

RIICWM501E

IMPLEMENT CIVIL CONSTRUCTION PLANS

THEORY EXAM

Participant name	
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FOR THE PARTICIPANT

Instructions

- You will complete written questions as outlined on the following pages. You must attempt all questions and provide enough detail in your response to demonstrate your knowledge.
- It is anticipated that you should complete this assessment within two (2) hours, but additional time may be allowed upon negotiation with the Assessor.
- You must complete all questions unsisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded.
- An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party.
- Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support.
- If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).

Resources required

Pen

FOR THE ASSESSOR

Instructions

- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments)
- All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question).
- Assessors are to complete marking in pen of a different colour to the Participant.
- If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

Q1. Explain why it is vital to your planning to determine any legislated requirements relevant to the civil construction brief related to a road being developed?

Answer

Should reflect: To ensure compliance and that work planned and undertaken meets requirements relating to legislation and duties relevant to Act and regulations such as WHS Act Environmental Protection Act, licencing and permit requirements, Fair work requirements, Road Safety Act. To avoid notices, prosecution or fines. To ensure that any policies and procedures developed are compliant with related legislated requirements



Q2. Describe how you ensure your civil construction plan is compliant with statutory, industry and workplace requirements?

Answer

Should reflect: Develop plans and documents that align with organisational and industry legislated policies and requirements. Identify, assess and control risks, prevent harm to human health and the environment, comply with legal obligations and meet community expectations. Consider the timing of activities over the lifecycle of your project – risks may change as works onsite progress. Prepare project plans over the lifecycle of the project to help to identify risks and constraints which can influence the controls you implement to eliminate or reduce risk.



Q3. You have been allocated the role of project manager for a section of road belonging to a large roadwork project. Describe how you will determine your project scope.

Answer

Should reflect but is not limited to: Access business case or project brief for project to determine actual project requirements such as location, time constraints, goals, objectives and outcomes sought. Access the project charter to confirm the authority to plan, execute, and manage the project. Consult management for clear parameters of the smaller project, document and seek confirmation. Confirm the proposed start and end dates, confirm the members of the project team, constraints related to cost, time and quality. Include in scope name and location of project, standards, Australian Standards, materials, suppliers, construction method, acceptance requirements (inspection, testing)



Q4. Considering the scenario in the previous question, discuss (1) stakeholder you would consult if needing clarification regarding project parameters and access to resources and (2) method you would use to communicate your query.

Answer

- 1.** Should reflect but is not limited to: Would discuss parameters with project sponsor/ client or project management team, asking for access to strategic plans and relevant schedules. May include consultation with TMR to confirm specifications and milestones.
 - 2.** Should reflect but is not limited to: Would send an email to project manager or sponsor/client, requesting clarification or a requesting a meeting with a member of the team or TMR representative to gain clearer insight into the project scope and expected schedules relevant to related projects.
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Q5. What is the purpose of geotechnical investigation reports and how they inform earthworks planning?

Answer

Should reflect but is not limited to: Performed by geotechnical engineers or engineering geologists to obtain information on the physical properties of soil earthworks and foundations for proposed structures. This report will specify the physical properties of the soil on the site including the chemical composition of the soil, the stability of natural slopes, possible fault distributions and other necessary details of the construction site. It includes location and surface conditions for a specific site, surface coverings, elevation and drainage. It contains subsurface exploration data, soil profiles, lab or in-situ test results, ground water conditions and an interpretation of the data collected. The information provided assists project managers and engineers to establish suitable environment controls, determine drainage and fill requirements for the site.



Q6. Discuss how a hydrological analysis informs project drainage, environmental and safety requirements of road design.

Answer

Should reflect but is not limited to: hydrological analysis is undertaken to estimate the maximum quantity of the water reaching the pavement causing dangerous road conditions. The data may consist of details of the watershed, such as maps, topography, and land use, records of precipitation for various storm events, and information on annual or partial peak flows or continuous stream flow records. The information will describe expected run-off and impact on local environment. The analysis informs how the roads can alter hydrologic processes and supports designing of effective road drainage structures including the design of pavements, bridges, culverts and other cross drainage structures to maintain road and environmentally safe conditions.



Q7. Clarify how meteorological data can have an impact on the project schedule and timeline.

Answer

Should reflect but is not limited to: Meteorological data provides facts pertaining to the atmosphere, such as wind, temperature, air density, and other phenomena that affect the work area. This informs project management of likely events such as heavy rain, storm activity and cyclonic conditions, wind chill, extreme heat, and to plan ahead, scheduling tasks in timeframes better suited to likely conditions.



Q8. Describe information provided by survey data.

Answer

Should reflect but is not limited to: accurate layout of roadways, infrastructure, storm water drainage systems, overhead wires, surrounding houses, and other landscape features. Surveyors may also help engineers map optimal routes. and determine grading (slopes), curves, and tunnel building and other features along the route.



Q9. What is a work breakdown structure (WBS)?

Answer

Should reflect but is not limited to: A technique used to analyse the content of work and cost by breaking it down into its components. Tasks are broken down into activities which are further broken down in sub-activities and work packages. The WBS provides accurate estimating technique for a project by calculating how much time and effort is required to accomplish a work package, the task and activities, thereby allowing an accurate estimate to be made for the resource and cost required to complete the larger components in the project.



Q10. When working on the WBS, what should you do to confirm resources, required, their availability and your access to these?

Answer

Should reflect but is not limited to: documents such as specifications and drawings, historical documents specific to tasks (being repeated) and lessons learned can inform project management of resources required for tasks completion, HR records can be accessed to determine suitable human resources for the tasks and their availability. Physical resource availability can be determined by accessing the superior project documents including machinery logs and registers as well as schedules to determine resource locations and availability to be used during tasks in the project.



Q11. What processes must be in place to support worker safety and ensure compliance with the WHS Act? Discuss three (3).

Answer

1. Should reflect but is not limited to three (3) of: Daily pre-start meetings to discuss hazards and hazard mitigation and safe work; SWMS for high-risk work activities; JSA and JSEA at work areas; PPE requirements and signage; Barriers for exclusion zones; company induction, site induction;
 2. sufficient training relating to safety and emergencies; Training relating to safe plant operations; training relating to manual handling; SDS for dangerous chemicals; Designated parking and storage facilities to keep plant, vehicles and chemicals separate from workers; worker facilities such
 3. as toilets and lunch room; Emergency management including how to recognise and respond to emergencies.
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Q12. What should be included in a risk register for the project?

Answer

Should reflect but is not limited to: Columns to define headings, the first column should be a number or reference uniquely identifying the risk. A column should be assigned to describing the risk including cause and effect. The date the risk was identified and the risk owner (responsible person) should be listed. A column should be assigned to the predicted impact the risk could have on the project if it is realised as well as a column for the risk status, whether the risk is open or closed. A column should define actions to be taken should the risk occur and also mitigation techniques to be applied.



Q13. Describe what you are generally looking for when seeking to engage contractors for specific components of the project?

Answer

Should reflect but is not limited to: Contractors must be able to demonstrate their ability to - manage public and worker safety; apply decision-making to their tasks, demonstrate competency in the task and understanding of engineering, drafting, and time, cost, and quality management. Contractors may be selected from an approved pre-selection suppliers list as applicable. Seeking contractors who can achieve KPIs set for their component of the project within budget, time and quality requirements.



Q14. Why is brainstorming a suitable tool to use when gathering ideas for planning and achieving deliverables for the implementation plan?

Answer

Brainstorming is a team activity; it both engages and involves the project management team by encouraging lateral thinking and 'thinking-outside-the-box'. This process helps when highlighting potential problems and raising concerns that are not immediately obvious as various sets of eyes and considerations are put forward. It can also be used to produce ideas that can contribute to improved efficiency and cost reduction.



Q15. What is quality assurance?

Answer

Should reflect but is not limited to: Quality assurance is a process-based approach that places importance on planning and documentation needed to assure the quality. The primary objective of quality assurance is to prevent defects in deliverables at the planning stage to avoid rework and any increases in costs. Quality is about meeting client requirements and ensuring that the deliverables are fit for use.

Quality assurance processes focus on the processes applied in the project to efficiently generate quality project deliverables. This typically includes following and meeting standards required.



Q16. Discuss the purpose of documenting a contingency plan.

Answer

Should reflect but is not limited to: a plan devised for an outcome other than the expected plan. A contingency list may include anything from incomplete designs, construction project delays, substitute subcontractors, price increases, and any other number of unexpected costs.



Q17. Describe budget allocations that should be made to contingency planning.

Answer

Should reflect but is not limited to: A budget allocation should be made to contingency planning, for an amount that is set aside for additions or modifications of the scope of the work. and for contractor work, i.e.: a contractor contingency is an amount built into the contractor's anticipated price for the project to account for various risk factors that cannot otherwise be accounted for in a schedule of values. This money is set aside to account for any errors that occur on behalf of the contractor.



Q18. Describe how you will monitor your team and individuals involved in the planning process?

Answer

Should reflect but is not limited to: create a project outline with the team to track progress. Involve each member of the team in providing input for setting up realistic project goals to ensure an understanding of what's expected of them individually and as part of a group.

Take note of each employee's skills and limitations, to help determine how to hold them accountable. Set up tailored goals, milestones and KPIs with each member of the team to be used during monitoring.

Communicate regularly and consistently with each member of the team to ensure they are on target and not having trouble reaching goals or performing time-sensitive tasks.



Q19. Provide a broad overview of the information, plans and documents your team will create and record during the planning stage of the project.

Answer

Should reflect but is not limited to all or any of: subsidiary plans for project scope, schedule, cost, quality, resource, communication, risk, procurement, stakeholder engagement, restoration, change management plans. Also includes the baselines of scope, time and cost. Documents created during project initiation and planning .can include a stakeholder register, project requirements document, requirement traceability document, project scope statement, WBS, activity list, activity attributes, milestone lists, network diagram, duration estimation document, project schedule, cost estimation sheet, resource estimation sheet, risk register, SOWs, bid documents, issue log, assumption log, change request logs, change request forms, SWMS and more.



Q20. Describe how you can apply KPIs to monitoring and assessment of project performance.

Answer

Should reflect but is not limited to: KPI's are quantifiable, measurable and actionable factors that are critical to the success of the project and tied to the project goals and targets. KPIs can be included to what is to be achieved by milestones and can be demonstrated in the project schedule or Gantt chart which demonstrates each phase of the project start and finish dates. KPIs should include clear targets relating to the plan and relevant specifications for the task.



Q21. What types of information should be shared with local community and potential road users, particularly during noisy and dusty tasks such as land clearing, bulk earthworks and tunnelling activities?

Answer

Should reflect but is not limited to: Dates when noise or dust may be expected and efforts the organisation is making to reduce these. Times of work, road closures and detours, likely impact of activities on local residents, and when it may be advisable to keep windows closed or alternative mitigating actions to maintain public health. Roadside warnings. Restoration and site rehabilitation planning.



Q22. What methods do you consider are most effective when sharing the information discussed in Q21. with local community and road users?

Answer

Should reflect but is not limited to: Communication via business digital profile (Facebook, Instagram etc); printed letterbox drop to affected community. Liaison with local political figures for sharing via their medium. Road side signs and notices.



Q23. Describe milestones and their role in achieving KPIs set for the project.

Answer

Should reflect but is not limited to: A milestone is a marker in a project that signifies a change or stage in development. Milestones show key events to be achieved (KPIs) which may require testing or approval for moving forward. Milestones act as signposts often for reporting through the course of your project, helping ensure you stay on track and confirming that specifications and requirements shown in drawings and job plans have been completed according to requirements and within budget.



Q24. Why is 'gaining approval' of the plans you and your team have developed important?

Answer

Should reflect but is not limited to: This approval of the project plan is the planning phase 'control point' that provides a review by the appropriate authority of the project information and related management approaches. The approval or sign-off of the project management plan provides project management with confirmation that the project information and associated management strategies have been developed to a level of sufficient detail that the implementation of the project may proceed and is in compliance with strategic project and organisational objectives and requirements.



Q25. Describe different factors of the plan that may affect the approval and need to be reviewed?

Answer

Should reflect but is not limited to: Factors that affect approval may include cost or budget clarity; risks of failure that are too high to be accepted by sponsor/client; costs that exceed available budget funding; other projects that are competing for the same resources.



Q26. What is records management?

Answer

Should reflect but is not limited to: Records management is the practice of maintaining records including classifying, storing, securing and destruction or archival preservation, which protects fragile historical archives and assures permanent records are accessible and readable for years into the future.



Q27. What requirements apply to document management and records storing?

Answer

Should reflect but is not limited to: document management may include paper, electronic forms and files, emails, faxes, contracts, leases, vendor communications, etc. Records are those documents that have been made final and are no longer meant to be altered.

Document management is the processes of handling documents in a way that enables them to be created, shared, organised, stored and retrieved efficiently and effectively and includes version controls, naming conventions and filing requirements.



Q28. Explain how you will ensure plant and equipment is available and ready for tasks?

Answer

Should reflect but is not limited to: Schedule machinery in company machinery log, ensuring items are not already in use or allocated elsewhere, or organise contractors;



Q29. Describe how you ensure the right human resources are available for the task?

Answer

Should reflect but is not limited to: Check HR records for competency and allocate worker/s to tasks, communicating requirements and instructions according to workplace communication protocols (telephone, text, email) and receiving confirmation from individuals.



Q30. Describe methods you apply to determine which suppliers to order materials from to achieve quality materials that meet delivery requirements?

Answer

Should reflect but is not limited to: Use suppliers from the approved supplier list. Contact supplier and confirm availability of materials at required time and location.



Q31. Discuss information and instructions you share with team members and others during a site induction session?

Answer

Should reflect but is not limited to: Site safety information including PPE requirements for the site, traffic management, how to locate documents, site facility and office locations, emergency response and management processes, communication protocols including UHF frequency, Key personnel and general site and project information.



Q32. Describe which aspects of a project may require dredging to be undertaken.

Answer

Should reflect but is not limited to: waterway projects, like bridges, docks, piers and underwater tunnels may require dredging to create space for construction by removing sediment. After the sediment is cleared, the project can move forward with the construction process.



Q33. Describe how you will monitor the implementation of the plan.

Answer

Should reflect but is not limited to: Assess whether the project is in line with the original plan, involve stakeholder engagement as response to KPIs receive reports and feedback, thus, increasing the likelihood that the final result will meet expectations. monitoring completion of milestones and key deadlines, manage the given budget, and take into account unexpected project planning delays; reading data to determine if activities are performed as planned and whether there are unintended consequences that arise as a result of these activities, checking to determine whether any elements of the project need to be modified and if so which ones. Determining the impact of changes.



Q34. During monitoring, how do you confirm that all required outcomes have been achieved?

Answer

Should reflect but is not limited to: Reading the results of measuring notes, and testing reports, checking procurement against delivery dockets, observing work in action



- Q35. After consultation with engineers and geotechnologist, it has been determined that sections of the work will require the services of a rock breaker as excavators are unable to break down some of the rock. Describe any adjustments that may have to be made to planning and who will need to be informed.**

Answer

Should reflect but is not limited to: Worker delays during rock breaking require worker team leaders to be notified during a meeting to allow notification of workers re: no work for that time period or allow for workers to be allocated to other work areas. Adjustments to budget/costing to allow for rock breaker hire costs. Finance to be notified of additional cost to budget and schedule to be adjusted. Approval to be received from project owner for rock breaker supplier from approved supplier list.



- Q36. Describe how you ensure any adjustments made to the job plan still achieve required outcomes and how these changes are communicated both downward and upward.**

Answer

Should reflect but is not limited to: Attend site meetings to discuss changes to the plan and confirm tasks to be completed by whom and within allocated/ amended schedule. Monitor achievement of changes implemented and confirm compliance and schedule requirements are met. Record changes and actions in diary and report via weekly (or according to company/site requirements) status report to upper management.



Q37. Describe actions you can undertake to maintain awareness of innovation and new technology applicable to civil construction works including asphalt and concrete applications for pavement and drainage applications.

Answer

Should reflect but is not limited to: Membership to Austroads and similar road working networks, attendance at webinars and conferences, newsletters and regular industry group subscriptions.



Q38. Describe the considerations you must include when planning and organising the installation of underground services alongside a road construction.

Answer

Should reflect but is not limited to: considerations relating to safety such as exclusion zones, shoring, training, SWMS, scheduling, considerations of road work and the impact on the excavation of trench, machinery and material considerations to ensure compliance with specifications and drawings, traffic management, workers competency, costs of resources and budget.



Q39. Why must site rehabilitation and topsoil management be included in the planning for the work?

Answer



Should reflect but is not limited to: After a site has been disturbed due to road construction activities, it is the responsibility of the project owner to restore the site.

Site rehabilitation should ensure that all disturbed areas caused by construction and maintenance activities are restored, leaving a stable environment that is conducive to the establishment of landscapes characteristic to the area.

Rehabilitation should be done in accordance with the sites Environmental Management Plan (Construction and Maintenance). There are many areas affected by road construction and maintenance activities that require rehabilitation, the major areas being borrow pits, stockpile sites, campsites and side tracks.

Surface topsoil (approx. 5-10cm) when correctly stripped, stockpiled and managed can also supply a vast seed bank of endemic native species.

The stockpile of topsoil reduces the need to source, purchase and sow large quantities of native grass seed.

Q40. Describe two (2) methods you can use to review the implemented plans and associated documents before archiving.

Answer

- 1.** Should reflect but is not limited to two (2) of: Hold meeting with project management team to review the successes, failures, and challenges of the project and identify opportunities for improvement going forward.
Review plans and processes to assess if there are improvements that can be made for future projects.
- 2.** Request review of project planning documents from key stakeholders and request recommendations for improvements.
Review stakeholder input during planning and implementation and document as lessons learned for future projects.



Q41. How do you ensure that feedback and recommendations are documented for use in future projects?

Answer

Should reflect but is not limited to: keep clear notes on the project's performance and improvement opportunities collected during all stages in lessons learned files, for easy reference and implementation during similar projects in the future



RIICWM501E

IMPLEMENT CIVIL CONSTRUCTION PLANS

PRACTICAL ASSESSMENT

Participant name	
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FOR THE PARTICIPANT

Instructions

- The tasks outlined on the following pages will require performance of real workplace activities, as a result of a structured activity set by an Assessor/Observer in the workplace or a simulated activity set by your Assessor/Observer.
 - The timeframe for these tasks will be established by your Assessor/Observer, with consideration of location conditions and industry requirements.
 - You must complete all tasks unassisted by the Assessor or other personnel unless the steps require this assistance.
 - You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be awarded.
- If for any observation conducted that is incomplete, or without satisfactory performance, the observation will need to be completed again after further training support.

FOR THE ASSESSOR/OBSERVER

Instructions

- The following observation record should be used to judge and record your observations of the Participant as they complete the task(s) set. You must record your observations of the Participant's performance.
 - For each occasion, indicate the task performed and whether it was a simulation or workplace-based task.
 - Any simulated assessment must ensure the Participant still performs under workplace conditions which reflect industry standards.
 - In the comments, provide clear detail regarding the task that the Participant was required to do (e.g. PPE used, materials handled, attachments connected, plant types).
- All steps must be satisfactorily demonstrated by the Participant for a 'Satisfactory' determination (indicated by an Assessor tick to the right of each itemised step, or an Observer tick to the right of each itemised step, and confirmation by an Assessor in the Assessor Comments).
 - Where you have determined that one or more task steps have not been satisfactorily demonstrated, provide the Participant with additional support and outline details of such assistance in the Assessor/Observer Comments. Allow the Participant two (2) further opportunities to demonstrate the task again to allow an opportunity for a 'Satisfactory' assessment outcome to be achieved.
 - If after three (3) attempts the Assessor determines that the Participant cannot demonstrate the required steps, a 'Not Satisfactory' outcome is to be determined.

TASK OUTCOME					
Task	Date	Task Type (Tick)	Location	Task outcome (Tick)	
				Satisfactory	Not Satisfactory
Task 1 (Occasion 1)		☐ Workplace ☐ Simulation		☐	☐
Task 1 (Occasion 2)		☐ Workplace ☐ Simulation		☐	☐

ASSESSOR COMMENTS: GENERAL

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

ASSESSOR COMMENTS: PRACTICAL TASK 1: OCCASION 1	
☐ Individual student (as named on cover page) ☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]	
Task	Provide detail
1.1A. 1.1B.	Specify evidence of communication provided: e.g. observation of zoom conversation; emails sighted; confirmation of meeting sighted
1.2A.	Specify stakeholders consulted to determine viable available options for implementation into plan. e.g. project management, suppliers, experienced workers, team members
1.2B.	Tick against work to be undertaken during implementation of plan ☐ land clearing ☐ bulk earthworks ☐ surface drainage ☐ water storage and tailings dams ☐ road works preparation ☐ pavement construction ☐ underground services construction ☐ tunnelling ☐ dredging ☐ topsoil management ☐ rehabilitation ☐ Other (please specify):
1.2H.	Specify team members contributing to cost estimate of execution of plan. e.g. finance member of project team. Supervisor of operation teams.
1.2I.	Specify how and who provided approval. e.g. meeting held with project management who signed agreement with all aspects of the plan.
1.2J.	Specify evidence sighted to confirm site requirements were met. e.g. evidence sighted of implementation plan developed by participant for xxx project in computer folder in site office.

ASSESSOR COMMENTS: PRACTICAL TASK 1: OCCASION 1

1.3A.	Specify how resources were acquired and made available. e.g. HR resources contacted and confirmed for attendance on agreed dates and times Plant and equipment booked internally and where needed, externally Material ordered via procurement documentation and checks organised on delivery. delivery docket confirmed against procurement documents
1.4C.	Specify information recorded: e.g. actions undertaken recorded in diary, material delivery recorded and delivery docket filed. Weekly status report provided to site management including plan, specifications and drawings.
1.4D.	Specify adjustments made: e.g. organise additional workers and adjusted budget to achieve outcomes.
1.4E.	Specify method of meeting consistently with others. e.g. attendance at daily pre-start meetings documented in diary
1.4F.	Tick against reports submitted: ☐ task specifications ☐ job plan ☐ task drawings ☐ activity scheduling ☐ unit costs ☐ overall task costs ☐ Other (please specify):
1.4G.	Specify how feedback was organised: e.g. questionnaire, meetings with questioning, onsite feedback and comments

ASSESSOR COMMENTS: PRACTICAL TASK 1: OCCASION 2

- ☐ Individual student (as named on cover page)
☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]

Task	Provide detail
1.1A. 1.1B.	Specify evidence of communication provided: e.g. observation of zoom conversation; emails sighted; confirmation of meeting sighted
1.2A.	Specify stakeholders consulted to determine viable available options for implementation into plan. e.g. project management, suppliers, experienced workers, team members
1.2B.	Tick against work to be undertaken during implementation of plan ☐ land clearing ☐ bulk earthworks ☐ surface drainage ☐ water storage and tailings dams ☐ road works preparation ☐ pavement construction ☐ underground services construction ☐ tunnelling ☐ dredging ☐ topsoil management ☐ rehabilitation ☐ Other (please specify):
1.2H.	Specify team members contributing to cost estimate of execution of plan. e.g. finance member of project team. Supervisor of operation teams.
1.2I.	Specify how and who provided approval. e.g. meeting held with project management who signed agreement with all aspects of the plan.
1.2J.	Specify evidence sighted to confirm site requirements were met. e.g. evidence sighted of implementation plan developed by participant for xxx project in computer folder in site office.

ASSESSOR COMMENTS: PRACTICAL TASK 1: OCCASION 2

1.3A.	Specify how resources were acquired and made available. e.g. HR resources contacted and confirmed for attendance on agreed dates and times Plant and equipment booked internally and where needed, externally Material ordered via procurement documentation and checks organised on delivery. delivery docket confirmed against procurement documents
1.4C.	Specify information recorded: e.g. actions undertaken recorded in diary, material delivery recorded and delivery docket filed. Weekly status report provided to site management including plan, specifications and drawings.
1.4D.	Specify adjustments made: e.g. organise additional workers and adjusted budget to achieve outcomes.
1.4E.	Specify method of meeting consistently with others. e.g. attendance at daily pre-start meetings documented in diary
1.4F.	Tick against reports submitted: ☐ task specifications ☐ job plan ☐ task drawings ☐ activity scheduling ☐ unit costs ☐ overall task costs ☐ Other (please specify):
1.4G.	Specify how feedback was organised: e.g. questionnaire, meetings with questioning, onsite feedback and comments