



Australian Government

UEGNSG712 Read and record meter readings

Release: 1

UEGNSG712 Read and record meter readings

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 plan meter reading routines/sequences, carry out meter readings, complete the reading and record utilities industries meter reading data.

It includes efficient planning and scheduling of routes that include availability of competent meter readers, vehicles and relevant meter reading equipment. It also includes scheduling, sequencing a route for others, accessing account information and records relating to previous readings, recording meter readings, determining damage or faults to meters and updating records to show new and changed information.

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

Pre-requisite Unit

Not applicable.

Competency Field

Support Services

Unit Sector

Gas Industry

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Plan and record meter reading routine/sequence

PERFORMANCE CRITERIA

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

- 1.1** Work instructions are obtained and confirmed with relevant person/s and routes planned and mapped to correspond with schedule requirements in accordance with workplace procedures

- 1.2 Records on previous routes and meter readings are obtained and confirmed against the work schedule in accordance with workplace procedures
 - 1.3 Work health and safety (WHS)/occupational health and safety (OHS) procedures, environmental and sustainable energy measures and workplace policies and procedures for the work are obtained and applied
 - 1.4 Suggestions to assist with the route planning, reading and recording of meters are made to others involved in the work as required
 - 1.5 Hazards are identified, WHS/OHS risks are assessed and control measures prioritised, implemented and monitored in accordance with workplace procedures
 - 1.6 Scope of responsibility under the relevant work permit/authorisation is obtained and confirmed with relevant person/s in accordance with job requirements and workplace procedures
 - 1.7 Resources, including equipment, tools, personal protective equipment (PPE) and route sequences, are obtained and checked for correct working operation and safety in accordance with manufacturer instructions and workplace procedures
 - 1.8 Responsibilities for work safety and emergency procedures at the work site are confirmed with relevant person/s and job requirements in accordance with workplace procedures
 - 1.9 Client issues are referred to relevant person/s in accordance with industry and community standards and workplace procedures
 - 1.10 Records are maintained in accordance with job instructions and work schedule for a quality outcome and to minimise risk and damage to property, commerce and individuals in accordance with workplace procedures
- 2 **Carry out meter reading process**
 - 2.1 WHS/OHS and risk control measures, schedule of work and workplace procedures are followed
 - 2.2 Relevant materials, tools, equipment and devices are selected and used correctly and safely in accordance with manufacturer instructions and workplace

procedures

2.3 Meter reading is carried out to the required quality standard, without waste of materials or damage to apparatus, equipment, and the surrounding environment or services using sustainable energy principles

2.4 Meter reading and data recording is carried out in accordance with job instructions and workplace procedures

2.5 Hazard warnings and safety signs are recognised, and newly identified hazards WHS/OHS risks assessed and reported to authorised person/s for directions in accordance with workplace procedures

2.6 Unplanned events or conditions are referred to the relevant person/s for directions in accordance with workplace procedures

2.7 Problem-solving techniques are applied to deal with unplanned events or conditions encountered at work site to ensure work instructions and workplace procedures are met

2.8 Quality checks of the work are undertaken in accordance with job instructions and workplace procedures

3 Complete meter reading and record meter readings

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 site is tidied and made safe in accordance with job instructions and workplace procedures

3.4 Tools, equipment and any surplus resources/materials are cleaned, checked and stored securely in accordance with workplace procedures

3.5 Relevant person/s are notified of work completion in accordance with workplace procedures

3.6 Work completion records, report forms and data sheets are completed accurately, with unusually high or low meter readings noted and new or changed information updated 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 UEGNSG712A Read and record meter readings.

Links

Companion Volume Implementation Guides are found in VETNet -

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

Assessment Requirements for UEGNSG712 Read and record meter readings

Modification History

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two separate occasions and include:

- applying planning skills
- applying relevant legislation, regulations, industry and community standards and codes of practice
- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements
- applying sustainable energy and environmental principles and practices
- carrying out meter reading process
- checking tools, equipment, testing devices and personal protective equipment (PPE) for correct operation and safety
- cleaning, checking and storing tools, equipment and surplus resources/materials
- communicating orally and in writing
- completing meter reading process and recording data
- coordinating work with others involved
- dealing with unplanned events/situations in accordance with workplace procedures in a manner that minimises risk to personnel and equipment
- following manufacturer instructions
- maintaining a clean work site
- maintaining a safe and clean workplace
- obtaining and interpreting job requirements and work schedule
- obtaining records on previous routes and meter readings
- performing quality, final and safety checks
- planning and recording meter reading routine/sequence
- recording and updating new or changed information
- recording damage or faults to meters
- recording meter readings.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of

the requirements of the elements and performance criteria and include knowledge of:

- client issues
- environmental and sustainable energy principles and practices
- hazards, risk assessments and control measures
- oral and written format for reporting meter reading
- plan and determine routes
- problem-solving techniques
- quality checks
- relevant authorities
- relevant legislation, industry and community standards, codes and regulations
- relevant manufacturer instructions
- relevant materials, tools, equipment, devices and PPE
- relevant permits and authorisations required
- relevant safe work method statements (SWMS)/job safety assessments or risk mitigation processes
- relevant WHS/OHS legislated requirements
- relevant workplace policies and procedures
- relevant workplace records and documentation
- route sequences
- techniques to communicate both written and verbally
- techniques to minimise waste
- types of meters used for utilities industries
- work safety and emergency procedures
- work schedules and job requirements.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and PPE currently used in industry

- applicable documentation, including workplace procedures, equipment specifications, regulations, codes of practice and operation manuals.

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