



Australian Government

Department of Education, Employment and Workplace Relations

RIIMG301A Maintain site records

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers the maintenance of site records in resources and infrastructure industries. It includes: identifying records, processing details; and reviewing and filing records.

Application of the Unit

This unit is appropriate for those working in a operational roles, at worksites within:

- Civil construction
- Coal mining
- Drilling
- Extractive industries
- Metalliferous mining

Licensing/Regulatory Information

Refer to Unit Descriptor.

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

ELEMENT	PERFORMANCE CRITERIA
1. Identify records	<ul style="list-style-type: none"> 1.1. Access, interpret and apply <i>compliance documentation</i> relevant to the work activity 1.2. Obtain multiple copies of <i>records</i> to match job requirements 1.3. Identify and comply <i>with document storage, filing and handling</i> requirements 1.4. Check <i>registered documents</i> against register 1.5. Report or replace missing registered documents according to organisation policy 1.6. Recognise and adhere to <i>quality assurance requirements</i> of company operations 1.7. Select <i>equipment</i> that is consistent with the task of maintaining site records, check for serviceability and rectify or report any faults
2. Process details	<ul style="list-style-type: none"> 2.1. Accurately and legibly record details in accordance with organisation instructions 2.2. Record details to specified quality control procedures 2.3. Ensure alterations to records are initialed by the responsible person 2.4. Record signatures, dates and times as per organisation procedures 2.5. Ensure records/entries are counter signed as per organisation procedures checked to ensure currency of information
3. Review and file records	<ul style="list-style-type: none"> 3.1. Ensure records are referred to for <i>historical data</i> 3.2. Make records available to authorised personnel for checking purposes 3.3. Bring <i>trends</i> indicated by records that affect work in progress to the attention of appropriate personnel 3.4. Process and file records in accordance with company procedures

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

Specific skills are required to achieve the performance criteria in this unit, particularly for the application in the various circumstances in which this unit may be applied. This includes the ability to carry out the following as required to maintain site records:

- apply legislative, organisation and site requirements and procedures
- communication skills required to explain and clarify procedures, and to interview users to identify their records/information needs
- literacy skills to read and interpret nature of record content, functions and problems
- problem-solving and analysis skills to identify and manage records

Required knowledge

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly its application in a variety of circumstances in which the unit may be used. This includes knowledge of the following, as required to maintain site records:

- basic records management systems and processes (both manual and computer aided)
- records filing and retrieval systems and processes
- registered document control systems
- site diary systems
- quality control administration
- environmental record requirements
- inventory control record systems
- project quality requirements
- civil construction terminology
- JSA's/Safe work method statement

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>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 this unit and include evidence of the following:</p> <ul style="list-style-type: none"> • knowledge of the requirements, procedures and instructions for the maintaining of site records • implementation of requirements, procedures and techniques for the safe, effective and efficient completion of the maintaining of site records, including: minimum of one significant civil construction project including: <ul style="list-style-type: none"> • site diary • materials received and dispatched • quality records • OHS records • environmental records • inventory control records • working with others to undertake and complete the maintaining of site records that meets all of the required outcomes • consistent timely completion of the maintaining of site records that safely, effectively and efficiently meets the required outcomes
Context of and specific resources for assessment	<ul style="list-style-type: none"> • 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. • The assessment environment should not

	<p>disadvantage the participant. For example, language, literacy and numeracy demands of assessment should not be greater than those required on the job.</p> <ul style="list-style-type: none"> • Customisation of assessment and delivery environment to sensitively accommodate cultural diversity. • Aboriginal people and other people from a non English speaking background may have second language issues. • Assessment of this competency requires typical resources normally used in the work environment. Selection and use of resources for particular worksites may differ due to site circumstances. • 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.
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"> • written and/or oral assessment of the candidate's required knowledge • observed, documented and/or first hand testimonial evidence of the candidate's: <ul style="list-style-type: none"> • implementation of appropriate requirement, procedures and techniques for the safe, effective and efficient achievement of required outcomes • consistently achieving the required outcomes • first hand testimonial evidence of the candidate's: <ul style="list-style-type: none"> • working with others to undertake and complete the maintaining of site records
Guidance information for assessment	<p>Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.</p>

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<p>Relevant compliance documentation may include:</p>	<ul style="list-style-type: none"> • legislative, organisation and site requirements and procedures • manufacturer's guidelines and specifications • Australian standards • code of practice • Employment and workplace relations legislation • Equal Employment Opportunity and Disability Discrimination legislation
<p>Records may include:</p>	<ul style="list-style-type: none"> • site diaries • materials received or dispatched • incidents on site which may be subject to investigation or query at a later date • quality management records • OHS records • environmental records • inventory control records • records required by regulation or legislation • drawings, which may include: <ul style="list-style-type: none"> • site plans • locality plans • cross sectional plans • longitudinal plans • structural detail • specification providing illustrations and dimensions and project plans, drawings and specifications • plans and specifications, which may include: <ul style="list-style-type: none"> • detail relating to materials and quality of work • quality assurance • nominated sub-contractors • provision of site access/facilities • cost

	<ul style="list-style-type: none"> • details relating to performance including: <ul style="list-style-type: none"> • standards of work • work schedules • standard procedures and practices
Document storage, filing and handling systems may include	<ul style="list-style-type: none"> • paper based systems • electronic systems
Registered documents are to include:	<ul style="list-style-type: none"> • permits • other regulatory requirements
Quality assurance requirements may include:	<ul style="list-style-type: none"> • dimensions • tolerances • standards of work and material standards as detailed in the project drawings, specifications and project documentation to meet client satisfaction
Equipment is to include:	<ul style="list-style-type: none"> • record filing and retrieval systems (manual and computer aided) • stationery
Information sources may include	<ul style="list-style-type: none"> • verbal or written and graphical instructions, signage, work schedules/plans/specifications, work bulletins, charts and hand drawings, memos, material safety data sheets (MSDS) and diagrams or sketches • safe work procedures or equivalent related to maintaining site records • regulatory/legislative requirements pertaining to maintaining site records • manufacturers' specifications and instructions • organisation work specifications and requirements • instructions issued by authorised organisational or external personnel • relevant Australian Standards
Historical data may be referred to for comparing:	<ul style="list-style-type: none"> • quantities • costs • equipment usage • timeframes • material types
Trends indicated by records may include	<ul style="list-style-type: none"> • time spent in activities • equipment requirements • material usage

Unit Sector(s)

Information Management

Competency field

Refer to Unit Sector(s).

Co-requisite units

Not applicable.