

<b>Title</b>	<b>Plan and conduct daily work activities in a civil engineering laboratory</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>10</b>

<b>Purpose</b>	People credited with this unit standard are able to, in a civil engineering laboratory: plan and organise daily work activities; and conduct daily work activities.
----------------	---

<b>Classification</b>	Infrastructure Civil Engineering > Infrastructure Laboratory
-----------------------	--

<b>Available grade</b>	Achieved
------------------------	----------

---

### Guidance Information

- 1 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable organisational and legislative requirements.
- 2 Applicable legislation, regulations, rules, standards and codes include but are not limited to the: Health and Safety at Work Act 2015, Hazardous Substances and New Organisms Act 1996, and their associated regulations and subsequent amendments; ISO/IEC 17025:2018 *General requirements for the competence of testing and calibration laboratories*, available from <https://www.iso.org/store.html>.
- 3 Definition  
*Organisational requirements* refer to instructions to staff on policy and procedures which are formally documented or generally accepted at the worksite. This may include legislation; industry standards and methods; national and international standards and methods; standard operating procedures; specifications; manuals; and manufacturer's information.

---

### Outcomes and performance criteria

#### Outcome 1

Plan and organise daily work activities in a civil engineering laboratory.

#### Performance criteria

- 1.1 Work activities and required resources are clarified if necessary.
- 1.2 Work activities are prioritised and documented in a work plan.

1.3 Work plan is monitored and updated in response to new information, and changes are communicated to appropriate personnel.

Range may include but is not limited to – urgent requests, new work, changed situations, instructions from appropriate personnel.

1.4 Work activities are broken down into small achievable components and efficient sequences.

## Outcome 2

Conduct daily work activities in a civil engineering laboratory.

### Performance criteria

2.1 Resources are assembled for required activities.

Range may include but is not limited to – documentation, personnel, equipment, sub-contractors.

2.2 Activities are undertaken.

2.3 Completion of work activities is recorded.

2.4 Assistance is sought from relevant personnel when difficulties cannot be handled.

<b>Planned review date</b>	31 December 2024
----------------------------	------------------

### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	21 January 2011	31 December 2021
Review	2	23 January 2020	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0101
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

### Comments on this unit standard

Please contact Connexis - Infrastructure Industry Training Organisation [qualifications@connexis.org.nz](mailto:qualifications@connexis.org.nz) if you wish to suggest changes to the content of this unit standard.