

CPCCBC4008B

CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECT

THEORY EXAM INSTRUCTIONS

- This exam will occur under standard assessment conditions.
 - An oral examination may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. Notes and Assessor Comments)
- Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that this is your own work.
- Assessors are to complete marking in pen of a different colour to the Participant.
- If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 - If a Participant changes their response in writing, they must put their initials next to the written change.
 - If a Participant changes their response verbally, this must be noted on the exam paper by the assessor.

Participant name _____

Participant signature _____

Date _____

Assessor name _____

Assessor signature _____

Date _____

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
46		☐	☐

Q1. Name the Act and identify the section that addresses the amount of progress payments. Briefly describe the requirements.

Answer

Section of Act	Requirements
Assessor's discretion. In Queensland: <i>Building Industry Fairness (Security of Payment) Act 2017 (Qld)</i> s71	The amount of a progress payment to which a person is entitled is the amount provided for in the contract, or where the contract does not specify, a value based on the value of the construction work carried out, or goods and services supplied.

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Q2. Name the Regulation and identify the section that identifies the types of dispute resolution processes for progress payments. Briefly describe the requirements.

Answer

Section of Regulation	Requirements
Assessor's discretion. In Queensland: <i>Building Industry Fairness (Security of Payment) Regulation 2018 (Qld)</i> s7	The following processes are prescribed: - A proceeding a court or tribunal - An adjudication of a payment claim

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Q3. List three (3) different documents you might refer to when making contract payments.

Answer

Assessor's discretion. May include: Contract, Purchase orders; Invoices

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Q4. Identify two (2) types of construction allowances, using examples.

Answer

Assessor's discretion. Should resemble: Material allowance amounts and
Installed allowance amounts

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Q5. To avoid misunderstanding between the builder and client regarding construction allowances, describe one (1) organisational policy/procedure that might be implemented.

Answer ☐ Assessor's discretion. For example: Builders should provide a work order for the allowance immediately upon completion of the work or purchase of material; Builders should insist that changes to cost allowances, are client-approved before they lay out any money for the new materials or labour.

Q6. True or False (Tick your response): Any changes to the original contract (time and/or work) must be in writing.

Answer ☐

✓	True
	False

Q7. Who must sign a contract variation (time and/or work)?
Tick all that apply.

Answer ☐

Choice	Possible Answers
	All subcontractors
	All suppliers
✓	Builder
✓	Client

Q8. Fill in the blanks: Once a variation is signed, the builder must provide a copy to the client within five (5) days.

Answer ☐

Q9. True or False (Tick your response): Subcontractors should be given time to rectify issues before a back-charge is incurred.

Answer ☐

✓	True
	False

Q10. Identify one (1) document you might supply to a subcontractor to justify a back-charge.

Answer Assessor's discretion. For example: Invoices or timesheets which link the rectification work back to the subcontractor. ☐

Q11. True or False (Tick your response): Invoices should correspond with delivery notes.

Answer

✓	True
	False

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Q12. Identify two (2) controls for ensuring that invoice payments are appropriately authorised.

Answer Assessor's discretion. May include: Authorising responsibility for those who can alter financial records; Implementing procedures for payment authorisation; Numbering documents sequentially; Separating duties; Regular reconciliation of accounts ☐

Q13. What type of insurance should you take out for site loss or damage?

Answer Contract Works Insurance or Construction All Risks Insurance ☐

Q14. Identify three (3) written records you might supply to support an insurance claim.

Answer Assessor's discretion. May include: Receipts, Police reports; Product make/model/serial numbers; Photographs ☐

Q15. Name the document that outlines the timeframes for processing insurance claims.

Answer General Insurance Code of Practice ☐

**Q16. You should record communications with which of the following parties?
Tick all that apply.**

Answer	Choice	Possible Answers	☐
	✓	Clients	
	✓	Contractors	
	✓	Inspectors	
	✓	Suppliers	
	✓	Unions	

Q17. You have participated in on-site communication for the following matters. Which of the listed communications should you record in your site diary? Tick all that apply.

Answer	Choice	Possible Answers	☐
	✓	Allocating and managing human resources	
	✓	Communicating with regulatory authorities to ensure compliance	
	✓	Facilitating dispute prevention and resolution	
	✓	Maintaining environmental controls and obligations	
	✓	Managing expenditure	
	✓	Participation in on-site meetings	
	✓	Placing orders for supplies or equipment	
	✓	Scheduling of plant and equipment	

Q18. True or False (Tick your response): A file note should be used to document important interactions between the builder and client.

Answer	✓	True	☐
		False	

Q19. True or False (Tick your response): File notes are regularly referred to.

Answer		True	☐
	✓	False	

Q20. Which of the following details should be on a site report?
Tick all that apply.

Answer	Choice	Possible Answers	☐
	✓	Conditions (e.g. weather)	
	✓	Observation date and time	
	✓	Project details	
	✓	Safety observations	
	✓	Sign-off by observer	
	✓	Site activities	

Q21. Briefly describe the purpose of a site report.

Answer	<u>Assessor's discretion. Should resemble: To make an objective assessment of project progress, general site activity, safety or environmental findings and evidence of anything out of the ordinary. Findings are actionable.</u>	☐
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Q22. When can a notice for unsatisfactory work be issued by the client?
Tick all that apply.

Answer	Choice	Possible Answers	☐
		Before work commences	
	✓	Before work completes	
	✓	Upon completion of work	

Q23. True or False (Tick your response): A notice of unsatisfactory work should be communicated in writing.

Answer	✓	True	☐
		False	

Q24. Identify three (3) quality control procedures that may be implemented.

Answer ☐ Assessor's discretion. May include: Checking materials supplied to site;
Comparing materials against specifications; Quality checklists; Reviews of
plans and specifications with clients.

Q25. True or False (Tick your response): Site checklists should be maintained for all stages of the building project.

Answer ☐

✓	True
	False

Q26. True or False (Tick your response): Site checklists may be used as a reminder for workers and during inspections.

Answer ☐

✓	True
	False

Q27. What is the purpose of an organisational quality manual and who might refer to this document?

Answer ☐ Assessor's discretion. Should resemble: It is a written document outlining
quality procedures used in the organisation. It is a document accessible by
all in the organisation.

Q28. Identify the Volume and Parts of the NCC that relate to the quality requirements for garage doors for Classes 1 and 10, and Classes 2 to 9.

Answer ☐

Classes 1 and 10	Classes 2 to 9
Volume 2, Part 3.0.4	Volume 1, Part B1.4

Q29. Which Australian Standard is referenced in the NCC with regards to the quality requirements for garage doors?

Answer AS/NZS 4505 ☐

Q30. True or False (Tick your response): Building approvals/inspections must be carried out by Council building certifiers.

Answer

	True
✓	False

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Q31. Name the Regulation and identify the section that identifies the mandatory stages requiring inspection for a single detached Class 1a building. Briefly describe the requirements.

Answer

Section of Act	Requirements
Assessor's discretion. In Queensland: <i>Building Regulation 2016</i> (Qld) s24	The stages of assessable building work include: - Foundation and excavation stage, before footing are poured - Slab stage – before concrete is poured - Frame stage – before cladding or lining is fixed - Final stage

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Q32. True or False (Tick your response): A supervisor must watch over the work as it is happening.

Answer

	True
✓	False

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Q33. Identify three (3) checks that may occur to verify painting work meets the required standard.

Answer Assessor's discretion. May include: Pre-paint inspection carried out to ensure adequate surface; Correct paint type used for internal and external environment; Selected finish accords with contract documents ☐

Q34. True or False (Tick your response): Specific requirements for quality and finish should be included in the contract, so the builder knows the standard required to be met.

Answer

✓	True
	False

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Q35. List three (3) implied standards for building work, as per the Australian Consumer Law.

Answer

Assessor's discretion. May include: Work will comply with legal requirements; Work is carried out with reasonable care and skill; Work and materials are reasonably fit for purpose

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Q36. For each of the following topics, identify an organisational policy that may be in place.

Answer

Topic	Policy
Pre-handover inspection	Assessor's discretion. For example: Arrange on-site inspection with client before date of handover to address remaining issues.
Final payment	Assessor's discretion. For example: Organise final payment at practical completion, not handover

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Q37. True or False (Tick your response): Final payment is to be made prior to practical completion.

Answer

	True
✓	False

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Q38. True or False (Tick your response): The contract may specify that certificates of inspection are required prior to receiving final payment.

Answer

✓	True
	False

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Q39. List five (5) aspects that may be checked as part of the final inspection.

Answer

Assessor's discretion. May include: Stormwater control and discharge;
Floor height; Necessary support of earthworks; Water penetration; Fire
safety, Room ventilation; Toilet door swing; Vermin proofing; Sub-floor
ventilation; Termite protection; Stairs, handrails and balustrades; Swimming
pool fencing.

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Q40. True or False (Tick your response): The building certifier's certificate indicates that all inspections and approvals required by the legislation have been satisfactorily completed.

Answer

✓	True
	False

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Q41. What documents should be provided to the client on handover day?

Answer

Assessor's discretion. Should resemble: Certificates of inspection;
Warranties relating to appliances and termite protection; Reports, notices
or other documentation issues by service providers (e.g. electricity, gas,
telephone, water or sewerage)

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Q42. Identify two (2) items that might be found on a defects item document.

Answer

Assessor's discretion. May include: Minor defects; Minor omissions.

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Q43. True or False (Tick your response): The builder and client must agree to all items listed on a defects document.

Answer

	True
✓	False

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Q44. Fill in the blanks: Defects noted at handover should be rectified within six (6) months after completion of the work.

Answer

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Q45. True or False (Tick your response): The client must sign-off once defects have been rectified.

Answer

✓	True
	False

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Q46. Identify two (2) reasons why you should implement a site safety policy.

Answer

Assessor's discretion. Should resemble: Under the legislation, you must ensure, as far as is reasonably practicable, the health and safety of all of your workers, including subcontractors. This means that your company must provide protection to cover their physical safety and mental health. By implementing a site safety policy you endeavour to look after the health of everyone on your building site.

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