

RIICWM402E

SUPERVISE CIVIL WORKS CONTRACTORS

ASSESSMENT SUMMARY

The assessment activities for *RIICWM402E Supervise civil works contractors* cover all aspects of the unit of competency. For Apprentices/Trainees, this includes supervisor completion of the Apprentice/Trainee Record (ATR).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be fair, flexible, valid and reliable. If a Participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, who should note such arrangements in the 'Assessor Comments' on the affected assessment. If a Participant feels they are not yet ready to be assessed, they should discuss their options with their Trainer/Assessor.

To satisfactorily complete the assessment, the Participant is required to answer all questions correctly and demonstrate their skills to industry standards. If a Participant does not answer all questions or perform all tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency.

The Trainer/Assessor can provide the Participant with additional information on interpreting the assessment outcomes and guide the Participant's options. If a Participant is still deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result as per the process in the Student Handbook.

By signing below, the Participant acknowledges:

- They understand the assessment instructions and requirements, and consent to being assessed.
- The work submitted is to be their own work – with the work of/with others needing to be clearly acknowledged and documented.
- They consent to any photo/video recording of their work that occurs during assessment.

Participant name	TREY BUTLER
Participant signature	

Pre-requisite unit(s) to be achieved and authenticated prior to undertaking assessment

☒ Not applicable

Task	Date completed	Assessment Results	
Theory Exam		☐ Satisfactory	☐ Not Satisfactory
Practical Assessment		☐ Satisfactory	☐ Not Satisfactory
Outcome for RIICWM402E		☐ Competent	☐ Not Yet Competent

Evidence requirements checklist (ticked by assessor and evidence supplied to RTO)

☐ Theory Exam	☐ Practical Assessment
	☐ Completed Job Plan

Assessor Name	
Assessor Signature	

RIICWM402E

SUPERVISE CIVIL WORKS CONTRACTORS

THEORY EXAM

Participant name	REY BUTLER
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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 responses 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 unassisted 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.

site inducted
Signed on all SWMS
work area/s
resources required
scope of works
permit required

Q2. How will you share emergency response information relevant to the site and various tasks with sub-contractors?

Answer

At the daily pre-start



Q3. Which on-going risk management procedures do you follow and access when supervising civil work contractors and how do these link to legislative requirements?

Answer

safety management procedures



recording and reporting of incidents

house keeping

emergency response

hazard management

environmental management

site access

Q4. What are (1) the objectives of the Environmental Management Plan (EMP) and (2) why should you read this EMP as part of planning the job?

Answer

1. erosion and sediment control requirements ☐
air, dust, noise, waste and vibration controls
Waterway protection requirements
materials handling and waste disposal
Cultural and heritage protection requirements and procedures
2. to ensure that all impacts of a proposed activity on the
environment are managed and protected from project works

Q5. In the general principles of surveying, what is the importance of 'working from the whole to the part' (1) when surveying and (2) how this is achieved?

Answer

1. it localizes errors and prevents their accumulation ☐
2. working from the whole (larger area) to the part (small area)
make it more accurate and reliable final survey

Q6. Why is it important to coordinate tasks with other work supervisors and schedule contractor activities?

Answer

Available resources on site
job plan and schedule



Q7. What processes must you follow to acquire and confirm the acquisition of, required resources at your workplace?

Answer

requirements to consult applicable personnel
compilation of a list of resources required
costing the acquisition of the resources
identifying approved suppliers of required or gain approval use non-approved suppliers
verifying availability, quality and delivery of resources
gain approval to place orders where value is above authorised limit
When purchasing resources and services you may need to:
apply organisation purchase order procedure
issue the appropriate purchase orders
Keep a record of the purchase order
Forward a copy of the purchase order to accounts payable



Q8. How do you communicate site safety requirements to ensure contractors wear PPE suited to the site and task?

Answer

site inductions
written policies
task specific briefing
ongoing enforcement



Q9. What is the 'rule of thumb' basis for matching a machine to a job?

Answer

operational distances best suited to each type of machine, 1-4
Zone 1 indicates machines of high power with low speed, distance
is less than 150m. Zone 4 machines designed with sacrifice
power but speed becomes important more for transporting materials
at higher speed > 1500m



Q10. Supervisors must have knowledge of factors affecting plant performance. What are four (4) factors that can affect plant performance and output and why must supervisors monitor each of these?

Answer

1. Experience of operators - check competencies and monitor for poor workmanship
2. Suitability for work task - conditions such as material type, site conditions, weather must be considered
3. Pre and post operational checks - must be conducted to maintain plant at optimal operating conditions
4. Safety guidelines - is plant handling being conducted according to manufacture and site requirements



Q11. How do you confirm that the contractor has a job plan available that meets task requirements?

Answer

review the plan

verify its feasibility and resource allocation

conduct a pre work site visit to assess the contractors understanding and approach



Q12. What methods can you apply to confirm contractors have communicated instructions to team members and others involved?

Answer

clear communication channels

conduct regular check in

use visual aids

actively solicit feedback from team members to confirm understanding



Q13. What is required when setting out for work tasks?

Answer

plan and organise your work

prioritise task

allocate resources

ensure safe work practices



Q14. What is the importance of the survey pegs during the road set out?

Answer

they act as physical markers, ensuring accurate construction within legal boundaries. preventing disputes by clearly defining road locations and alignments



Q15. What methods do you apply when monitoring civil works to ensure the required outcomes or met on a daily basis?

Answer

site inspections
pre-starts
daily diary report
daily program meeting



Q16. Name and explain the purpose for three (3) of the different test results the supervisor must be able to read and understand at different hold or witness points of a project.

Answer

1. soil tests - moisture, plasticity permeability



2. concrete slump test - workability of freshly made concrete

3. sub-grade and sub-base tests - compaction

Q17. What is the purpose of road surface drainage and what are four (4) elements used to achieve this effectively?

Answer
Purpose

drainage of stormwater runoff from the road surface
and surface of adjacent road formation



Element

1. Kerb and channel

2. table drains and blocks

3. batter drains

4. pipe networks

Q18. What are the effects of inappropriate road drainage infrastructure?

Answer

flood heights

peak water levels

water velocities, through bridges and culverts

erosion and sedimentation patterns

fauna transfer

terrestrial and aquatic fauna habitats



Q19. What are the three (3) main parts of roadway design and the importance of these features?

Answer

1. horizontal alignment (the route of the road)

2. profile / vertical alignment (the roads elevation changes)

3. cross section (the roads width and features)



Q20. What are four (4) events that might occur on a normal working day that may significantly affect progress of civil works tasks and force the use of contingency plans.

Answer

1. Unexpected equipment failure



2. Unexpected weather event

3. Unforeseen site conditions

4. Sudden labor shortage

Q21. What are four (4) contingency plans that may be in place to support a civil construction operational plan?

Answer

1. Financial contingency plan



2. resource contingency plan

3. weather contingency plan

4. safety contingency plan

Q22. What methods do you apply when monitoring worker and contractor performance for safety and compliance?

Answer

Safety audit
site inspection



Q23. What is the relationship between waste management and environmental protection?

Answer

Effective waste management is crucial for environmental protection because it - minimises pollution
conserves resources
reduces negative impacts of waste on ecosystems



Q24. Describe why supervisors access each of the following types of data.

Answer

Geological Data:



to solve problems involving soil, rock, groundwater and design structures in and below the ground. Using the principles of earth science and engineering.

Hydrological Data:

explores and addresses surface water, groundwater, water quality and water use on sites

Meteorological Data:

data will help with civil construction operations in the area of air pollution, wind and weather