

Title	Describe and complete work records for an infrastructure worksite		
Level	2	Credits	2

Purpose	People credited with this unit standard are able to describe and complete work records for an infrastructure worksite.
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Classification	Infrastructure Works > Generic Infrastructure Works
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Available grade	Achieved
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Guidance Information

- 1 Learning and assessment for this unit standard must be in accordance with the following:
 - Health and Safety at Work Act 2015;
 - Resource Management Act 1991;
 - and all subsequent amendments and replacements.

- 2 Definitions

Infrastructure worksite refers to a site with activity relating to the construction, testing, and maintenance of infrastructure assets such as roads, passenger transport facilities, and public utilities.

Organisational procedures – instructions to staff and procedures which are documented in memo or manual format and are available in the workplace. These procedures include but are not limited to – site-specific procedures, manufacturers' specifications, codes of practice, traffic management plans, health and safety plans, contract work programmes, product quality specifications and reference to legislative or regulatory procedures relevant to the industry.

Outcomes and performance criteria

Outcome 1

Describe and complete work records for an infrastructure worksite.

Range work records may include – instruction, drawing, sketch, measurement, hold point, test result, checklist, tally docket, memo, hazard report, plant running sheet, time sheet, daily job sheet, quality information, instruction, one other; evidence of four is required.

Performance criteria

- 1.1 Work records are described in terms of their purpose and function on an infrastructure worksite in accordance with organisational procedures.

- 1.2 Work records are completed, and accuracy is confirmed with a supervisor, in accordance with organisational procedures.
- 1.3 Types of reports relevant to worksite incidents and accidents are described, and the process for submitting and taking action is explained, in accordance with organisational procedures.

Planned review date	31 December 2025
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 July 1996	31 December 2022
Revision	2	9 March 1999	31 December 2022
Review	3	30 May 2000	31 December 2022
Review	4	25 September 2006	31 December 2022
Review	5	18 February 2011	31 December 2022
Review	6	25 June 2020	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 Industry Training Organisation qualifications@connexis.org.nz if you wish to suggest changes to the content of this unit standard.