

<b>Title</b>	<b>Prepare and maintain records for civil construction works</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>6</b>

<b>Purpose</b>	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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<b>Classification</b>	Infrastructure Works > Generic Infrastructure Works
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with relevant legislative, local and territorial guidelines, and industry requirements.
- 2 Legislation and references relevant to this unit standard include:
  - Health and Safety at Work Act 2015 available from [www.legislation.govt.nz](http://www.legislation.govt.nz);
  - *Approved Code of Practice for Cranes*;
  - *Excavation Safety: Good Practice Guidelines* available from [www.worksafe.govt.nz](http://www.worksafe.govt.nz).
- 3 Definition  
*Contract specifications* include plans, diagrams, and special technical conditions. They do not include special administrative conditions.  
*Industry requirements* may refer to but are not limited to relevant policies, processes, methodologies, industry codes of practice, site specific health and safety plans, standard operating procedures, site safety plans, quality plans, work plans, traffic management plans, contract work programmes, job safety analysis, safe work method statements, job instructions, manufacturer's requirements, contract specifications, manuals, procedural documents.

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### 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 industry requirements.
- 2.2 Material records are collected and verified in accordance with industry requirements.
- 2.3 Daily work records are maintained in accordance with contract specifications and industry requirements.
- 2.4 Data from field measurements, samples and tests is collected and recorded in accordance with contract specifications and industry 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 industry requirements for reporting work-related accidents and incidents.
- 3.2 Work-related accident and incident reports are initiated in accordance with statutory and industry requirements.

**Outcome 4**

Document and report site activities.

**Performance criteria**

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

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

<b>Replacement information</b>	This unit standard replaced unit standard 7743 and unit standard 7744.
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<b>Planned review date</b>	31 December 2029
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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	31 December 2026
Review	3	12 December 2024	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	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 Waihangara Ara Rau Construction and Infrastructure Workforce Development Council at [qualifications@WaihangaraRau.nz](mailto:qualifications@WaihangaraRau.nz) if you wish to suggest changes to the content of this unit standard.