



Australian Government

RIIMG301E Maintain site records

Release: 1

RIIMG301E Maintain site records

Modification History

| Release | Comments |
|-----------|--|
| Release 1 | This version first released with RII Resources and Infrastructure Industry Training Package Version 5.0. |

Application

This unit describes the skills and knowledge required to maintain site records in the resources and infrastructure industries.

It applies to those working in supervisory and technical specialist roles. They generally work under minimal supervision to undertake a broad range of skilled applications in varied work contexts, using some discretion and judgement in selecting equipment, services or contingency measures.

Licensing, legislative and certification requirements may apply to this unit and can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

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. Identify records | 1.1 Obtain, interpret and confirm work requirements 1.2 Access, interpret and apply documentation required to maintain site records 1.3 Identify and comply with document storage, filing and handling requirements according to workplace procedures 1.4 Check registered documents against the work register 1.5 Report or replace missing registered documents 1.6 Recognise and adhere to quality assurance requirements of the organisation 1.7 Identify, confirm and record the work to be carried out and the plant and equipment required 1.8 Select appropriate plant, tools and equipment for the job, inspect them for serviceability and rectify or report any faults prior to commencement of work activities |

| ELEMENT | PERFORMANCE CRITERIA |
|----------------------------|---|
| 2. Process details | 2.1 Accurately and legibly record details in accordance with workplace procedures 2.2 Record details to specified quality control procedures 2.3 Ensure alterations to records are initialled by the responsible person 2.4 Record signatures, dates and times according to workplace procedures 2.5 Ensure records and 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 relevant personnel for review 3.3 Communicate trends that could affect work processes to relevant personnel 3.4 Process and file records according to workplace procedures |

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 |
|--------------|--|
| Reading | <ul style="list-style-type: none"> Identifies and interprets information from workplace procedures, documentation and regulations |
| Writing | <ul style="list-style-type: none"> Produces and completes written documents required for workplace procedures |

Unit Mapping Information

Supersedes and is equivalent to RIIMG301D Maintain site records.

Links

Companion Volume implementation guides is found on VETNet -

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