

## Practical Task 1 (2X)

### Description of task:

On two (2) occasions, a suitable observer is to verify the participant's ability to supervise systems through which materials are selected, acquired and stored on site for the following projects:

- **Occasion 1:** Construction classified as Class 1 and 10 construction
- **Occasion 2:** Construction classified in Classes 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction

The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. Evidence to be submitted may include:

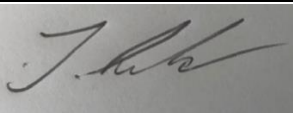
- Copy of PO sent to site team for materials.
- Email correspondence sighting need for materials, delivery of materials and storage of materials (if relevant).

The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.

### Resources required:

Computer, Building Contract, Drawings, Specifications, Building materials (including timber, and ferrous and non-ferrous metal).

### Assessment of task

|                                                                                                                                                                                                                    |                                                                                     |                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------|
| <b>Name of participant:</b>                                                                                                                                                                                        | Danielle Henderson                                                                  |                                     |
| <b>Name of observer:</b>                                                                                                                                                                                           | Tom Luke                                                                            |                                     |
| <b>Role of observer<br/>(Confirm suitability to sign)</b>                                                                                                                                                          | Senior Project Manager                                                              |                                     |
| <b>Email address of observer</b>                                                                                                                                                                                   | tom.luke@perigon.com.au                                                             |                                     |
| <b>Signature of observer:</b>                                                                                                                                                                                      |  |                                     |
| <b>Date:</b>                                                                                                                                                                                                       | 16/08/20                                                                            |                                     |
| <b>When completing the task, did the participant:</b>                                                                                                                                                              | <b>Tick if satisfactorily completed.<br/>Provide comments if left unticked.</b>     |                                     |
|                                                                                                                                                                                                                    | <b>1<sup>st</sup><br/>Occasion</b>                                                  | <b>2<sup>nd</sup><br/>Occasion</b>  |
| <b>1 Evaluate building materials</b>                                                                                                                                                                               |                                                                                     |                                     |
| 1.1A. Identify suitability of materials commonly used in the region for low rise buildings.                                                                                                                        | <input checked="" type="checkbox"/>                                                 | <input checked="" type="checkbox"/> |
| 1.1B. Through research and testing, identify properties of different materials, their quality and compatibility and non-compatibility and maintain effective sampling and organisational record-keeping processes. | <input checked="" type="checkbox"/>                                                 | <input checked="" type="checkbox"/> |
| 1.1C. Identify the environmental impacts of different materials.                                                                                                                                                   | <input checked="" type="checkbox"/>                                                 | <input checked="" type="checkbox"/> |
| 1.1D. Identify the impact of allowable tolerances on the conversion of naturally occurring materials.                                                                                                              | <input checked="" type="checkbox"/>                                                 | <input checked="" type="checkbox"/> |
| 1.1E. Identify and check tolerances for installing and assembling materials with regard to the nature of the work being performed and the requirements of relevant construction industry Australian standards.     | <input checked="" type="checkbox"/>                                                 | <input checked="" type="checkbox"/> |

| 2 Material selection                                                                                                                                                                                                                                                                                                                               |                                     |                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 1.2A. Select materials structurally adequate and appropriate for the building system specified in the contract, drawings and specifications.                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.2B. Select materials after considering: <ul style="list-style-type: none"> <li>• Safety</li> <li>• Required fire resistance rating</li> <li>• Suitability to the application</li> <li>• Durability</li> <li>• Serviceability and cost effectiveness</li> <li>• Compliance with NCC, legislation, regulations and Australian Standards</li> </ul> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.2C. Consider short and long-term degradation of materials in relation to the building's proposed life cycle.                                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.2D. Select and evaluate alternative materials, if specified materials were unavailable or unsuitable – justifying decisions to regulatory authorities, as necessary                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.2E. Finalise selection of materials in accordance with contractual requirements and in consultation with relevant professionals and the client, compiling results in a report.                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.2F. Effectively communicate using the following methods: <ul style="list-style-type: none"> <li>• Language/concepts appropriate to cultural differences</li> <li>• Non-verbal communication</li> </ul>                                                                                                                                           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3 Supervising materials on site                                                                                                                                                                                                                                                                                                                    |                                     |                                     |
| 1.3A. Determine limitations and effects of transportation on material and components, taking action in potentially damaging circumstances.                                                                                                                                                                                                         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.3B. Ensure materials were correctly and safely handled on site using appropriate equipment and safe work practices.                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.3C. Communicate with manufacturers and suppliers to ensure materials are stored in accordance with specifications and Australian standards.                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.3D. Implement processes for inspecting all materials delivered on site for naturally occurring and/or manufactured defects before installation.                                                                                                                                                                                                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.3E. Ensure personnel were aware of actions to be taken in the case of defects caused by incorrect installation, application or placement.                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.3F. Preserve and protect timber and ferrous and non-ferrous metal used in the construction process.                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| The Participant's performance was: <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory                                                                                                                                                                                                                      |                                     |                                     |

**OBSERVER COMMENTS**

Danielle is currently carrying out all company purchasing for site day to day installations, through to major lighting and product orders.

Throughout this process she has to review product technical data and compile with sample submissions for approval with our builder/clients. These submissions consist of electronic and physical delivery to site.

Part of this approval process for our Midtown Centre build is ensuring materials meet Greenstar compliance. At the beginning of the project it was found that our usual brand of general bakelite (Clipsal) do not carry an appropriate Best Practice Certificate, therefore Danielle updated our major draw down spreadsheet with our supplier and ensured the new product was compliant for submission to the builder.

Costs were reviewed and although these increased, we were able to get approval for the install and will reach our requirements.

All projects are built to meet the Section J requirements in the NCC Volume 1 and Part 3.12 of NCC Volume 2 for Energy Efficiency which means our products can be selected from a wide range of wholesalers/manufacturers. Danielle is able to clearly document technical data sheets and quotations with any relevant supplied information on our server for project management review and final selection.

For our electrical penetrations, fire rating installations are completed and Danielle compiles the photographic evidence into our electronic register, along with the ratings and test certificates for our legislative Form 16 to be signed off by licenced subcontracting companies.

All deliveries to site are documented on purchase orders with communication to suppliers if certain on site instructions are needed for correct unloading and delivery to our storage areas.

Each site sends through a delivery docket with any defects or missing items for Danielle to forward to the supplier for replacement/rectification.

In the case of our warehouse storage, Danielle manages our warehouse assistant to ensure that incoming and outgoing materials are labelled and stored securely for the projects.

If material is to be stored for a long period, care is taken for these to be protected from damage.

As electrical contractors, we often source hot dip galvanized or zinc plated products for our cable tray and supports to ensure longevity. Danielle checks outgoing orders to confirm which is required and ensures the materials delivered meet the request.