February 2012, and should continue to do so in every two-year competency period thereafter;

- **EA assessed** individuals will have demonstrated their continuing competence within the first competency period 1 March 2009 – 29 February 2012, and should continue to do so in every two-year competency period thereafter.

How will Continuing Competence be demonstrated?
In order to continue to be "competent" individuals will need to have successfully completed a Continuing Competency 'test' before the end of the competency period. The method for this will be computer based and delivered through a suite of "independent test centres" across the UK.

Proof of identity, either a valid passport or photo-card driving licence, or a WAMITAB photo competence card will be required before taking the test. Following the test candidates will be issued with a test report confirming that he/she has taken the test at an approved centre. Those successfully meeting the requirements will be issued with a CIWM/WAMITAB Continuing Competence Certificate, for the appropriate risk tier, which will be dated and will expire at the end of the relevant period. This will enable competent individuals to demonstrate this to both the Regulator and other interested parties.

What is the format for the test and what does it cover?
The format for the tests is based on a question and multiple choice answers; the questions cover two aspects, a generic knowledge section, which is common to all competences, and an 'activity-specific' section, for example, for landfill, treatment and/or transfer. If the person holds more than one competence award and wants to maintain all their competencies then they will have to choose multiple, 'activity specific options'.

The syllabuses for the tests will be published (see below) and will allow individuals to undertake activities to obtain the necessary knowledge, skills etc in any way that is appropriate to their specific needs. The current syllabus and questions are being reviewed and updated to ensure that the tests remain relevant and fit for purpose.

This could include an organisation's own in-house training or coaching programme, 3rd party training courses (possibly using WAMITAB's Centres) or self learning e.g. via the internet. In other words gaining the required knowledge will be a self-managed process. This takes into account that everyone will have a different starting point, different learning preferences, different time and budget constraints etc.

The test encompasses 20 questions for the generic part (covering legislation, safety and environment protection) and a further 6 questions for the activity specific elements/options, depending on how many are chosen. The total 'test time' allowed will be a maximum of one hour. Fees for the test are available on the 'test booking' section of WAMITAB's web site and will be paid by credit or debit card at the time of booking. Individuals will know the total cost of the test at the time of booking, which will depend on the number of activity-specific options chosen.

How much will it cost?

The following costs are effective from 1 March 2009 and will be reviewed on 1 March 2011 based on operating experience.

Each test costs £105 irrespective of the number of options chosen (a maximum of three options can be taken at one time). The cost for a re-test is the same as above.

SYLLABUSES –
GENERIC KNOWLEDGE ASSESSMENT (GKA)

Legislation
(please note that this section will not contain questions relating to changes in any of the legislation which occurs after the 31st August 2008)

1. Waste Acceptance
   - limited to pre treatment of non-hazardous waste
   - categorisation of landfills

2. WEEE – general questions only

3. Hazardous Waste – generic questions
   - recognise obvious and common hazardous wastes,
   - awareness of how they can find out if didn't know,
   - awareness there is a separate consignment procedure

4. Duty of Care / Carrier Registration –
   - Registration of waste carriers
   - General requirement of duty of care (inc. transport/transfer of waste)
   - waste classification / EWC
   - record keeping/ transfer notes

5. Quality Protocols / re-use of waste – very general awareness of what they are but not details of any individual protocol

6. Environmental Permitting Regulations
   - Permitting process
     - Variations, transfer, surrender etc
   - Exemptions
   - Enforcement options

Safety

1. Monitoring of H&S and risk assessment control procedures (behaviour / culture), use of PPE, reporting (RIDDOR)

2. People on site (staff and non staff)

    - Purpose of Traffic Management plans
    - procedures for dealing with contractors / sub contractors
    - H&S signs and signals

3. Permits to work – generic questions for awareness, i.e. explosive atmospheres, working at height and in confined spaces.

4. Requirements of using equipment, covering PUWER – provision and use of work equipment regulations, LOLER – lifting operation and lifting equipment regulations

5. Manual Handling

    - Risk factors for consideration when carrying out a manual handling assessment, TILE / LITE, task load individual environment

Environment Protection

1. Environmental incidents / spillages etc

    - Steps needed to remediate problems
    - Prevention etc
    - Reporting
    - Enforcement
    - Spill kits (including what to do with the absorbents)
    - House keeping

2. Environmental risks

    - Awareness of pathways / receptors
    - Surface water / drainage

3. Emissions

    - Control of litter, odour, mud, dust, vermin, etc.

- Major emissions from your facility which need managing / reporting (will need to be covered in sector specific questions)

4. Oil storage

5. Containment / Storage

    - Impermeable pavements
    - Sealed drainage
    - Hard standing
    - Bunding
    - Interceptors

ACTIVITY SPECIFIC OPTIONS

End-of-Life vehicles (ELV)

- Certificates of Destruction
    - Record keeping/ information required
- Handling of petrol
    - Depollution only
- Depollution
    - Best practice guidelines
- Site infrastructure / Storage areas
    - Specific requirements for different waste types
    - Requirements for storage areas
- Hazardous Waste
    - Types of haz waste,
    - Recognition of haz waste using EWC

Metal Recycling Sites (MRS)

- Scrap metal Dealers Act
- Site infrastructure
- Storage areas
- Vehicle / plant movements
- batteries

Clinical waste (CW)

- storage
    - appropriate receptacles
- classification / hazardous waste
    - types of hazardous waste / non hazardous waste
    - consignment requirements
- treatment / disposal options
    - including waste to landfill
    - approved packaging and labelling requirements

Contaminated land / land remediation (CLR)

- Mobile treatment licenses / Standard Rule Permit
    - Bunding requirements
    - Standard rule condition requirements
    - Conceptual Site Model
- Deployment form
    - Use of
    - Information required
- Waste Disposal
    - Landfill
    - Duty of Care

    - Waste Acceptance Criteria
- Exemptions
- Re use of wastes
- Hazardous Waste
    - Consignment procedures / forms
- Environmental risk, monitoring and control
    - dust, noise, odour, VOC + monitoring requirements of permits
    - potential explosive gases
    - microbial activity – monitoring requirements
    - Environmental Risk Assessment
    - Groundwater – what to do if need to remove
    - Spills/ leaks
    - Japanese Knotweed

Hazardous Landfill (LH)

- Waste Acceptance Criteria
- Landfill gas – monitoring, management
- Landfill Leachate – monitoring, treatment
- Engineering requirements
- Groundwater / surface water Protection
- DSEAR
- Landfill Directive
- Hazardous Waste Regulations and procedures
- Control of emissions / Environmental Protection
    - Including dealing with fires
- General management of activities
    - Vehicle management

- Compaction rates
- Cover
- Waste reception procedures
- Site accident management plan
- Duty of Care

Non-Hazardous Landfill (LNH)

- Declaration notes (non-hazardous)
- pre-treatment – what needs it / doesn't need it
- Landfill Directive
- DSEAR
- Groundwater / Surface water protection
- Landfill gas – monitoring, management
- Landfill Leachate – monitoring, treatment
- Control of emissions / Environment Protection
    - Including litter, mud, fire
- General management of activities
    - Compaction rates
    - Waste Reception
    - Vehicle management
    - Cover
    - Site accident management plan
    - Hydrogeolocial risk assessment
        - Principals only, review periods
    - Duty of Care
- Specific waste
    - Clinical waste

    - Gypsum

Inert Landfill (LI)

- Waste Acceptance Criteria
- Engineering requirements
- Landfill Gas monitoring
- Control of emissions / environment Protection
- General Management
    - Vehicle management
    - Waste reception procedures
    - Restoration principles
    - Stable survey points for undertaking accurate site survey work
    - Duty of Care

Closed Landfill (LC)

- Landfill gas monitoring
- Leachate monitoring
- Problems with planting/ landscaping
- Restoration / maintenance of restoration areas
- Site aftercare plans
- Environmental protection during restoration activities
    - Mud, litter, surface water

Non-hazardous transfer and treatment (TSTMNH)

- Storage times –product/ waste
- EWC codes
- Vehicle management/ Breakdowns
- Site infrastructure requirements
- Environment protection

- Fugitive emission control
- Control of pests
- Spillages of polluting liquids
- Litter
- Environmental nuisance

Hazardous transfer and treatment (TSTMH)

- WEEE
- Hazardous Waste
  - Consignment procedures
- Waste acceptance
  - Out of specification wastes
  - wastes rejection
- Audits/record keeping
- Storage area requirements / drainage
  - Including incompatible wastes
- Training needs
- Outgoing transport
  - Approved packaging and labelling
  - General labelling / duty of care

Biological treatment (BT)

Bio-waste Management

- Specific legislation regarding processing of green / kitchen waste
    - Animal by Products
    - HACCP (principles only)
- Odour control
    - An Industrial guide for the prevention and control of odours at bio-waste processing facilities.
- Bio-aerosols evaluation
- Use of shredders and screening equipment
- Quality protocols
    - Composting
    - Anaerobic Digestion
- Principles of process – windrow, in-vessel, AD and MBT.