

LANH55

Co-ordinate the collection of plants for sale or dispatch



Overview

This standard applies to the collection or lifting of plants for orders and preparing them for dispatch or sale. It is mainly appropriate to ornamental nurseries producing house plants, bedding plants and hardy ornamental nursery stock (trees, shrubs, herbaceous and alpine plants).

It covers the collection of plants for intermediate storage, dispatch or sale. Such plants may be in containers or pots, for example, bedding plants, shrubs or house plants. They may also be plants which have been grown in the ground, such as open ground trees, shrubs or roses. Collection of orders may be carried out manually or mechanically.

The standard also covers the preparation of plants for dispatch. The term 'preparation' is used to cover activities that take place following the identification and collection of plants. The types of preparation activities will depend on the enterprise within which you are working. In certain circumstances it will include the preparation of dispatch documents including plant passports.

This standard covers the coordination of your own work load, it may in some instances involve coordinating the work of teams.

The term 'specification' is used to refer to customer, market and organisational requirements.

The standard is suitable for those who have significant personal responsibility for carrying out these duties, planning the process and possibly supervising other staff.

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Performance criteria

You must be able to:

Plan the collection and preparation of orders:

- P1 check and sort orders to ensure efficiency of the collection and preparation process
- P2 clarify specifications for the collection and preparation of plants
- P3 identify and establish the availability of resources required for the collection and preparation of orders
- P4 establish measures for the recycling or disposal of waste in accordance with legal and other requirements
- P5 establish collection and preparation methods which are effective, efficient and are in accordance with specifications
- P6 ensure the working methods are clearly communicated
- P7 carry out risk assessments and ensure health and safety requirements are met in your area of responsibility

Co-ordinate the collection of orders:

- P8 ensure sufficient resources are available to meet requirements for the collection of orders
- P9 ensure equipment is used and maintained in a safe, clean and effective condition throughout
- P10 correctly recognise and identify the required plants
- P11 monitor the accuracy of the order collection against specifications
- P12 monitor and make any necessary adjustments to collection methods to improve the process or maintain the quality of the product
- P13 monitor the condition of the collected plants and take the appropriate action when their condition fails to meet specifications
- P14 ensure plants are handled and transported in a way which maintains quality and minimises damage
- P15 accurately identify any problems which arise during collection and take the appropriate action
- P16 ensure the collection of orders is completed within the required timescales and in accordance with specifications

Prepare collected orders for dispatch:

- P17 monitor the preparation of the collected order to ensure it meets specifications
- P18 ensure preparation is completed within the required timescales
- P19 accurately identify any problems which arise during preparation and take the appropriate action
- P20 carry out storage prior to dispatch where required in accordance with

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specifications

P21 ensure waste is dealt with in the correct way

P22 ensure records are completed in line with organisational and legislative requirements

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Knowledge and understanding

You need to know and understand:

Plan the collection and preparation of orders:

- K1 the importance of checking customer requirements for the collection and preparation of plants
- K2 how to plan the collection and preparation of orders to ensure customer requirements are met
- K3 how to determine the human, material and equipment resources required
- K4 the seasonal conditions which are suitable for collection and dispatch
- K5 suitable methods for collecting or lifting the crop
- K6 suitable methods for preparing the crop
- K7 timescales within which collection and preparation must take place
- K8 the acceptable commercial rates of collection and preparation which apply within the enterprise
- K9 correct methods for the safe disposal or recycling of waste created by the collection and preparation of orders
- K10 your responsibilities under current environmental and health and safety legislation, codes of practice and company policies
- K11 the importance of maintaining effective communication with those involved in the work

Co-ordinate the collection of orders:

- K12 relevant species or varieties of plants produced by the enterprise and how to recognise them
- K13 sources of information on different species and varieties
- K14 relevant sizes and grades recognised within the trade for the crops grown by the enterprise
- K15 sources of information on sizes and grades
- K16 the equipment which is necessary for collection of orders and how to ensure it is maintained in a fit state for use
- K17 correct and safe methods of using equipment
- K18 characteristics which indicate the crop is fit for collection or lifting
- K19 how to maintain the quality of the collected crop and minimise damage
- K20 how to ensure the order meets customer requirements
- K21 how to recognise instances where the plant does not meet customer

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requirements and the action to take

- K22 suitable methods for transporting the plants within the site
- K23 problems which may arise during the collection of plants and what actions to take

Prepare collected orders for dispatch:

- K24 the equipment which is required for the preparation of orders and how to ensure it is maintained in a fit state for use
- K25 correct and safe methods of using the equipment
- K26 how to ensure preparation meets customer requirements
- K27 reasons why collected plants may not be of a suitable quality and how to identify this
- K28 factors which affect plant quality during dispatch and transport
- K29 methods for maintaining the health of plants ready for dispatch
- K30 relevant methods of storing plants prior to dispatch
- K31 appropriate records to be kept and their significance

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Glossary

Preparation:

- weeding
- grading
- bundling
- wrapping
- containering/packaging
- labelling
- watering
- loading
- storage

Specifications: drawings, schedules, method statements, Standard Operating Procedures (SOPs), manufacturers' guidelines.

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Developed by Lantra

Version number 2

Date Approved March 2012

Indicative review date March 2017

Validity Current

Status Original

Originating organisation Lantra

Original URN LANPH12

Relevant occupations Nursery Worker

Suite Horticulture

Keywords plants; collection; preparation; dispatch