Title	Undertake an initial walk through for assessing resource efficiency
Level	4	Credits	3

Purpose	People credited with this unit standard are able to: plan an initial resource efficiency walk through; walk through a site gathering information on resource efficiency; present a walk through debriefing; and report on a site resource efficiency assessment.

Classification	Zero Waste > Resource Efficiency

Available grade	Achieved

Guidance Information

1   The Health and Safety at Work Act 2015 applies to this unit standard.

2   Recommended texts
     Target Sustainability business guides, calculators and worksheets, available at
     https://www.ccc.govt.nz/environment/sustainability/target-sustainability/.

3   Definitions
     Assessment refers to an evaluation of performance to determine current practice.
     Initial walk through refers to visiting a site to develop an overview of the activities and the flow of resources in order to identify and prioritise areas for improving resource efficiency. A walk through identifies information gaps and forms the basis for planning resource efficiency initiatives.
     Organisation refers to an entire business entity in the private or public sector or a business unit within the organisation.

Outcomes and performance criteria

Outcome 1

Plan an initial resource efficiency walk through.

Performance criteria

1.1   Planning identifies key personnel to best provide specific information from the organisation and secures the support of team members in consultation with the organisation's representative.

1.2   Planning determines the timing and process for a walk through that preserves the normal flow of activities, allows sufficient time to gather all relevant information, and details the methods for recording information.

        Range   information may include – primary resources, secondary resources, by-products, wastes.

1.3   Planning ensures health and safety requirements of the worksite will be met during the walk-through.

        Range   may include but is not limited to – site induction, risk assessment, safety data sheets, personal protective equipment.

1.4   Data collection methods are selected to obtain information and record it accurately.

        Range   methods may include – observation, photography, notes, checklist, diagram, interview, photocopy.

Outcome 2

Walk through a site gathering information on resource efficiency.

Performance criteria

2.1   The walk through reflects the planned process and meets all health and safety requirements.

2.2   The walk through identifies any problem areas that can be amended to maximise efficient resource use and minimise harm to the environment.

        Range   problems may include but are not limited to – inadequate storage, poor handling technique, unlabelled material, staff training needs, untidiness, inefficient layout, process bottlenecks, leaks, spills, emissions to air, heat loss, hazardous material use, comingled wastes, water loss, wasted materials, inadequate maintenance, failure (structural, material, electrical);
        evidence of two problems is required.

2.3   The walk through provides information that is clear, and sufficient for a general assessment of how resources are used at the site.

2.4   The walk through targets resource areas for which immediate resource efficiency savings can be identified.

Outcome 3

Present a walk through debriefing.

Performance criteria

3.1   The debriefing summarises the type and amount of information collected and acknowledges the input of others.

3.2   The debriefing categorises specific resources and details their costs, or records the need for further information.

          Range   energy resources include where relevant – electricity (lighting, air conditioning, process energy), diesel, gas, vehicle fuel;
                      raw materials – sample of highest cost items, packaging, consumables, hazardous substances, resource degradation;
                      solid wastes include – disposal method, quantity by weight or volume of waste sent to landfill, recycling and reuse by weight or volume;
                      water includes where relevant – potable water, recycled water, process wastewater, sewage;
                      trade waste – key constituents, biochemical oxygen demand, hazardous properties, issues;
                      costs include where relevant – unit, annual, quarterly;
                      evidence of two resources is required.

3.3   The debriefing is communicated to the organisation in accordance with organisation requirements.

          Range   may include – individual feedback, staff newsletter, email, notice board, staff meeting.

Outcome 4

Report on a site resource efficiency assessment.

Performance criteria

4.1   The report describes the methods used to collect data, and measures all significant inputs and outputs using methods and units appropriate to the type of input and output.

          Range   methods may include displaying results statistically or diagrammatically.

4.2   The report presents baseline performance data over time that meets the organisation's brief and displays this data in diagrammatic format.

          Range   diagrammatic format may include – table, graph, pie chart, histogram.

4.3   The report includes a synopsis.

4.4   The report quantifies anticipated benefits of proposed changes in terms of finance and resource use.

Range   anticipated benefits may include – compliance, costs, health, business risk, motivation.

4.5   The report includes an action plan that prioritises the changes required to minimise waste and to use key resources more efficiently with regard to the policies of the organisation.

4.6   The report presents a range of arguments that will appeal to different perceptions and expectations of the target readers.

Range   may include – financial, social and environmental benefits of implementing change, short and long term potentials for change, environmental credentials, organisation profile.

4.7   The report meets the organisation's requirements for data format, type, and detail.

Planned review date	31 December 2023

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	17 June 2011	31 December 2015
Revision	2	21 November 2013	N/A
Rollover and Revision	3	28 June 2018	N/A

Consent and Moderation Requirements (CMR) reference	0014

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

Comments on this unit standard

Please contact MITO New Zealand Incorporated info@mito.org.nz if you wish to suggest changes to the content of this unit standard.