

Title	Prepare and maintain records for civil construction works		
Level	4	Credits	6

Purpose	People credited with this unit standard are able to: demonstrate knowledge of civil construction contract documentation; collect, verify, and maintain administrative records; initiate and action work-related accident and incident records; and document and report site activities, and variations to contract.
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Classification	Infrastructure Works > Generic Infrastructure Works
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Available grade	Achieved
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Guidance Information

- 1 Legislation and references relevant to this unit standard include:
Health and Safety at Work Act 2015;
Health and Safety in Employment Regulations 1995;
Approved Code of Practice for Cranes, and *Excavation Safety – Good Practice Guidelines*, available from Worksafe: <https://www.worksafe.govt.nz/>;
Local and territorial authority guidelines.
- 2 Assessment against this unit standard must take place in a workplace environment. Assessment parameters will be dependent on company and site-specific equipment, procedures, and practices. Practices must reflect industry best practice and comply with legislative requirements.
- 3 Definitions
Company requirements include the policy, procedures, and methodologies of the company. They include legislative and regulatory requirements which may apply across the company or to a specific site. Requirements are documented in the company's health and safety plans, traffic management plans, contract work programmes, quality assurance programmes, policies, and procedural documents. *Contract specifications* include plans, diagrams, and special technical conditions. They do not include special administrative conditions.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of civil construction contract documentation.

Performance criteria

- 1.1 Documents forming a contract are identified and described in terms of their purpose and application.
- 1.2 Company documentation supporting contracts are identified and described in terms of their purpose and application.
- 1.3 Site documentation supporting company documents are identified and described in terms of their purpose and application.

Outcome 2

Collect, verify, and maintain administrative records.

Performance criteria

- 2.1 Plant and labour records are collected and verified in accordance with company requirements.
- 2.2 Material records are collected and verified in accordance with company requirements.
- 2.3 Daily work records are maintained in accordance with contract specifications and company requirements.
- 2.4 Data from field measurements, samples and tests is collected and recorded in accordance with contract specifications and company requirements.

Outcome 3

Initiate and action work-related accident and incident records.

Performance criteria

- 3.1 Forms are used in accordance with statutory requirements, contract specifications and company requirements for reporting work-related accidents and incidents.
- 3.2 Work-related accident and incident reports are initiated in accordance with statutory and company requirements.

Outcome 4

Document and report site activities.

Performance criteria

- 4.1 Work in progress is documented and reported in accordance with company requirements and contract specifications.

- 4.2 Liaison with other parties is documented and reported in accordance with company requirements and contract specifications.
- 4.3 Project performance is reviewed and documented in accordance with company requirements and contract specifications.

Outcome 5

Document and report variations to contract.

Performance criteria

- 5.1 Variations to contract are documented and reported in accordance with contract specifications and company requirements.

Replacement information	This unit standard replaced unit standard 7743 and unit standard 7744.
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Planned review date	31 December 2023
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	25 September 2006	31 December 2021
Review	2	27 September 2018	N/A

Consent and Moderation Requirements (CMR) reference	0101
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Connexis Infrastructure ITO qualifications@connexis.org.nz if you wish to suggest changes to the content of this unit standard.