



**Australian Government**

# **UEGNSG709 Process meter reading information using appropriate technology**

**Release: 1**

# UEGNSG709 Process meter reading information using appropriate technology

## Modification History

Release 1: This is the first release of this unit of competency in the UEG Gas Industry Training Package.

## Application

This unit involves the skills and knowledge required to select and use appropriate technology to process meter reading information and maintain equipment.

It includes the use of relevant tools and equipment, including hand held or wireless/remote recording equipment, computers, computer software and relevant applications and discs, drives and back-up systems.

The application of the skills and knowledge described in this unit may require a licence/registration to practise in the workplace.

Other conditions may apply under state and territory legislative and regulatory licensing requirements which must be confirmed prior to commencing this unit.

## Pre-requisite Unit

Not applicable.

## Competency Field

Support Services

## Unit Sector

Gas Industry

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes.

#### 1 Select and use technology

### PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

#### 1.1 Work instructions are obtained and confirmed with

<b>to record information</b>	relevant person/s
<b>1.2</b>	Job requirements and workplace procedures are obtained and discussed with relevant person/s to confirm the work schedule
<b>1.3</b>	Work health and safety (WHS)/occupational health and safety (OHS), environmental and sustainable energy policies and procedures are obtained applied in accordance with workplace procedures
<b>1.4</b>	Recommendations to assist others with processing meter reading work are made in accordance with workplace procedures
<b>1.5</b>	Hazards are identified, risks are assessed and control measures prioritised, implemented and monitored in accordance with workplace procedures
<b>1.6</b>	Scope of responsibility under the relevant work permits/authorisations are obtained and confirmed with relevant person/s in accordance with job requirements and workplace procedures
<b>1.7</b>	Technical equipment and tools required for the work are obtained and checked for correct operation and safety in accordance with workplace procedures and manufacturer instructions
<b>1.8</b>	Issues are referred to relevant person/s in accordance with industry standards and workplace procedures
<b>1.9</b>	Work site preparation and work schedule are confirmed with relevant person/s in accordance with workplace procedures
<b>2 Process meter reading information</b>	<b>2.1</b> WHS/OHS risk control measures, schedule of work and workplace procedures are followed
	<b>2.2</b> Relevant materials, tools, equipment and devices are selected and used correctly and safely in accordance with manufacturer instructions and workplace procedures
	<b>2.3</b> Information processing is carried out to the required quality standard, without damage to apparatus, equipment, and the surrounding environment or services
	<b>2.4</b> Data is stored, updated and retrieved using relevant technology in accordance with job instructions and

workplace procedures

- 2.5 Hazard warnings and safety signs are recognised and newly identified hazards and WHS/OHS risks are assessed and reported to relevant person/s for directions in accordance with workplace procedures
- 2.6 Unplanned events or conditions are referred to relevant person/s for directions in accordance with workplace procedures
- 2.7 Relevant manuals, manufacturer instructions and websites are consulted to assist with solving problems encountered when processing meter readings in accordance workplace procedures
- 2.8 Quality and accuracy checks of the work are undertaken in accordance with job instructions and workplace procedures

### **3 Maintain equipment**

- 3.1 WHS/OHS risk control measures for work completion are followed
- 3.2 Accidents and incidents are actioned and reported to relevant person/s in accordance with workplace procedures
- 3.3 Work area is tidied and made safe in accordance with job instructions and workplace procedures
- 3.4 Minor maintenance of meter reading technology/equipment is undertaken, as required, in accordance with workplace procedures and manufacturer specifications
- 3.5 Technology consumables are identified and any surplus resources and materials are checked, cleaned and securely stored in accordance with workplace procedures
- 3.6 Relevant person/s are notified of work completion in accordance with workplace procedures
- 3.7 Work completion records and equipment faults are reported in accordance with job instructions and 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 UEG Gas Industry Training Package Companion Volume Implementation Guide.

## Unit Mapping Information

This unit replaces and is equivalent to UEGNSG711 Process meter reading information using appropriate technology.

## Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6a6c032e-ffcb-4f3d-8063-415efbd261e8>