



Australian Government

RIIIMG301D Maintain site records

Release: 2

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Modification History

Release	Comment
1	This unit replaces RIIMG301A Maintain site records
2	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to maintain site records in the Resources and Infrastructure Industries.

This unit is appropriate for those working in supervisory roles where risk needs to be managed.

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

Elements and Performance Criteria

1. Identify records	<p>1.1 Access, interpret and apply record keeping documentation and ensure the work activity complies</p> <p>1.2 Obtain multiple copies of records to match job requirements</p> <p>1.3 Identify and comply with document storage, filing and handling requirements</p> <p>1.4 Check registered documents against register</p> <p>1.5 Report or replace missing registered documents</p> <p>1.6 Recognise and adhere to organisation's quality assurance requirements</p> <p>1.7 Select equipment that is consistent with the task of maintaining records, check for serviceability and rectify or report any faults</p>
2. Process details	<p>2.1 Accurately and legibly record details in accordance with organisation's instructions</p> <p>2.2 Record details to specified quality control procedures</p> <p>2.3 Ensure alterations to records are initialled by the responsible</p>

	person 2.4 Record signatures, dates and times 2.5 Ensure records/entries are counter signed and checked to ensure currency
3. Review and file records	3.1 Ensure records are referred to for historical data 3.2 Make records available to authorised personnel for checking purposes 3.3 Bring trends affecting work in progress to the attention of appropriate personnel 3.4 Process and file records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIIMG301A Maintain site records

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>