



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **RIICRC322 Receive, check and record concrete deliveries**

**Release: 1**

## **RIICRC322 Receive, check and record concrete deliveries**

### **Modification History**

Not applicable.

### **Unit Descriptor**

This unit specifies the outcomes required to safely record delivery information for concrete delivered to concrete pavements.

The unit includes the conduct of planning, preparing, receiving, tipping, discharging, recording and cleaning up during concrete delivery operations. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories and industry sectors. Relevant information must be sourced prior to application of the unit

### **Application of the Unit**

This unit is appropriate for those working in an operational role at worksites within:  
Civil construction

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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## Elements and Performance Criteria

1. Plan and prepare for operations	<p>1.1 Access, interpret and apply <b><i>compliance documentation</i></b> relevant to the work activity</p> <p>1.2 Obtain and confirm <b><i>safety requirements</i></b> from the <i>site</i> safety plan and organisational policies and procedures, and apply to the allotted <b><i>task</i></b></p> <p>1.3 Identify, obtain and implement signage requirements from the project <b><i>traffic</i></b> management plan</p> <p>1.4 Select <b><i>plant, tools and equipment</i></b> to carry out tasks consistent with the requirements of the job, check for serviceability and rectify or report any faults</p> <p>1.5 Identify <b><i>environmental protection requirements</i></b> from the project environmental management plan, and confirm and apply to the allotted task</p>
2. Receive concrete	<p>2.1 Identify survey datum points required to accurately locate material placement</p> <p>2.2 Check <b><i>delivery documents</i></b> for accuracy against ordered material</p> <p>2.3 Check delivery docket for compliance with test results</p> <p>2.4 Check for compliance of delivery docket with batching times</p> <p>2.5 Direct required action for non compliant loads</p> <p>2.6 Direct concrete delivery vehicle to location for discharge</p>
3. Tip/discharge concrete	<p>3.1 Maintain <b><i>safe working area</i></b> around pour location</p> <p>3.2 Establish actual pour location of discharged load</p> <p>3.3 Discharge concrete from delivery vehicle directly or via chute or material handling equipment</p> <p>3.4 Discharge concrete to required placement level</p> <p>3.5 Visually assess load for <b><i>uniformity and consistency</i></b> to test</p>

	<p>results recorded on delivery docket</p> <p>3.6 Direct delivery vehicle safely away from pour location once discharge is complete</p>
4. Record information	<p>4.1 Record <i>appropriate details</i> from the delivery docket</p> <p>4.2 Record the time and location of the discharge of the load</p> <p>4.3 Record <i>additional information</i> as required by worksite procedures</p> <p>4.4 Complete end of day records and dockets and pass onto appropriate site personnel completed days records</p>
5. Clean up	<p>5.1 Clean work area</p> <p>5.2 Clean, check, maintain and store tools and equipment in line with relevant site procedures</p>

## Required Skills and Knowledge

### Required skills

Specific skills are required to achieve the Performance Criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes the ability to carry out the following, as required to receive, check and record concrete road paver deliveries including:

- apply legislative, organisation and site requirements and procedures for concrete deliveries
- organise work activities
- select and use relevant tools and equipment safely
- identify and report on hazards related to the worksite and work activity
- communicate effectively to receive and clarify work instructions

### Required knowledge

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes knowledge of the following, as required to conduct receive, check and record concrete deliveries including:

- site and equipment safety requirements
- site communication and hand signals
- aggregate and gravel types and sizes
- equipment types, characteristics, technical capabilities and limitations
- site isolation and traffic control responsibilities and authorities
- materials safety data sheets and materials handling methods
- quality requirements
- civil construction terminology
- safe operating techniques in all terrain
- JSAs/safe work method statements
- recording weather information
- concrete mix types
- concrete docket information
- recording delivery information

## Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to worksite operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of

	<p>this unit and include evidence of the following:</p> <ul style="list-style-type: none"> <li>• knowledge of the requirements, procedures and instructions for the receipt, checking and recording of concrete deliveries</li> <li>• implementation of requirements, procedures and techniques for the safe, effective and efficient concrete deliveries</li> <li>• working with others to check concrete deliveries meet all of the required outcomes</li> <li>• consistent timely receipt, checking and recording of concrete deliveries that safely, effectively and efficiently meets the required outcomes</li> <li>• conduct recording of concrete deliveries ensure::</li> <li>• an even feed of concrete into the paver</li> <li>• accurate recording/mapping of delivery location and additional information as required by site procedures</li> <li>• accurate recording and calculation of Rate of Evaporation</li> <li>• accurate check of concrete for compliance both from docket information and visual inspection</li> <li>• provide safe directions to delivery trucks</li> <li>• unloading on uneven surfaces or surfaces with grades is safely carried out</li> <li>• provide input and implementation of preparation of a VMP for the worksite</li> </ul>
Context of and specific resources for assessment	<ul style="list-style-type: none"> <li>• This unit must be assessed in the context of the work environment. Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills.</li> <li>• Assessment of this competency requires typical resources normally used in a Civil Construction. Selection and use of resources for particular worksites may differ due to the site circumstances.</li> <li>• The assessment environment should not disadvantage the participant. For example, language, literacy and numeracy demands of assessment should not be greater than those required on the job.</li> <li>• Customisation of assessment and delivery environment to sensitively accommodate cultural</li> </ul>

	<p>diversity.</p> <ul style="list-style-type: none"> <li>• Aboriginal people and other people from a non English speaking background may have second language issues.</li> <li>• Where applicable, physical resources should include equipment modified for people with disabilities. Access must be provided to appropriate learning and/or assessment support when required</li> </ul>
Method of assessment	<p>This unit may be assessed in a holistic way with other units of competency. The assessment strategy for this unit must verify required knowledge and skill and practical application using more than one of the following assessment methods:</p> <ul style="list-style-type: none"> <li>• written and/or oral assessment of the candidate's required knowledge</li> <li>• observed, documented and/or first hand testimonial evidence of the candidate's:</li> <li>• implementation of appropriate requirement, procedures and techniques for the safe, effective and efficient achievement of required outcomes</li> <li>• consistent achievement of required outcomes</li> <li>• first hand testimonial evidence of the candidate's:</li> <li>• working with others to undertake and complete the receipt, checking and delivery of concrete.</li> </ul>
Guidance information for assessment	<p>Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.</p>

## Range Statement

<p><b>Relevant compliance documentation may include:</b></p>	<ul style="list-style-type: none"> <li>• legislative, organisational and site requirements and procedures</li> <li>• manufacturer's guidelines and specifications</li> <li>• Australian standards</li> <li>• Employment and workplace relations legislation</li> <li>• Equal Employment Opportunity and Disability Discrimination legislation</li> </ul>
<p><b>Safety requirements may include:</b></p>	<ul style="list-style-type: none"> <li>• OHS requirements in accordance with state or territory legislation and regulations, organisational safety policies and procedures, and project safety plan, including protective clothing and equipment, use of tools and equipment, workplace environment</li> </ul>

	<p>and safety, handling of materials, use of fire fighting equipment, use of first aid equipment, hazard control and hazardous materials and substances</p> <ul style="list-style-type: none"> <li>• safe operating procedures including recognising and preventing hazards associated with high voltage power lines, uneven/unstable terrain, trees, overhead service lines, bridges, surrounding buildings, obstructions, structures, facilities, dangerous materials, recently filled trenches, other machines, personnel, traffic control, working at heights, working in proximity to others, worksite visitors and the public</li> <li>• safe parking practices including ensuring access ways are clear, equipment/machinery is away from overhangs and refuelling sites, safe distance are kept from excavations, and areas secured from unauthorised access or movement</li> <li>• recognising hazards and risks including uneven/unstable terrain, trees, fires, overhead and underground services, bridges, buildings, excavations, traffic, embankments, cuttings, structures and hazardous materials</li> <li>• emergency procedures related to equipment operation including emergency shutdown and stopping, extinguishing equipment fires, organisational first aid requirements and evacuation</li> </ul>
<b>Site may include:</b>	<ul style="list-style-type: none"> <li>• formed/prepared roads</li> <li>• pads</li> <li>• highways</li> <li>• freeways</li> <li>• car parks</li> <li>• container yards</li> <li>• hard stands</li> <li>• footpaths and bikeways</li> </ul>
<b>Task may include:</b>	<ul style="list-style-type: none"> <li>• recording concrete conditions and other relevant information</li> <li>• communicating with delivery driver including using hand signals</li> <li>• communicating with paver operator</li> <li>• identifying unloading operator and maintaining communication with the driver</li> <li>• visually assessing concrete for compliance</li> </ul>
<b>Traffic may include:</b>	<ul style="list-style-type: none"> <li>• congested urban environments</li> <li>• low traffic rural areas</li> <li>• off-road un-trafficked areas</li> </ul>



	<ul style="list-style-type: none"> <li>• parking sites</li> <li>• pedestrian areas</li> </ul>
<b>Plants, tools and equipment may include:</b>	<ul style="list-style-type: none"> <li>• shovels</li> <li>• measuring tapes</li> <li>• standard tool kits</li> <li>• thermometers</li> <li>• recording sheets</li> <li>• weather stations</li> </ul>
<b>Environmental protection requirements may include:</b>	<ul style="list-style-type: none"> <li>• organisational/project environmental management plan</li> <li>• waste management</li> <li>• water quality protection</li> <li>• noise</li> <li>• vibration</li> <li>• dust and clean-up management</li> </ul>
<i>Delivery documents</i>	batch dockets from batching plant
<i>Safe working area</i>	<ul style="list-style-type: none"> <li>• area immediately under the control of the receiver as designated on the worksite VMP</li> </ul>
<i>Uniformity and consistency</i>	<ul style="list-style-type: none"> <li>• visual assessment of mix homogeneity</li> </ul>
<i>Appropriate details</i>	<ul style="list-style-type: none"> <li>• slump</li> <li>• time batched</li> <li>• time discharged</li> </ul>
<i>Additional information</i>	<ul style="list-style-type: none"> <li>• periodically record concrete temperature, humidity, wind speed and Rate of Evaporation</li> <li>• record any disruptions to paving</li> <li>• record any changes in mix</li> </ul>

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## Unit Sector(s)

Road and Pavements Construction and Maintenance (General)

## Custom Content Section

Not applicable.