

<b>Domain</b>	<b>ROAD CONSTRUCTION AND MAINTENANCE - CORE</b>	<b>Unit ID: 716</b>
<b>Unit Title:</b>	<b>Request materials, tools and equipment in road construction and maintenance operations</b>	
<b>Level: 3</b>		<b>Credits: 8</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: Determine request requirements, place the request and receive the requested items.

### **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 road construction and maintenance operations.
3. Performance of all elements in this unit standard must comply with all relevant workplace requirements, contractual agreement and/or manufacturers' specifications.

### **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: Determine request requirements.**

#### **Performance Criteria**

- 1.1 Current usage of materials and/or supplies is checked in accordance with workplace requirements.
- 1.2 Anticipated use of materials and supplies is estimated with reference to scheduled work.
- 1.3 A request period and delivery site is determined which reflects known delivery times.
- 1.4 The quantities to be ordered reflect anticipated work after delivery.

### **Element 2: Place the request.**

#### **Performance Criteria**

- 2.1 Request is submitted in terms of company policy.
- 2.2 Receipt of the request is confirmed with the relevant personnel.
- 2.3 Placement of order is checked with the relevant personnel.
- 2.4 Anticipated delivery date and delivery site are confirmed with the relevant personnel.

### **Element 3: Receive the requested items.**

#### **Performance Criteria**

- 3.1 Items received are checked in terms of type, quality and quantity requested and confirmed as being delivered in good order.
- 3.2 Variances are reported in terms of company policy.
- 3.3 Items received are stored in a safe place in accordance with workplace requirements.
- 3.4 Inventories are updated in accordance with company procedures.
- 3.5 All documents are signed and filed in accordance with company policy.

## **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