

Title	Coordinate receipt, batching and delivery of orders for concrete		
Level	3	Credits	8

Purpose	People credited with this unit standard are able to: take orders for concrete; coordinate plant and personnel for batching and delivery of orders; and complete documentation.
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Classification	Concrete > Concrete Production
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Available grade	Achieved
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Guidance Information

1 Definitions

Specifications refers to documented instructions (oral, written, graphic) and may include any of the following: manufacturer's specifications, recommendations or technical data sheets; material specifications; specifications from a specialist source such as an architect, designer, engineer or a supervisor; site or work specific requirements.

Workplace practice refers to the documented procedures specific to a workplace which set out the standard and required practices of that workplace.

2 Assessment against this unit standard must be undertaken on site. *On site* refers to a wide range of building and construction environments within which trade skills are required, and includes concrete production and concrete construction sites.

3 Legislation and publications relevant to this unit standard include: Health and Safety in Employment Act 1992 and Health and Safety in Employment Regulations 1995; Transport (Vehicle and Driver Registration and Licensing) Act 1986; NZS 3104:2003 *Specification for Concrete Production*, NZS 3109:1997 *Concrete construction*, NZS 3111:1986 *Methods of test for water and aggregate for concrete*, and NZS 3121:1986 *Specification for water and aggregate for concrete*, available from Standards New Zealand (<http://www.standards.co.nz>).

Outcomes and performance criteria

Outcome 1

Take orders for concrete.

Performance criteria

1.1 Orders taken are in accordance with the client's requirements and plant capacity.

Range factors to be considered in orders – specialist equipment, agreed price, special specifications such as admix, quantity, tests required, compressive strength, slump, site address, time, timing and rate of delivery, site hazards and special conditions; must include one cash sale order.

1.2 Concrete specifications are in accordance with client requirements.

Range volume, compressive strength, nominal aggregate size and type, ordered slump, discharge method, special workability provisions, any further limitations on the mix design arising from the order.

Outcome 2

Coordinate plant and personnel for batching and delivery of orders.

Performance criteria

2.1 Plant resources are allocated in accordance with order demand, plant capability, and the weather.

Range site requirements, time and distance to job, truck availability, truck type.

2.2 Tasks are communicated to parties to ensure delivery times are met.

Range parties – client or client representative, concrete placer, batching staff, delivery driver.

2.3 Personnel are allocated in accordance with job requirements and legislation.

Range experience/training, driving hours, operator safety.

Outcome 3

Complete documentation.

Performance criteria

3.1 Documentation is completed, processed and filed in accordance with workplace practice.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	21 May 1999	31 December 2023
Revision	2	12 February 2003	31 December 2023
Review	3	26 July 2004	31 December 2023
Review	4	11 December 2009	31 December 2023
Review	5	24 June 2021	31 December 2023

Consent and Moderation Requirements (CMR) reference	0048
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.