National Occupational Standards

for Deck Operations
### AMENDMENTS

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<td>Reconciled Unit Scopes with bolded items in Standards of Performance (23-10-07)</td>
<td>3, 4, 8, 9, 10, 11, 14, 16, 17, 18 &amp; 21</td>
<td>T. Wilson</td>
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<td>All</td>
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Any amendments made to this standard by OPITO will be recorded above.
Deck Operations NOS

Unit 1 Establish And Maintain Effective Relationships With Others

This unit has two elements and is about your competence in working together, communicating and carrying out handovers whilst ensuring the safety of others at all times.

1.1 Establish And Maintain Effective Working Relationships With Others

1.2 Establish And Maintain Effective Communications With Others

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

Unit Scope

The terms used in the scope relate directly to those shown in **bold** in the Performance Statements.

- **Others** may include co-workers, supervisors, managers, other company employees, third parties and visitors
- **Situations** may include informal meetings, formal meetings, normal work situations, team briefings, contingency situations, handovers
- **Information** must include oral and visual
- **Appropriate person** may include HLO, RO, other helideck crew-member, crane operator, helicopter crew
- **Safe Systems of Work** must include processes or systems that incorporate Hazard Identification, Risk Assessment, Permit to Work and any other associated systems.

Unit-wide Knowledge

- Appropriate safety content of operational policies, procedures, instructions, codes of practice, standards
- How to use ‘Safe Systems of Work’ processes to identify hazards and mitigate or reduce risks to as low as reasonably practicable (ALARP)
- The use and care of various types of personal protective equipment
Element 1.1 Establish And Maintain Effective Working Relationships With Others

Performance Statements

In achieving this unit you must have:

1. treated others in a manner which promotes and maintains goodwill and is appropriate to the situation
2. promptly and willingly met reasonable requests and queries from others
3. provided prompt, clear and accurate information to others
4. offered additional support when others have difficulties and sought help where necessary
5. promptly reported unresolved breakdowns in working relationships to an appropriate person
6. worked safely in accordance with operational requirements and associated Safe Systems of Work

Knowledge and Understanding

You must know and understand:

1. how to treat others in a manner which promotes and maintains goodwill
2. the requirements of workplace practices relating to visitors
3. who to refer visitors to when they require information that is not within the individuals job responsibility
4. appropriate responses to make, when dealing with work related difficulties or breakdowns in relationships
5. workplace reporting procedures
6. emergency procedures
Element 1.2 Establish And Maintain Effective Communications With Others

Performance Statements

In achieving this unit you must have:

1. used a style of communication (language and terminology) that is clear, concise and accurate and suited to the workplace and the situation
2. followed procedures and act promptly, when dealing with communications.
3. promptly sought clarification, when difficulties are experienced interpreting communications
4. relayed information (that is accurate and complete) about current operational status, to and from relevant personnel at handover stage
5. left the work area clean and free of hazards
6. worked safely in accordance with operational requirements and associated Safe Systems of Work

Knowledge and Understanding

You must know and understand:

1. who to seek clarification from when communications cannot be clearly understood
2. where to obtain operational policies, procedures, instructions, code of practice, standards from, and how to implement them
3. the importance of passing on information that is accurate and complete, and the need at times, to clarify information that is received
4. methods for passing on accurate and complete information
5. the nature of work area hazards, and ways to control and/or minimise risks
Unit 2  Contribute To The Health And Safety Of The Working Environment

This unit has two elements and is about your competence in working in a safe manner and ensuring that the safety of everyone in the workplace is always of prime concern. It is about complying with Health and Safety legislation and following policies and procedures that specify safe working practice.

2.1  Conform To Legislative And General Health And Safety Requirements

2.2  Monitor And Maintain The Health And Safety Of Self And Others

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

Unit Scope

The terms used in the scope relate directly to those shown in bold in the Performance Statements.

- **Personal Protective Equipment** must include coveralls, eye protection, hearing protection, gloves, footwear, hard hats
- **Safety Equipment** must include fire fighting equipment and survival aids
- **Safe Systems of Work** must include processes or systems that incorporate Hazard Identification, Risk Assessment, Permit to Work and any other associated systems
- **Materials may** include flammable, toxic, corrosive, explosive, radioactive

Unit-wide Knowledge

- Appropriate safety content of operational policies, procedures, instructions, codes of practice, standards
- The use and care of various types of personal protective equipment
- How to use ‘Safe Systems of Work’ processes to identify hazards and mitigate or reduce risks to as low as reasonably practicable (ALARP)
Element 2.1 Conform To Legislative And General Health And Safety Requirements

Performance Statements

In achieving this unit you must have:

1. selected appropriate personal protective equipment, and used this in the specified way
2. selected appropriate safety equipment, and used this in the specified way
3. adhered to agreed health and safety procedures (for self and others) and behaved accordingly
4. followed agreed procedures when responding to a fire, accident or other emergency
5. worked safely in accordance with operational requirements and associated Safe Systems of Work

Knowledge and Understanding

You must know and understand:

1. individual responsibilities, and application in the workplace of organisational and workplace safety policy, evacuation procedures and fire procedures
2. sources of safety information

Element 2.2 Monitor And Maintain The Health And Safety Of Self And Others

Performance Statements

In achieving this unit you must have:

1. kept the work area clean and free from hazards
2. ensured that personal protective equipment and safety equipment is appropriately used
3. identified and reported unsafe equipment and dangerous occurrences
4. handled materials, tools and equipment safely
5. stored tools and equipment safely and securely
6. worked safely in accordance with operational requirements and associated Safe Systems of Work

Knowledge and Understanding

You must know and understand:

1. workplace reporting procedures
2. safe lifting and handling technique
3. the use and care of various types of personal protective equipment
Unit 3 Carry Out Slinging And Lifting For The Movement Of Loads

This unit has two elements and is about your competence in slinging and signaling. It is aimed at those operations where the transfer of a load is carried out using various types of lifting gear.

3.1 Prepare And Sling Loads For Lifting

3.2 Direct And Control The Movement And Placing Of Loads

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

Unit Scope

The terms used in the scope relate directly to those shown in bold in the Performance Statements.

- Relevant information must include lifting plan, risk assessment
- Loads may include plant, equipment, asbestos, radiation/LSA materials, other hazardous materials
- Lifting accessories must include that relevant to the work activity, in the context of the sector operation
- Appropriate person may include HLO, RO, other helideck crew-member, crane operator, helicopter crew
- Safe Systems of Work must include processes or systems that incorporate Hazard Identification, Risk Assessment, Permit to Work and any other associated systems
- Relevant personnel must include authorised personnel (those indirectly involved), personnel directly involved with the activity
- Signalling & communication methods must include hand signalling, radio

Unit-wide Knowledge

- Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)
- Responsibilities under the Health and Safety Statutory Requirements
- How to use ‘Safe Systems of Work’ processes to identify hazards and mitigate or reduce risks to as low as reasonably practicable (ALARP)
Element 3.1  Prepare And Sling Loads For Lifting

Performance Statements

In achieving this unit you must have:

1. contributed to the development of relevant information
2. used relevant information and instruction to accurately identify loads to be moved
3. chosen slinging technique appropriate to the characteristics of the load and the intended lift
4. selected lifting accessories and confirmed that it is suitability for the load(s) to be lifted
5. reported defects and faults with lifting accessories to the appropriate person
6. prepared and slung loads appropriate to the slinging technique chosen
7. confirmed that the support and balance of the slung load is satisfactory, and that it is secured prior to movement
8. worked safely in accordance with operational requirements and associated Safe Systems of Work

Knowledge and Understanding

You must know and understand:

1. relevant types of information and instruction sources for the work activity
2. types of lifting equipment and accessories in relation to the work activity
3. hazards and conditions that affect the lifting activity
4. method for slinging in relation to safe working loads and angles of lift
5. load stability, security and weight distribution factors
6. load characteristics (e.g. hazardous/non-hazardous)
7. equipment capabilities (e.g. capacities, strengths, weaknesses and limitations)
8. types of defects and faults that are possible with lifting equipment
9. the principle and practice of dealing with radioactive/LSA materials
10. equipment discard criteria
11. identify difficulties in slinging and moving loads, and clarify them with the appropriate person(s)
12. coding and identification systems for lifting equipment
Element 3.2 Direct And Control The Movement And Placing Of Loads

Performance Statements

In achieving this unit you must have:

1. agreed load-moving procedures with relevant personnel
2. established and confirmed signalling and communication methods with relevant personnel, prior to moving the load
3. followed approved procedures and practices when signalling and communicating
4. accurately directed the load to its destination, using an agreed signalling code
5. avoided endangering personnel or operations, by promptly clarifying and responding to unclear signalling and communication
6. ensured that laydown area is clear of any obstruction and sufficient in size to accommodate load
7. monitored stability whilst moving or releasing a load
8. positioned and set down the load, and relaxed the sling, before removing the lifting accessories
9. worked safely in accordance with operational requirements and associated Safe Systems of Work

Knowledge and Understanding

You must know and understand:

1. interpreting instructions for the movement of loads
2. relevant personnel involved with the activity
3. methods used for signalling and communication
4. reasons for wearing clear-visibility clothing
5. how, and when, to confirm deck load rating
Unit 4  Contribute To Safety, Health And Environmental Protection

This unit has two elements and is about your competence in safe manual handling and in dealing with pollution control.

4.1  Manual Handling

4.2  Monitor And Maintain Pollution Control Measures

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

Unit Scope

The terms used in the scope relate directly to those shown in bold in the Performance Statements.

- **Mechanical handling aids** may include tuggers, chain blocks, pallet trucks, forklifts, pull-lift, barrow, trolley, drum carriers, bottle carriers, tifors
- **Safe Systems of Work** must include processes or systems that incorporate Hazard Identification, Risk Assessment, Permit to Work and any other associated systems
- **Discharges** must include liquids, gases, solids
- **Materials** may include flammable, toxic, corrosive, explosive, radioactive

Unit-wide Knowledge

- Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)
- Responsibilities under the Health and Safety Statutory Requirements
- How to use ‘Safe Systems of Work’ processes to identify hazards and mitigate or reduce risks to as low as reasonably practicable (ALARP)
Element 4.1 Manual Handling

Performance Statements

In achieving this unit you must have:

1. assessed the potential implication of any manual handling prior to undertaking any task
2. used mechanical means to undertake a task where practical in preference to manual handling
3. operated mechanical handling aids correctly
4. planned tasks to minimise any manual handling requirements
5. used the appropriate kinetic handling techniques for all activities involving manual handling
6. returned items to the correct location, or position, when no longer required
7. worked safely in accordance with operational requirements and associated Safe Systems of Work

Knowledge and Understanding

You must know and understand:

1. what sources of information are available to assist manual handling.
2. where mechanical lifting aids are stored or can be obtained on the installation.
3. why mechanical lifting aids should be used and maintained correctly.
4. how to correctly set up and use mechanical handling aids
5. who can be contacted to clarify the correct use of mechanical lifting aids or manual handling.
6. what constitutes good kinetic handling technique and practice.
7. the principles and practice of dealing with radioactive/LSA materials
8. what current safety management system procedures and practices are relevant to manual handling and mechanical lifting aids.
9. the implications on the workplace of the Manual Handling Regulations.
Element 4.2 Monitor And Maintain Pollution Control Measures

Performance Statements

In achieving this unit you must have:

1. ensured **discharges** (liquids, gases, solids) are within prescribed limits
2. identified and reported unplanned discharges
3. selected and used appropriate personal protective equipment
4. accurately identified and segregated **materials** for disposal
5. transferred materials for disposal to the person responsible
6. worked safely in accordance with operational requirements and associated **Safe Systems of Work**

Knowledge and Understanding

You must know and understand:

1. workplace reporting procedures (including those for planned and unplanned discharges and the relevant safety issues)
2. the use and care of various types of personal protective equipment
3. appropriate safety content of operational policies, procedures, instructions, codes of practice, standards
4. the principles and practice of dealing with radioactive/LSA materials
5. implications of the Health and Safety at Work Act
Unit 5          Contribute To Helicopter Handling Operations

This unit has four elements and is about your competence in safely preparing the helideck prior to the arrival of a helicopter, securing the area when it has arrived, dealing with freight, baggage and passengers, and then preparing for the departure.

5.1 Prepare For Helicopter Landing
5.2 Unload And Load Baggage, Passengers And Freight
5.3 Prepare Freight For Loading
5.4 Carry Out Post-Departure Operations

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

Unit Scope

The terms used in the scope relate directly to those shown in bold in the Performance Statements.

- **Operations and Conditions** must include helicopter landing on deck, vessel or crane movements, weather, deck and airspace is clear
- **Helideck area equipment** must include lights, rescue and firefighting, wind sock, chocks, baggage handling, equipment, helideck life line, portable fire extinguishers, external power supply
- **Manned equipment** must include rescue and fire-fighting, chocks, baggage handling equipment
- **Procedures** may include full equipment confirmation, communication, helideck equipment, advising HLO, confirming helicopter safety, cargo, passenger movement on helideck, manual handling, mechanical handling, loading and unloading, winching, casualty handling, positioning, underslung loads
- **Actual or Potentially Hazardous Situations** may include fuel leaks, oil leaks, fire, smoke, abnormal noise, other abnormalities, weather conditions, rotor hazards, winching and underslung load, static discharge, long items, dangerous goods
- **Methods of Communication** may include personal radio, oral, visual, telephone
- **Appropriate persons** may include HLO, RO, other helideck crew-member, crane operator, helicopter crew
- **Safe Systems of Work** must include processes or systems that incorporate Hazard Identification, Risk Assessment, Permit to Work and any other associated systems
- **Freight** may include large, small, long, heavy, light, bulky
- **Loading Preparations** may include freight, pallets, spreader boards, loading equipment
- **Helicopter Equipment** must include doors, panels, fuel caps
- **Observed Helicopter Operations** must include helicopter on-deck, weather, deck is clear, vessel or crane movements

Unit-wide Knowledge

- Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)
- Responsibilities under the Health and Safety Statutory Requirements
- The appropriate sections of the relevant regulations, working practices and procedures
- How to use ‘Safe Systems of Work’ processes to identify hazards and mitigate or reduce risks to as low as reasonably practicable (ALARP)
Element 5.1 Prepare For Helicopter Landing

Performance Statements

In achieving this unit you must have:

1. ensured that all personal safety equipment is used
2. contributed to **operations and conditions**, and updated the HLO at specified times.
3. briefed the HLO on the status of equipment in the **helideck area**
4. confirmed that Emergency Response equipment is available and appropriately **manned**
5. taken prompt corrective action in response to actual or **potential** deviations from plans/**procedures** or **hazardous situations**
6. promptly **communicated** corrective action to an **appropriate person**
7. worked safely in accordance with operational requirements and associated **Safe Systems of Work**

Knowledge and Understanding

You must know and understand:

1. uses and limitations of equipment
2. duties and tasks allocated
3. methods and channels of communication
4. the benefits and importance of effective team-working
5. the appropriate sections of the relevant regulations, working practices and procedures
6. safe working practices
7. physical characteristics of helideck and aircraft types
8. identification and reporting of defects
Element 5.2 Unload And Load Baggage, Passengers And Freight

Performance Statements

In achieving this unit you must have:

1. off-loaded baggage and freight and placed it in an appropriate location
2. disembarked passengers and ensured their safe exit from the aircraft and helideck
3. prepared the helicopter to receive baggage, passengers and freight
4. effectively applied the relevant embarkation procedures
5. embarked passengers, stow baggage and loaded freight in accordance with instruction
6. taken prompt corrective action in response to actual or potentially hazardous situations in accordance with procedures
7. promptly communicated corrective action to an appropriate person
8. worked safely in accordance with operational requirements and associated Safe Systems of Work

Knowledge and Understanding

You must know and understand:

1. actual and potential dangers when transferring to and from the helicopter
2. loading arrangements for passengers, baggage, freight
3. safe working practices
4. correct embarkation procedures for order of loading, wearing of personal protective clothing and correct fitting and security of lifejackets and seat harnesses
Element 5.3  Prepare Freight For Loading

Performance Statements

In achieving this unit you must have:

1. safely moved freight to the helideck area, and then to the helicopter
2. completed loading preparations in accordance with specification
3. taken prompt corrective action, in response to actual or potentially hazardous situations
4. promptly communicated corrective action to an appropriate person
5. worked safely in accordance with operational requirements and associated Safe Systems of Work

Knowledge and Understanding

You must know and understand:

1. how to identify and deal with Dangerous Goods
2. floor loading restrictions
3. COSHH regulations
4. helicopter types

Element 5.4  Carry Out Post-Departure Operations

Performance Statements

In achieving this unit you must have:

1. secured and stowed helicopter equipment
2. confirmed that Emergency Response equipment is available and appropriately manned
3. observed helicopter operations, and taken prompt corrective action in response to actual or potentially hazardous situations
4. promptly communicated corrective action to an appropriate person
5. worked safely in accordance with operational requirements and associated Safe Systems of Work

Knowledge and Understanding

You must know and understand:

1. uses and limitations of equipment
2. duties and tasks to be allocated
3. methods and channels of effective communications
4. the benefits and importance of effective team-working
5. where and how to secure and stow equipment
6. safe working practices
7. physical characteristics of the helideck and aircraft types
8. identification and recording of defects
Unit 6  Contribute To Helicopter Refuelling Operations

This unit has two elements and is about your competence in the refuelling operation.

6.1  Prepare For Refuelling

6.2  Refuel The Helicopter

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

Unit Scope

The terms used in the scope relate directly to those shown in bold in the Performance Statements.

- **Refuelling Systems** must include filter, location, pumps, refuelling location
- **Refuelling Requirements** must include quantity, gravity, pressure
- **Operational Requirements** must include weather, rotor hazards
- **Procedures** may include helicopter bonding and re-fuelling, re-fuelling systems and equipment, aircraft requirements, shutdown sequence, equipment storage, refuelling hose, hose end bonding lead, main bonding lead, data collection and processing, safe working practices, fuel sampling and quality, testing
- **Manned equipment** must include rescue and fire-fighting, chocks, baggage handling equipment
- **Safe Systems of Work** must include processes or systems that incorporate Hazard Identification, Risk Assessment, Permit to Work and any other associated systems
- **Monitoring** must include differential pressures, delivery pressure, quantity
- **Corrective action** may include spillage, fire, quantity
- **Aircraft Requirements** must include gravity, pressure, quantity
- **Stowed equipment** must include re-fuelling package i.e. nozzle, hose, bonding leads, fuel caps, fuel samples, sampling equipment
- **Data** must include quantity, delivery meter, totaliser meter, differential pressure gauges, fuel pressure gauge, dipstick reading

Unit-wide Knowledge

- Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)
- Responsibilities under the Health and Safety Statutory Requirements
- How to use ‘Safe Systems of Work’ processes to identify hazards and mitigate or reduce risks to as low as reasonably practicable (ALARP)
Element 6.1  Prepare For Refuelling

Performance Statements

In achieving this unit you must have:

1. confirmed to the HLO, that refuelling systems and equipment are serviceable
2. confirmed to the HLO that the refuelling requirements can be met safely
3. conducted quality checks, fuel sampling and other work, in a safe manner and with regard to operational requirements and procedures
4. received aircraft refuelling requirements
5. confirmed that Emergency Response equipment is available and appropriately manned
6. recorded data accurately and at appropriate times and frequencies, and forwarded this to the HLO
7. worked safely in accordance with operational requirements and associated Safe Systems of Work

Knowledge and Understanding

You must know and understand:

1. factors affecting the decision not to off-load passengers prior to refuelling (type of refuelling system, prevailing weather conditions)
2. fuel quality checks and how to assist in carrying them out
3. appropriate safety content of operational policies, procedures, instructions, codes of practice, standards
Element 6.2  Refuel The Helicopter

Performance Statements

In achieving this unit you must have:

1. bonded the helicopter and made safe for re-fuelling, in accordance with aircraft requirements
2. carried out and monitored re-fuelling operations
3. taken corrective action when required by procedures or aircraft requirements
4. followed the correct procedure and sequence when shutting down the re-fuelling operation
5. stowed equipment in the specified way
6. recorded data accurately and at appropriate times and frequencies, and forward this to the HLO
7. confirmed to the HLO, that the re-fuelling system and equipment are serviceable
8. worked safely in accordance with operational requirements and associated Safe Systems of Work

Knowledge and Understanding

You must know and understand:

1. stages in the sequence of engine shutdown
2. procedures for bonding and using re-fuelling equipment
3. methods for monitoring the operation and taking corrective actions
4. aircraft re-fuelling requirements
5. fuel quality checks, and how to assist in carrying them out
6. safe working practices
7. appropriate safety content of operational policies, procedures, instructions, codes of practice, standards
8. where and how to stow equipment after use
9. fuel system shutdown sequence
10. equipment inspection requirements (fuel system)
11. data to be recorded and follow up required
12. methods of recording data
13. servicing requirements of re-fuelling system and equipment
14. fuel sample collection/analysis
Unit 7 Carry Out General Cleaning Operations

This unit has two elements and is about your competence in cleaning contaminated areas, removing waste material and restoring the area to a satisfactory condition.

7.1 Clean Offshore Facilities

7.2 Restore The Worksite

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

Unit Scope

The terms used in the scope relate directly to those shown in **bold** in the Performance Statements.

- **Methods** may include water jetting, degreasing, industrial vacuuming, washing
- **Emergency procedures** must include following specified procedures i.e. COSHH, Heath and Safety, first aid, drills, signals
- **Safe Systems of Work** must include processes or systems that incorporate Hazard Identification, Risk Assessment, Permit to Work and any other associated systems
- **Unused Materials** may include degreasers, detergents, other chemicals
- **Storage Areas** must include designated storage areas, containers
- **Waste Materials** may include residuals, contaminants, general waste, toxic/hazardous, radioactive

Unit-wide Knowledge

- Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)
- Responsibilities under the Health and Safety Statutory Requirements
- How to use ‘Safe Systems of Work’ processes to identify hazards and mitigate or reduce risks to as low as reasonably practicable (ALARP)
Element 7.1  Clean Offshore Facilities

Performance Statements

In achieving this unit you must have:

1. identified areas and items for cleaning, and used appropriate methods to clean them
2. ensured the condition of cleaned surfaces meet acceptance criteria
3. followed approved emergency procedures in the event of spillage or contamination occurring
4. ensured a responsible person verifies that areas and items are clean
5. placed waste materials in designated containers for safe disposal
6. worked safely in accordance with operational requirements and associated Safe Systems of Work

Knowledge and Understanding

You must know and understand:

1. the range, uses and limitations of cleaning methods
2. the range, uses and limitations of emergency procedures
3. the range of commonly used cleaning agents, their applications and the consequences of inappropriate use
4. the importance of good housekeeping

Element 7.2  Restore The Worksite

Performance Statements

In achieving this unit you must have:

1. made unused materials safe and secure
2. transferred materials and equipment safely and without damage, to the appropriate storage area
3. transferred and handled disposable waste material
4. cleaned and dismantled equipment
5. reinstated the work-site to its original state
6. worked safely in accordance with operational requirements and associated Safe Systems of Work

Knowledge and Understanding

You must know and understand:

1. how to make unused materials safe and secure