



Australian Government

RIICAM410 Maintain asset inventories

Release: 1

RIICAM410 Maintain asset inventories

Modification History

Release	Comments
Release 1	This version first released with the RII Resources and Infrastructure Industry Training Package Version 8.0. Newly created unit.

Application

This unit describes the skills and knowledge required to update and maintain asset inventories. This includes an understanding of asset attributes and knowledge of asset inventory systems.

The unit applies to those who work in a supervisory or paraplanning role. They generally perform a broad range of operation activities in their area of responsibility and are responsible for monitoring a safe work environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Civil Infrastructure Asset Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Determine level of maintenance required for asset inventory	1.1 Obtain, interpret, clarify and confirm work requirements according to legislation, standards, regulations, codes, guidelines and manuals 1.2 Determine purpose of work activity and required outcomes 1.3 Identify and select civil infrastructure dataset according to task requirements 1.4 Determine risk management strategies required for asset inventory maintenance

2. Adjust asset records	2.1 Collect asset data from required personnel 2.2 Identify asset attributes required for maintenance and update according to work requirements 2.3 Determine inconsistencies in provided data and seek clarification, where required 2.4 Confirm asset inventory meets organisational policies and procedures
3. Monitor and report on asset inventory system	3.1 Determine completeness of asset inventory maintenance according to task requirements 3.2 Identify missing components of asset inventory according to organisational policies and procedures 3.3 Submit report to required personnel on asset inventory updates according to task requirements 3.4 Seek and respond to feedback

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	Maintain current knowledge of asset inventory systems and processes
Oral communication	Conveys information and requirements clearly and listens actively
Planning and organising	- Plans, organises and completes work according to defined requirements and schedules - Prioritises tasks and own workload for required outcomes
Reading	Identifies and interprets information from workplace procedures, policies and documentation
Technology	Use business technology to operate computerised assess inventory systems

Unit Mapping Information

New unit

Links

Companion Volume Implementation Guide is found on VETNet - -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>