



Australian Government

AHCWRK322 Conduct site inspections

Release: 1

AHCWRK322 Conduct site inspections

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

Application

This unit of competency describes the skills and knowledge required to conduct a site inspection, including verification of the location, ownership, orientation and boundaries of a site.

The unit applies to individuals who conduct site inspections under broad direction and take responsibility for their own work.

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

Pre-requisite Unit

Nil

Unit Sector

Work (WRK)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Collect information	1.1 Obtain site location and relevant details 1.2 Source site maps and plans where available, and review 1.3 Identify the scope of inspection according to client or stakeholder needs and relevant regulations and legislation 1.4 Seek formal approval to visit site where required 1.5 Identify and record covenants

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.6 Check for remote systems and their status
2. Prepare for a site visit	2.1 Identify and prepare tools and equipment required for inspection 2.2 Select, fit, use and maintain personal protective equipment (PPE) applicable to the task 2.3 Plan methods for recording inspection, and confirm forms are available for use 2.4 Evaluate the scope of proposed work, and prepare field notes to check specific concerns 2.5 Evaluate environmental conditions in preparation for likely site conditions 2.6 Consider traffic management requirements
3. Conduct site inspection	3.1 Carry out site orientation and verify ownership and site boundaries 3.2 Identify potential hazards and risks, and implement safe working practices to manage risks 3.3 Identify and record site features and conditions 3.4 Identify and record site-specific concerns 3.5 Identify and record existing on-site services and adjacent site features
4. Document information	4.1 Prepare and document site inspection information 4.2 Document site inspection information in an inspection or site inventory report, or on the base plan if required 4.3 Complete documents and forward to client or supervisor

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	Use clear language, accurate industry terminology and logical structure to prepare records

Skill	Description
Oral communication	Use clear language and accurate industry terminology to report findings to the client, stakeholder or supervisor

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWRK322 Conduct site inspections	AHCWRK311 Conduct site inspections	Minor changes to application Major and minor changes to performance criteria Foundation skills added Major and minor edits to performance and knowledge evidence and assessment conditions	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCWRK322 Conduct site inspections

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has conducted a site inspection on at least one occasion and has:

- collected information relevant to conducting site inspection, including relevant regulations and legislation
- identified scope of inspection and sought approval to visit site where required
- prepared for and conducted site inspection
- applied workplace health and safety requirements, including fitted and used personal protective equipment (PPE)
- recorded site inspection information using inspection forms, and documented in an inspection or site inventory report
- recognised and reported workplace health and safety hazards and used safe work practices to minimise risks.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- how to source site maps and plans, including digital maps
- site map and plan interpretation
- site inspection procedures
- legislative and regulatory requirements, including environmental protection legislation relevant to conducting site inspections
- local government regulations relating to the proximity of trees to buildings, services and roads
- local tree protection and preservation regulations and codes of practice relevant to conducting site inspections
- protocols of accessing and visiting a site

- workplace requirements applicable to health and safety in the workplace for conducting site inspections, including appropriate use of PPE
- measuring and estimating methods
- current land use and environmental threats to site.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - tools and equipment applicable to conducting site inspections
 - PPE applicable to conducting site inspections
- specifications:
 - local government regulations and local tree protection and preservation regulations and codes of practice relevant to conducting a site inspection
 - workplace health and safety legislation, regulations, codes of practice and workplace procedures relevant to conducting a site inspection
 - workplace documents, including workplace environmental procedures, processes, instructions and job specifications relevant to conducting a site inspection
- relationships:
 - client, stakeholder and supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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