

## SFJODPS6.4.14

### Grant or make recommendations for authorizations, approvals or clearances



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#### Overview

This unit concerns the granting or recommendations for authorizations, approvals or clearances, working within the legislative framework for organisational powers and other authorities to ensure that decisions meet the approved criteria and rejections/refusals are made for those applications that do not meet them.

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#### Performance criteria

*You must be able to:*

- P1 follow organisational procedures at all times
- P2 maintain your own personal safety
- P3 work in a way that ensures the safety of others
- P4 ensure your decision meets the approved criteria within the parameters of your organisation's guidelines
- P5 ensure that you use the advice from all relevant experts to inform your recommendation or decision
- P6 refer suspect applications to relevant colleagues
- P7 ensure the application is treated equitably
- P8 reject/refuse or recommend rejection/refusal of those applications that do not meet the approval criteria in the appropriate format
- P9 meet the requirements of the timetable

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#### Knowledge and understanding

*You need to know and understand:*

- K1 the requirements of organisational procedures
- K2 the legal requirements for health and safety
- K3 your organisation's health and safety requirements
- K4 how existing legislation works in your own specialism
- K5 sources of relevant information
- K6 the purpose and role of organisational powers
- K7 the time constraints relevant to the application
- K8 the limits of your expertise and authority
- K9 when and to whom to pass on information to risk and intelligence colleagues
- K10 what are the relevant proprieties and their requirements (eg security and confidentiality)
- K11 information sharing protocols

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### Additional Information

#### Scope/range related to performance criteria

Different conditions which affect how you apply your knowledge, and in which you must demonstrate competence are:

1. legislative framework: organisational powers; other authorities

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