



**SECTOR SKILLS COUNCIL FOR SCIENCE,
ENGINEERING AND MANUFACTURING
TECHNOLOGIES¹**

**EXPLOSIVE SUBSTANCES AND ARTICLES NATIONAL
OCCUPATIONAL STANDARDS:**

PROCUREMENT (ESA KEY ROLE 6)

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INTRODUCTION

The standards that follow in this booklet refer solely to the procurement of explosive substances and/or articles. The procurement of other goods or services is covered elsewhere.

Unit 6.1 Identify the requirement and specification for explosive substances and/or articles

Contexts

- Requirement: where compromises may be made; where compromises cannot be made
- Specification: where compromises may be made; where compromises cannot be made
- Constraints: time; operating environment; cost

Performance Criteria

You need to:

- work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines
- interpret accurately the customer's performance parameters
- confirm the absence of inconsistencies or anomalies in the information
- specify relevant constraints
- identify the scope for, and nature of, possible compromise
- agree with your customer and other stakeholders the requirements and specifications that provide an acceptable balance
- define explosives requirements and specifications that meet the customer requirements
- define explosive logistics requirements that meet the customer requirements
- obtain approvals, relevant to the requirement and specification for explosive substances and/or articles
- maintain the requirements of confidentiality at all times

Knowledge Requirements

You need to know and understand:

- 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
- the relevance of personal protective equipment (PPE)
- the nature, characteristics, hazards and risks of the explosive substance and/or article
- the actions to be taken in response to an unplanned event
- the requirements of technical risk assessment and management for explosives
- your organisation's procurement policies and procedures for explosives
- your customers and stakeholders, and their current and likely future needs
- the desired effects of the explosive substance or article
- the environments in which the explosive substances and/or articles are intended for use
- when, why and in what way compromises may be appropriate
- the nature of any constraints
- the requirements for packaging, handling, transport and storage
- your organisation's approval process for the requirement and specification for explosive substances and/or articles
- the requirements of confidentiality and intellectual property rights (IPR)

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Unit 6.2 Define the procurement strategy for explosive substances and/or articles

Contexts

- Customer requirements: static procurement needs; changing procurement needs
- Operating environment: storage; transportation; packaging

Performance Criteria

You need to:

- work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines
- keep up to date with current explosives procurement policy
- draw up an explosives procurement strategy, within budget, that offers the best value for money
- take into account (in your explosives procurement strategy) the relevant factors that are likely to influence (it including safety, risk and environmental management)
- support your explosives procurement strategy with reasoned arguments
- align the explosives procurement strategy with your organisation's explosives procurement policies and procedures, and with legislation
- ensure that your explosives procurement strategy meets identified customer needs
- maintain the requirements of confidentiality at all times

Knowledge Requirements

You need to know and understand:

- 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
- the relevance of personal protective equipment (PPE)
- the nature, characteristics, hazards and risks of the explosive substance and/or article
- the actions to be taken in response to an unplanned event
- the explosives and business risks, safety and environmental factors
- the requirements of technical risk assessment and management for explosives
- your organisation's explosives procurement policies and procedures
- the nature of your customers' current and likely future needs
- the factors likely to influence the explosives procurement strategy
- the review process for options studies, and investment appraisals
- the requirements of relevant standards (eg health and safety, quality, environmental, etc)
- how to carry out an options study
- how to carry out an investment appraisal
- the requirements for packaging, handling, transport and storage
- the requirements of confidentiality and intellectual property rights (IPR)

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Unit 6.3 **Contribute to the identification of the requirement and specification for explosive substances and/or articles**

Contexts

- Information on: the requirement; the specification

Performance Criteria

You need to:

- a work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines
- b maintain the currency of databases relating to explosive substances and/or articles
- c identify inconsistencies or anomalies in the information, and resolve them to the customer's satisfaction
- d provide current information for the explosives requirements and specifications
- e build the feedback, from the appropriate specialists, into the technical requirement and specification
- f record changes agreed with the customer and/or stakeholder, in accordance with your organisation's procedures
- g compile and submit the requirement and specification business cases, through the appropriate channels, within the timescale
- h maintain the requirements of confidentiality at all times

Knowledge Requirements

You need to know and understand:

- i 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
- ii the relevance of personal protective equipment (PPE)
- iii the nature, characteristics, hazards and risks of the explosive substance and/or article
- iv the actions to be taken in response to an unplanned event
- v the requirements of technical risk assessment and management for explosives, within your area of responsibility
- vi your organisation's explosives procurement policies and procedures
- vii your customer's and stakeholders' current and likely future requirements
- viii the characteristics of the explosive substances and/or articles being procured, and their associated hazards
- ix the information needed to draw up the technical requirement and specification
- x the nature of any constraints
- xi from whom to seek advice, and the nature of their expertise
- xii the requirements for packaging, handling, transport and storage

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Unit 6.4 Identify potential suppliers of explosive substances and/or articles

This unit comprises the following elements:

- 6.4.1 Announce the requirement to potential suppliers of explosive substances and/or articles
- 6.4.2 Shortlist potential suppliers of explosive substances and/or articles

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Unit 6.4 Identify potential explosive substances and/or articles suppliers

6.4.1 Announce the requirement to potential suppliers of explosive substances and/or articles

Contexts

- Suppliers: new; existing
- Medium: newsletters/letters; website; advertisements

Performance Criteria

You need to:

- work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines
- obtain information about potential suppliers from valid and reliable sources, according to your organisation's policies and legal requirements
- use the most appropriate medium to promote the requirement
- consult appropriate colleagues, to ensure that the requirement is promoted to the right audience
- maintain the requirements of confidentiality at all times

Knowledge Requirements

You need to know and understand:

- 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
- the relevance of personal protective equipment (PPE)
- the nature, characteristics, hazards and risks of the explosive substance and/or article
- the actions to be taken in response to an unplanned event
- your organisation's explosives procurement policies and procedures
- the current and likely future requirements of your customers and stakeholders
- the advantages and disadvantages of the different sources of information on potential new suppliers
- the requirements of security and confidentiality
- the requirements of your organisation's codes of conduct
- the requirements for packaging, handling, transport and storage

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Unit 6.4 Identify potential suppliers of explosive substances and/or articles

6.4.2 Shortlist potential suppliers of explosive substances and/or articles

Contexts

- Suppliers: new; existing
- Information: samples; product information; supplier information; references

Performance Criteria

You need to:

- work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines
- obtain information about suppliers from valid and reliable sources, in accordance with your organisation's policies
- sift out those suppliers who do not meet your organisation's explosives procurement policies and standards
- confirm the capability and track record of suppliers, and that part of their product range that meets your specification
- confirm the stability of the supply chain
- take up relevant references from third parties
- evaluate the technical capability of suppliers against the agreed specification
- inform the appropriate people of the results of your evaluation of supplier capability, and your recommendations
- maintain accurate records of your decisions
- maintain the requirements of confidentiality at all times

Knowledge Requirements

You need to know and understand:

- 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
- the relevance of personal protective equipment (PPE)
- the nature, characteristics, hazards and risks of the explosive substance and/or article
- the actions to be taken in response to an unplanned event
- the requirements of technical and business risk assessment and management for explosives
- your organisation's explosives procurement policies, procedures and standards
- the current and likely future requirements of your customers and stakeholders
- how to establish the sifting criteria (eg potential suppliers' facilities and infrastructure, their strengths and weaknesses)
- how to evaluate the technical capability of potential suppliers
- the requirements of your specification
- the requirements for packaging, handling, transport and storage
- the nature of any other factor that might affect your choice of potential supplier (eg political or financial considerations, etc)
- who needs to know the results of the short-listing, and the appropriate format for doing so

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Unit 6.5 Provide explosives-related technical input to assist in identifying potential suppliers and/or articles

This unit comprises the following elements:

- 6.5.1 Compile technical information for the explosive substances and/or articles requirement
- 6.5.2 Assess the capability of potential explosive substances and/or articles suppliers, and/or articles to be supplied

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Unit 6.5 Provide explosives-related technical input to assist in identifying potential suppliers and/or articles

6.5.1 Compile technical information for the requirement of explosive substances and/or articles

Contexts

- Suppliers: new; existing
- Information: samples; product information; supplier information; references

Performance Criteria	Knowledge Requirements
You need to:	You need to know and understand:
<ul style="list-style-type: none"> a work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines b confirm the parameters within which you should operate c obtain information about suppliers from valid and reliable sources, in accordance with your organisation's policies d collect explosives-related technical information, to enable the optimum likely suppliers to be recommended e compile the information within the timescale f ensure that information is complete and accurate, progress-chasing if necessary, and qualifying any discrepancies to the customer's satisfaction g collate the documentation from other sources into the final technical dossier for your manager h maintain the requirements of confidentiality at all times 	<ul style="list-style-type: none"> i 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 ii the relevance of personal protective equipment (PPE) iii the nature, characteristics, hazards and risks of the explosive substance and/or article iv the actions to be taken in response to an unplanned event v the requirements of technical risk assessment and management for explosives, within your area of responsibility vi your organisation's explosives procurement policies, procedures and standards vii the current and likely future needs of your customers and stakeholders viii the requirements of the sifting criteria ix the requirements for packaging, handling, storage and transport x the information needed to compile the final technical dossier xi the advantages and disadvantages of the different sources of information on potential suppliers xii the requirements of security and confidentiality xiii the requirements of your organisation's codes of conduct xiv your level of authority

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Unit 6.5 Provide explosives-related technical input to assist in identifying potential suppliers and/or articles

6.5.2 Assess the capability of potential suppliers of explosive substances and/or articles, and/or articles to be supplied

Contexts

- Suppliers: new; existing

Performance Criteria

You need to:

- work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines
- obtain information about suppliers from valid and reliable sources, in accordance with your organisation's technical requirements for explosives
- liaise with suppliers' explosives experts on technical matters
- sift out those suppliers that do not meet your organisation's explosives technical requirements, or time and/or cost requirement
- assess the capability and track record of suppliers, and that part of their product range that meets your specification
- assess the stability of the supply chain
- take up relevant references from third parties
- inform your manager of the results of your evaluation of suppliers' capability, and your recommendations
- maintain the requirements of confidentiality at all times

Knowledge Requirements

You need to know and understand:

- 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
- the relevance of personal protective equipment (PPE)
- the nature, characteristics, hazards and risks of the explosive substance and/or article
- the actions to be taken in response to an unplanned event
- your organisation's explosives procurement policies, procedures and standards
- the requirements of technical risk assessment and management for explosives, within your area of responsibility
- how to apply the sifting criteria
- the requirements for packaging, handling, storage and transport
- how to evaluate the technical capability of potential suppliers
- how to apply qualification requirements to potential suppliers

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Unit 6.6 Negotiate and award contracts for explosives substances and/or articles

This unit comprises the following elements:

- 6.6.1 Draft technical sections of explosives-related invitations to tender
- 6.6.2 Evaluate and make recommendations for the supply of explosive substances and/or articles

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Unit 6.6 Negotiate and award contracts for explosives substances and/or articles

6.6.1 Draft technical sections of explosives invitations to tender

Contexts

- Requirements: new explosive substances and/or articles; existing explosive substances and/or articles

Performance Criteria

You need to:

- a work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines
- b ensure that your explosives-related technical sections are unambiguous, and meet the requirement
- c ensure that your explosives-related technical sections reflect the explosives requirements (including those for safety, environmental and disposals)
- d devise a weighting system for the assessment of the technical section of suppliers' proposals
- e obtain sufficient information in your technical section to enable you to produce a shortlist
- f establish a programme for the tender evaluation process, that meets your organisation's explosives procurement policies and procedures
- g maintain the requirements of confidentiality at all times

Knowledge

You need to know and understand:

- i 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
- ii the relevance of personal protective equipment (PPE)
- iii the nature, characteristics, hazards and risks of the explosive substance and/or article
- iv the actions to be taken in response to an unplanned event
- v the requirements of technical risk assessment and management for explosives
- vi your organisation's explosives procurement policies, procedures and standards
- vii the procurement requirement for explosive substances and/or articles
- viii the requirements for packaging, handling, transport and storage
- ix whom to approach for advice, and the nature of their expertise
- x the requirements of the tender evaluation process for explosives
- xi how to devise a suitable weighting system

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Unit 6.6 Negotiate and award contracts for explosives substances and/or articles

6.6.2 Evaluate and make recommendations for the supply of explosive substances and/or articles

Contexts

- Procurement: new explosive substances and/or articles; existing explosive substances and/or articles
- Requirement: time; operating environment; cost

Performance Criteria

You need to:

- work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines
- confirm the supplier's capability to deliver, by validating the information provided in the tender
- evaluate tenders against the agreed criteria (including stakeholder involvement)
- ensure that your evaluation meets the requirements of your organisation's explosives procurement policies and procedures
- ensure that your choice of supplier meets the explosives technical requirement
- confirm the stability of the supply chain
- ensure that safety is not compromised unacceptably by explosives technical performance considerations
- ensure that the explosive substance or article meets the explosives technical requirement, balancing any conflicting priorities
- ensure that all explosives-related risks and risk mitigation measures have been identified
- carry out technical negotiations on contractual issues, according to the requirements of your negotiating plan
- justify your recommendations for the award of a contract
- record your conclusions, and the results of your negotiations
- inform those who need to know of the final outcome of the negotiations
- maintain the requirements of confidentiality at all times

Knowledge requirements

You need to know and understand:

- 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
- the relevance of personal protective equipment (PPE)
- the nature, characteristics, hazards and risks of the explosive substance and/or article
- the actions to be taken in response to an unplanned event
- the requirements of technical risk assessment and management for explosives
- your organisation's explosives procurement policies, procedures and standards
- the explosives procurement requirement
- the requirements of the evaluation criteria
- the requirements for packaging, handling, storage and transport
- the nature of any conflicting priorities, and how to deal with these
- whom to approach for advice, and the nature of their expertise
- the roles and responsibilities of others in the contracting process
- the requirements of the explosives tender evaluation process
- the requirements of the negotiating plan
- the appropriate format for recording your conclusions
- your level of authority, and scope for conducting negotiations

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Unit 6.7 Place orders for the supply of explosive substances and/or articles

This unit comprises the following elements:

- 6.7.1 Confirm the fitness for purpose of the explosive substances and/or articles
- 6.7.2 Place an order for explosive substances and/or articles

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Unit 6.7 Place orders for the supply of explosive substances and/or articles

6.7.1 Confirm the fitness for purpose of the explosive substances and/or articles

Contexts

- Requirement: time; operating environment; cost

Performance Criteria

You need to:

- a work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines
- b confirm the requirement for explosive substances and/or articles
- c ensure that the choice of supplier meets the explosives technical requirement
- d ensure that the explosive substance or article meets the explosives technical requirement, balancing any conflicting priorities
- e ensure that legal requirements have been met
- f maintain accurate records of your decisions
- g maintain the requirements of confidentiality at all times

Knowledge Requirements

You need to know and understand:

- i 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
- ii the relevance of personal protective equipment (PPE)
- iii the nature, characteristics, hazards and risks of the explosive substance and/or article
- iv the actions to be taken in response to an unplanned event
- v any specific legal requirements
- vi the requirements of technical risk assessment and management for explosives, within your area of responsibility
- vii the requirements for packaging, handling, transport and storage
- viii how to identify suitable potential suppliers
- ix the nature of any conflicting priorities, and how to deal with these
- x your organisation's explosives procurement policies, procedures and standards
- xi from whom to seek advice, and the nature of their expertise
- xii your level of authority
- xiii the required format for recording information

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Unit 6.7 Place orders for the supply of explosive substances and/or articles

6.7.2 Place an order for explosive substances and/or articles

Contexts

- Constraints: time; operating environment; cost

Performance Criteria

You need to:

- a work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines
- b confirm the requirement for explosive substances and/or articles
- c obtain the authority to place the order
- d confirm that the supplier has the capability to deliver your requirements
- e confirm that the explosive substance or article meets the explosives technical requirement
- f confirm with the customer that any alternatives proposed by the supplier meet the explosive technical requirement, providing an agreed acceptable balance of requirements
- g obtain the optimum value for money within the constraints
- h agree the terms of the order with the supplier, in the format prescribed by your organisation
- i maintain the requirements of confidentiality at all times

Knowledge Requirements

You need to know and understand:

- i 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
- ii the relevance of personal protective equipment (PPE)
- iii the nature, characteristics, hazards and risks of the explosive substance and/or article
- iv the actions to be taken in response to an unplanned event
- v the requirements of technical risk assessment and management for explosives
- vi your organisation's procurement policies, procedures and standards for explosives
- vii from whom to seek advice, and the nature of their expertise
- viii the roles and responsibilities of others in the contracting process
- ix the requirements for packaging, handling, storage and transport
- x your level of authority
- xi the required format for recording agreements and contracts

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Unit 6.8 Manage the contract for the supply of explosive substances and/or articles

This unit comprises the following elements:

- 6.8.1 Monitor the performance of suppliers of explosive substances and/or articles
- 6.8.2 Manage relationships with suppliers of explosive substances and/or articles

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Unit 6.8 Manage the contract for the supply of explosive substances and/or articles

6.8.1 Monitor the performance of suppliers of explosive substances and/or articles

Contexts

- Performance: quantity; quality; time; cost

Performance Criteria

You need to:

- a work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines
- b develop a monitoring plan, to ensure compliance with the contract
- c implement correctly the agreed monitoring plan and compliance monitoring systems
- d resolve or report promptly any instances of non-compliance with the contract
- e identify actual or potential improvements in supplier performance, and communicate these promptly to the supplier
- f give early indication to the supplier and your customers of any foreseeable changes or problems, to enable effective planning to take place
- g refer any problems beyond your level of authority to the appropriate person
- h maintain accurate records of agreements and changes, in accordance with your organisation's requirements
- i maintain the requirements of confidentiality at all times

Knowledge Requirements

You need to know and understand:

- i 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
- ii the relevance of personal protective equipment (PPE)
- iii the nature, characteristics, hazards and risks of the explosive substance and/or article
- iv the actions to be taken in response to an unplanned event
- v the requirements of technical risk assessment and management for explosives
- vi the terms of the contract, and any known factors likely to affect it
- vii your organisation's explosives procurement policies, procedures and standards
- viii the supplier's structure, organisation, objectives, culture and values
- ix the roles and responsibilities of others in the contract
- x the information needed to monitor the contract
- xi appropriate methods of monitoring the contract
- xii the actions that may be appropriate in the event of problems, shortcomings or non-compliance
- xiii the requirements for packaging, handling, storage and transport
- xiv your level of authority
- xv the required format for recording agreements and changes

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Unit 6.8 **Manage the contract for the supply of explosive substances and/or articles**

6.8.2 **Manage relationships with suppliers of explosive substances and/or articles**

Contexts

- Performance: quantity; quality; time; cost
- Supplier: new; existing

Performance Criteria

You need to:

- a work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines
- b give appropriate technical support to help suppliers achieve the technical requirement
- c provide regular constructive feedback on the technical aspects of the execution of the contract
- d share technical information with the supplier, and keep them up to date with technical developments, for your mutual benefit
- e investigate, and discuss constructively, any technical problems, with the relevant people
- f reach mutually acceptable resolutions in the event of technical problems arising
- g agree any changes to the contract, and record them, in accordance with your organisation's procedures
- h give early indication to the supplier and your customers of foreseeable technical changes or problems, to enable effective planning to take place
- i incorporate any technical changes or improvements to the contract, into future contracts, where possible, and inform others
- j maintain the requirements of confidentiality at all times

Knowledge Requirements

You need to know and understand:

- i 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
- ii the relevance of personal protective equipment (PPE)
- iii the nature, characteristics, hazards and risks of the explosive substance and/or article
- iv the actions to be taken in response to an unplanned event
- v the requirements of technical and business risk assessment and management for explosives
- vi the technical terms of the contract, and any known factors likely to affect it
- vii the requirements for packaging, handling, storage and transport
- viii your organisation's explosives procurement policies, procedures and standards
- ix the supplier's organisation, business, objectives, culture and values
- x the roles and responsibilities of others in the contract
- xi appropriate methods of monitoring the contract
- xii the importance of communication
- xiii the actions that may be appropriate in the event of technical problems
- xiv your level of authority
- xv the required format for recording agreements and changes

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Unit 6.9 Ensure compliance with contract terms for the supply of explosive substances and/or articles

This unit comprises the following elements:

- 6.9.1 Collate contractual information for explosive substances and/or articles
- 6.9.2 Compare information on explosive substances and/or articles with contractual requirements

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Unit 6.9 Ensure compliance with contract terms for the supply of explosive substances and/or articles

6.9.1 Collate contractual information for explosive substances and/or articles

Contexts

- Information: quantity; quality; time; cost

Performance Criteria

You need to:

- a work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines
- b collect technical contractual information, in accordance with the monitoring plan, and collate it accurately
- c ensure that the technical contractual information is valid and reliable
- d identify and resolve any inconsistencies in the technical information
- e present the collated technical information in the required format, within the deadline, to the correct distribution list
- f identify foreseeable technical problems, and recommend suitable remedial actions
- g keep your manager up to date with progress reports
- h record technical changes to the contract accurately, in accordance with your organisation's procedures
- i maintain the requirements of confidentiality at all times

Knowledge Requirements

You need to know and understand:

- i 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
- ii the relevance of personal protective equipment (PPE)
- iii the nature, characteristics, hazards and risks of the explosive substance and/or article
- iv the actions to be taken in response to an unplanned event
- v the requirements of technical and business risk assessment and management for explosives, within your responsibility
- vi the technical terms of the contract
- vii your organisation's explosives procurement policies, procedures and standards
- viii from whom within the supplier's organisation to obtain technical information
- ix the roles and responsibilities of others in the contract
- x the requirements of the monitoring plan
- xi appropriate methods of capturing information
- xii how to recognise potential problems
- xiii the requirements for packaging, handling, storage and transport
- xiv your level of authority
- xv the required format for presenting information

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Unit 6.9 Ensure compliance with contract terms for the supply of explosive substances and/or articles

6.9.2 Compare information on explosive substances and/or articles with contractual requirements

Contexts

- Information: quantity; quality; time; cost

Performance Criteria

You need to:

- a work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines
- b carry out comparisons of technical information, in accordance with the monitoring plan, to ensure compliance with the contract
- c provide feedback to your manager/colleagues on the extent to which the technical contractual requirements are being met
- d report any instances of non-compliance with the contract. and recommend appropriate action
- e propose any technical improvements to assist in future decision making
- f give early warning to your manager/colleagues of foreseeable technical problems, to enable effective planning to take place
- g inform your manager/colleagues of instances of non-compliance and/or issues that give cause for concern, identified by your review of the information
- h maintain accurate records, in accordance with your organisation's requirements
- i maintain the requirements of confidentiality at all times

Knowledge Requirements

You need to know and understand:

- i 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
- ii the relevance of personal protective equipment (PPE)
- iii the nature, characteristics, hazards and risks of the explosive substance and/or article
- iv the actions to be taken in response to an unplanned event
- v the requirements of technical and business risk assessment and management for explosives, within your responsibility
- vi the terms of the contract
- vii your organisation's explosives procurement policies, procedures and standards
- viii from whom within the supplier's organisation to obtain technical information
- ix the roles and responsibilities of others in the contract
- x the requirements of the monitoring plan
- xi appropriate methods of capturing information
- xii the importance of communication
- xiii how to recognise potential problems
- xiv the requirements of explosives packaging, transport and storage
- xv your level of authority
- xvi the required format for recording information

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