



Australian Government

RIIMG301D Maintain site records

Release: 2

RIIMG301D Maintain site records

Modification History

Release	Comment
1	This unit replaces RIIMG301A Maintain site records
2	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to maintain site records in the Resources and Infrastructure Industries.

This unit is appropriate for those working in supervisory roles where risk needs to be managed.

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

Elements and Performance Criteria

1. Identify records	1.1 Access, interpret and apply record keeping documentation and ensure the work activity complies 1.2 Obtain multiple copies of records to match job requirements 1.3 Identify and comply with document storage, filing and handling requirements 1.4 Check registered documents against register 1.5 Report or replace missing registered documents 1.6 Recognise and adhere to organisation's quality assurance requirements 1.7 Select equipment that is consistent with the task of maintaining records, check for serviceability and rectify or report any faults
2. Process details	2.1 Accurately and legibly record details in accordance with organisation's instructions 2.2 Record details to specified quality control procedures 2.3 Ensure alterations to records are initialled by the responsible

	person 2.4 Record signatures, dates and times 2.5 Ensure records/entries are counter signed and checked to ensure currency
3. Review and file records	3.1 Ensure records are referred to for historical data 3.2 Make records available to authorised personnel for checking purposes 3.3 Bring trends affecting work in progress to the attention of appropriate personnel 3.4 Process and file records

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIIMG301A Maintain site records

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>

Assessment Requirements for RIIMG301D Maintain site records

Modification History

Release	Comment
1	This unit replaces RIIMG301A Maintain site records
2	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant legislation, documentation, policies and procedures
- works effectively with others to undertake and complete the maintaining of site records that meets all of the required outcomes, including:
 - communicating clearly and concisely with others to explain and clarify procedures, to interview users to identify their records/information needs
- demonstrates completion of maintaining site records that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
 - reading and interpreting the nature of record content, functions and problems
 - analysing activity to diagnose problems, identifying and implementing options to solve problems
 - processing details and ensuring recording of signatures, dates, times, records are counter signed and verified for currency
 - maintaining accurate written records, reporting and filing systems including:
 - site diary
 - materials received and dispatched
 - quality records
 - WHS records
 - environmental records
 - inventory control records
 - reporting issues affecting the completion of work activities to their supervisor

Knowledge Evidence

The candidate must demonstrate knowledge of maintaining site records through:

- basic records management systems and processes (both manual and computer aided)
- following records filing and retrieval systems and processes
- using registered document control systems
- complying with quality control administration
- project quality requirements
- using resources and infrastructure Industry terminology
- preparing and carrying out JSEA/JSA/Safe work method statement

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit is best assessed in the context of this sector's 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 this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience
Drilling, Metalliferous Mining, Coal	1	1 Year

Mining, Extractive (Quarrying) and Civil Construction	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>