Australian Government

UEECO0002 Maintain documentation

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the UEE Electrotechnology Training Package.

Application

This unit involves the skills and knowledge required to maintain and prepare documentation required to record work activities, purchases and expenses obligations.

It includes planning and maintaining documentation typically required in an electrotechnology workplace information system.

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

Pre-requisite Unit

Not applicable

Competency Field

Commercial

Unit Sector

Electrotechnology

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to maintain documentation	**1.1** Documentation requirements and record management methods are identified, obtained and applied in accordance with workplace procedures
	1.2 Advice is sought from supervisor, as required, to ensure work activity is correctly documented and coordinated with other person/s

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		1.3	Forms required to document work activity are obtained in accordance with workplace procedures
		1.4	Work health and safety (WHS)/occupational health and safety (OHS), risk assessment and control measures are documented in accordance with workplace procedures
2	**Maintain documents**	**2.1**	Work activities are documented, at the appropriate time and in accordance with workplace procedures
		2.2	Documents are checked for accuracy, clarity and anomalies corrected
		2.3	Appropriate information technology is used to maintain workplace documentation
		2.4	Signatures are obtained by relevant person/s, as required
		2.5	Copies of required documents are forwarded to appropriate person/s in accordance with workplace procedures
		2.6	Unplanned events are referred to supervisor for direction in accordance with workplace procedures.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the UEE Electrotechnology Training Package Companion Volume Implementation Guide.

Unit must be demonstrated by:	• maintaining documentation in an electrotechnology organisation information system

Unit Mapping Information

This unit replaces and is equivalent to UEENEEC001B Maintain documentation.

Links

Companion Volume implementation guides are found in VETNet - -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b8a8f136-5421-4ce1-92e0-2b50341431b6

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