

<b>Domain</b>	<b>ROAD CONSTRUCTION AND MAINTENANCE - CORE</b>	<b>Unit ID: 707</b>
<b>Unit Title:</b>	<b>Maintain records in road construction and maintenance site operations</b>	
<b>Level: 2</b>		<b>Credits: 5</b>

### **Purpose**

This unit standard is intended for those who work in road construction and maintenance operations. People holding credit for this unit standard are able to: Identify recording requirements and complete operations-related forms and/or documents.

### **Special Notes**

1. Entry information:
  - Prerequisite
    - None.
2. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which construction and maintenance operations are carried out. Assessment of this unit standard could be carried out at the same time as other technical unit standard in the subfield.
3. Records and forms may include but are not limited to daily site diaries, time and log sheets, incident and accident forms, industrial relation grievance and disciplinary procedure forms, job cards, sick and annual leave forms, occupational health and safety checklists and any other information as required by the project contract documents.
4. Performance of all elements in this unit standard must comply with relevant workplace requirements, contractual agreement and manufacturers' specifications.
5. Regulations and legislation relevant to this unit standard include the following:
  - Labour Act, No. 11 of 2007 as amended.
  - Occupational Health and Safety Regulations No. 18, 1997.
  - Road Traffic and Transport Regulations No. 52, 1999 and Government Notice No 53 Road Traffic and Transport Regulations.
  - Road Ordinance 1972 and other relevant legislations.

## **Quality Assurance Requirements**

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website [www.nta.com.na](http://www.nta.com.na).

## **Elements and Performance Criteria**

### **Element 1: Identify recording requirements.**

#### **Performance Criteria**

- 1.1 Activities and information to be recorded are confirmed and sourced in terms of records required by statutory, workplace and contract requirements.
- 1.2 Affected parties to be informed are identified in terms of the work task, workflow and productivity.

### **Element 2: Complete operations-related forms and/or documents.**

#### **Performance Criteria**

- 2.1 Forms and/or documents are completed in line with workplace and statutory requirements.
- 2.2 Information is submitted to relevant personnel in line with workplace and statutory requirements.
- 2.3 Forms and/or documents are filed and stored in line with workplace requirements.

## **Registration Data**

<b>Subfield:</b>	Road Construction and Maintenance
<b>Date first registered:</b>	12 November 2009
<b>Date this version registered:</b>	12 November 2009
<b>Anticipated review:</b>	2013
<b>Body responsible for review:</b>	Namibia Training Authority