

# CPCCBC4008B

## CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECT

### ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4008B Conduct on-site supervision of building and construction project* cover all aspects of the unit of competency required. To demonstrate competence in this unit, a participant must undertake all tasks and complete them satisfactorily and consistently. For Apprentices and Trainees, this includes employer completion of the Employer Record Book (ERB).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be equitable, fair and flexible. 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 some questions or perform some tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency. The Trainer/Assessor is able to provide the participant with additional information on interpreting the assessment outcomes and provide guidance on the participant's options. Should a participant still be deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result.

By signing the cover page for each assessment item, the participant acknowledges they understand the assessment instructions and requirements and consent to being assessed. The participant also verifies and assures the RTO that the work submitted is their own work.

|                  |                |
|------------------|----------------|
| Participant Name | Nathan Wheeler |
|------------------|----------------|

| Task                                  | Assessment Results                        |                                                   |
|---------------------------------------|-------------------------------------------|---------------------------------------------------|
| Theory Exam                           | <input type="checkbox"/> Satisfactory     | <input type="checkbox"/> Not Yet Satisfactory     |
| Practical Assessment                  | <input type="checkbox"/> Satisfactory     | <input type="checkbox"/> Not Yet Satisfactory     |
| <b>Outcome for Unit of Competency</b> | <input type="checkbox"/> <b>Competent</b> | <input type="checkbox"/> <b>Not Yet Competent</b> |

|                                    |                             |
|------------------------------------|-----------------------------|
| Assessor Name                      |                             |
| Assessor Signature                 |                             |
| Unit Competence Determination Date | Click here to enter a date. |



# 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. FT001 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 Nathan Wheeler

Participant signature



Date Click here to enter a date.

Assessor name

Assessor signature

Date Click here to enter a date.

| Number of questions | Number of questions answered correctly | Task outcome (Tick)      |                          |
|---------------------|----------------------------------------|--------------------------|--------------------------|
|                     |                                        | Satisfactory             | Not Yet Satisfactory     |
| 46                  |                                        | <input type="checkbox"/> | <input type="checkbox"/> |



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

**Answer**

| Section of Act                                                           | Requirements                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Building industry fairness (security of payment) Act 2017<br>Part 2 - 71 | The amount of a progress payment to which a person is entitled under a construction contract is—<br>(a) if the contract provides for the matter—the amount calculated in accordance with the contract; or<br>(b) if the contract does not provide for the matter—the amount calculated on the basis of the value of construction work carried out, or related goods and services supplied, by the person in accordance with the contract. |



**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                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Building Industry Fairness (security of payment) Regulation 2018<br>Part 7<br>43 | (1) This section applies if, immediately before the commencement, an application for adjudication of a payment claim under the Building and Construction Industry Payments Act 2004 had been made but not decided.<br>(2) The adjudication is prescribed as a dispute resolution process for the Act, section 34B, definition dispute resolution process. |



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

**Answer**

The building contract allowance  
Relavant material supply purchase orders  
invoices



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

**Answer** ☐

Prime cost allowance - A prime cost allowance is for the cost of the item only, so the builder needs to allow for the installation of the item separately.  
 Material allowance - The amount of money allocated to cover the cost of material(s) and any applicable sales tax only, excluding the labor to install

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

**Answer** ☐

Builders should provide a work of order for the allowance immediately upon completion of work or purchase of material.

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

**Answer** ☐

|                          |       |
|--------------------------|-------|
| X                        | True  |
| <input type="checkbox"/> | False |

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

**Answer** ☐

| Choice                   | Possible Answers   |
|--------------------------|--------------------|
| <input type="checkbox"/> | All subcontractors |
| <input type="checkbox"/> | All suppliers      |
| X                        | Builder            |
| X                        | Client             |

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

**Answer** ☐

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

Answer

|                          |       |
|--------------------------|-------|
| X                        | True  |
| <input type="checkbox"/> | False |

☐

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

Answer Subcontractor agreement

☐

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

Answer

|                          |       |
|--------------------------|-------|
| X                        | True  |
| <input type="checkbox"/> | False |

☐

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

Answer Regular reconciliation of accounts  
Independent reviews/validation of accounts

☐

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

Answer Public liability insurance

☐

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

Answer Receipts  
Tool logbook with serial numbers  
photographs

☐

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

Answer Code of practice

☐

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

Answer

| Choice | Possible Answers |
|--------|------------------|
| X      | Clients          |
| X      | Contractors      |
| X      | Inspectors       |
| X      | Suppliers        |
| X      | 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                                               |
|--------|----------------------------------------------------------------|
| X      | Allocating and managing human resources                        |
| X      | Communicating with regulatory authorities to ensure compliance |
| X      | Facilitating dispute prevention and resolution                 |
| X      | Maintaining environmental controls and obligations             |
| X      | Managing expenditure                                           |
| X      | Participation in on-site meetings                              |
| X      | Placing orders for supplies or equipment                       |
| X      | 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

|   |      |
|---|------|
| X | True |
|---|------|

☐

|                          |       |
|--------------------------|-------|
| <input type="checkbox"/> | False |
|--------------------------|-------|

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

Answer

|                          |       |
|--------------------------|-------|
| X                        | True  |
| <input type="checkbox"/> | False |

☐

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

Answer

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

☐

Q21. Briefly describe the purpose of a site report.

Answer

A site observation report is the report which documents the general and detailed observations a supervisor makes on site – on a particular day and at a particular time

☐

Q22. When can a notice for unsatisfactory work be issued by the client?  
Tick all that apply.

Answer

| Choice                   | Possible Answers        |
|--------------------------|-------------------------|
| <input type="checkbox"/> | Before work commences   |
| <input type="checkbox"/> | Before work completes   |
| X                        | Upon completion of work |

☐

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

Answer

|                          |       |
|--------------------------|-------|
| X                        | True  |
| <input type="checkbox"/> | False |

☐

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

**Answer**

|                                                                                                               |                          |
|---------------------------------------------------------------------------------------------------------------|--------------------------|
| Acceptable tolerances<br>Explicit and implicit performance expectations<br>Product and service specifications | <input type="checkbox"/> |
|---------------------------------------------------------------------------------------------------------------|--------------------------|

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

**Answer**

|                          |       |                          |
|--------------------------|-------|--------------------------|
| X                        | True  | <input type="checkbox"/> |
| <input type="checkbox"/> | False |                          |

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

**Answer**

|                          |       |                          |
|--------------------------|-------|--------------------------|
| X                        | True  | <input type="checkbox"/> |
| <input type="checkbox"/> | False |                          |

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

**Answer**

|                                                                                |                          |
|--------------------------------------------------------------------------------|--------------------------|
| Ensures your business maintains its quality systems and continuously improves. | <input type="checkbox"/> |
|--------------------------------------------------------------------------------|--------------------------|

**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       | <input type="checkbox"/> |
|-----------------------|----------------------|--------------------------|
| Volume 2<br>3.0.4 (p) | Volume 1<br>B1.4 (L) |                          |

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

Answer AS 4505

☐

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

Answer

|                          |       |
|--------------------------|-------|
| X                        | True  |
| <input type="checkbox"/> | False |

☐

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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| QLD building and construction commission act 1991<br>Part 8 subdivision 1<br>44 | (a) all stages at which the building development approval states the work must be inspected;<br>[s 44]<br>Building Regulation 2021<br>Part 8 Inspections of assessable building work<br>Page 34 Current as at 1 September 2021<br>Authorised by the Parliamentary Counsel<br>(b) if the work is the construction of a single detached class 1a building, the following stages—<br>(i) after excavation of foundation material and before the concrete for the footings, or slab, for the building are poured;<br>(ii) if the building is to have footings—after the placement of formwork and reinforcement for the footings but before the concrete for the footings is poured;<br>(iii) if the building is to have a slab—after the placement of formwork and reinforcement for the slab but before the concrete for the slab is poured;<br>(iv) to the extent the bracing for the frame of the building consists of cladding or lining—after the cladding or lining is fixed to the frame;<br>(v) to the extent the bracing for the frame of the building does not consist of cladding or lining—before the cladding or lining is fixed to the |

☐

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>frame;</p> <p>(vi) if reinforced masonry construction is used for the frame of the building—before the wall cavities are filled;</p> <p>(vii) at the completion of all aspects of the work;</p> <p>(c) if the work is an alteration to a single detached class 1a building—each stage mentioned in paragraph (b) that is relevant to the alteration;</p> <p>(d) if the work is the construction of, or an alteration to, a class 10 building or structure, other than a swimming pool—the completion of the building or structure or the alteration;</p> <p>(e) if the work is the construction of, or an alteration to, a swimming pool—</p> <p>(i) for the construction of a temporary fence for the pool—</p> <p>[s 45]</p> <p>Building Regulation 2021</p> <p>Part 8 Inspections of assessable building work</p> <p>Current as at 1 September 2021 Page 35</p> <p>Authorised by the Parliamentary Counsel</p> <p>(A) on the completion of the construction of the temporary fence and before the pool is filled with water to a depth of 300mm or more; and</p> <p>(B) if the building certifier for the work extends the period within which the temporary fence for the pool must be constructed—before the extension is given; and</p> <p>(ii) at the completion of the pool and its fencing and, if no temporary fence for the pool was constructed, before the pool is filled with water to a depth of 300mm or more.</p> <p>(2) The stages mentioned in subsection (1)(b) to (e) are prescribed for the work mentioned in those paragraphs in addition to the stages prescribed under subsection (1)(a) for the work.</p> |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

Answer

|                          |       |
|--------------------------|-------|
| <input type="checkbox"/> | True  |
| X                        | False |

☐

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

Answer

Pre paint inspection  
Correct paint type used for designed environment  
Finish adheres to contract documentation

☐

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

|                          |       |
|--------------------------|-------|
| X                        | True  |
| <input type="checkbox"/> | False |

☐

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

Answer

Work completed with due care and skill according to specifications  
Will be completed in accordance with legislation  
Materials supplied will be suitable for the purpose of which they are being used

☐

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

Answer

| Topic | Policy |
|-------|--------|
|       |        |

☐

|                         |                                                    |
|-------------------------|----------------------------------------------------|
| Pre-handover inspection | Defect identification and rectification            |
| Final payment           | Provide client with all certificates of inspection |

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

**Answer**

|                                     |       |
|-------------------------------------|-------|
| <input type="checkbox"/>            | True  |
| <input checked="" type="checkbox"/> | False |

☐

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

**Answer**

|                                     |       |
|-------------------------------------|-------|
| <input checked="" type="checkbox"/> | True  |
| <input type="checkbox"/>            | False |

☐

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

**Answer**

Control and discharge of stormwater  
Protection against water penetration  
Vermin proofing  
Sub-floor ventilation  
Termite protection and re-treatment notice

☐

**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**

|                                     |       |
|-------------------------------------|-------|
| <input checked="" type="checkbox"/> | True  |
| <input type="checkbox"/>            | False |

☐

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

**Answer**

|                                                                                                         |
|---------------------------------------------------------------------------------------------------------|
| All certificates of inspection<br>Product warranties<br>Reports and notices issued by service providers |
|---------------------------------------------------------------------------------------------------------|

☐

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

**Answer**

|                                   |
|-----------------------------------|
| Minor defects<br>Critical defects |
|-----------------------------------|

☐

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

**Answer**

|                                     |       |
|-------------------------------------|-------|
| <input checked="" type="checkbox"/> | True  |
| <input type="checkbox"/>            | False |

☐

**Q44. Fill in the blanks: Defects noted at handover should be rectified within \_\_\_\_\_ months after completion of the work.**

**Answer**

☐

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

**Answer**

|                          |       |
|--------------------------|-------|
| X                        | True  |
| <input type="checkbox"/> | False |

☐

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

**Answer**

Ensures safety of workers  
Ensures safety of public

☐



# CPCCBC4008B

## CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECT

### PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the Participant to complete work related activities.
- The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below – providing your name, signature and date of assessment.
  - The Participant's signature acknowledges that the Assessor provided clear instructions and the Participant understood what was required to complete this assessment.
- The Assessor may substitute a Practical Task with an alternate task of equal value.
  - Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

|                       |                                                                                     |
|-----------------------|-------------------------------------------------------------------------------------|
| Participant name      | Nathan Wheeler                                                                      |
| Participant signature |  |
| Date                  | Click here to enter a date.                                                         |
| Assessor name         |                                                                                     |
| Assessor signature    |                                                                                     |
| Date                  | 1/03/2020                                                                           |

| Task                | Task outcome (Tick)      |                          |
|---------------------|--------------------------|--------------------------|
|                     | Satisfactory             | Not Yet Satisfactory     |
| Task 1 (Occasion 1) | <input type="checkbox"/> | <input type="checkbox"/> |
| Task 1 (Occasion 2) | <input type="checkbox"/> | <input type="checkbox"/> |



## CPCCBC4008B

# CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECT

| Practical Task 1 (2X)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                         |                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------------------|
| <p><b>Description of task:</b></p> <p>On two (2) occasions, a suitable observer is to verify the participant's ability to supervise implementation of administration processes relating to construction projects:</p> <ul style="list-style-type: none"> <li>Occasion 1: Residential construction projects</li> <li>Occasion 2: Commercial construction projects</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>Site diaries and safety plans</li> <li>Extension of time notices</li> <li>Requests for information</li> <li>Site instructions issued</li> <li>Quality control checklists</li> <li>Material delivery registers</li> <li>Other emails, letters or correspondence</li> <li>Invoice authorisation forms or registers</li> <li>Project handover procedures</li> <li>Project handover checklists</li> <li>Defect inspection checklists</li> </ul> <p>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.</p> |                                                                         |                             |
| <p><b>Resources required:</b></p> <p>Contract, Computer, Site diary, Site checklist, Organisational quality manual.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                         |                             |
| Assessment of task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                         |                             |
| <b>Name of participant:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Nathan wheeler                                                          |                             |
| <b>Name of observer:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Tom Wheeler                                                             |                             |
| <b>Role of observer<br/>(Confirm suitability to sign)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Director                                                                |                             |
| <b>Email address of observer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | tom@twbuilders.com.au                                                   |                             |
| <b>Signature of observer:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                         |                             |
| <b>Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Click here to enter a date.                                             |                             |
| When completing the task, did the participant:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Tick if satisfactorily completed.<br>Provide comments if left unticked. |                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1 <sup>st</sup><br>Occasion                                             | 2 <sup>nd</sup><br>Occasion |
| 1 Administration of claims and payment processes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                         |                             |
| 1.1A. Make contract payments in accordance with contract allowance or orders.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | ✓                                                                       | ✓                           |
| 1.1B. Carry out drawings against allowances in accordance with organisation policy and procedures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | ✓                                                                       | ✓                           |

|                                                                                                                                                    |                                                                                                                                                                                                                   |   |   |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| 1.1C.                                                                                                                                              | Authorise variations to contracts, taking corrective action as necessary.                                                                                                                                         | ✓ | ✓ |
| 1.1D.                                                                                                                                              | Apply back-charges in accordance with policy guidelines.                                                                                                                                                          | ✓ | ✓ |
| 1.1E.                                                                                                                                              | Authorise payment of invoices for material supply.                                                                                                                                                                | ✓ | ✓ |
| 1.1F.                                                                                                                                              | Complete and process insurance claims for site loss or damage.                                                                                                                                                    | ✓ | ✓ |
| 1.1G.                                                                                                                                              | Conduct and supervise administrative processes with reference to relevant regulatory and organisational requirements.                                                                                             | ✓ | ✓ |
| <b>2 On-site communications</b>                                                                                                                    |                                                                                                                                                                                                                   |   |   |
| 1.2A.                                                                                                                                              | Maintain a diary of on-site communication and events, including communications with clients, contractors, inspections, union matters and suppliers.                                                               | ✓ | ✓ |
| 1.2B.                                                                                                                                              | Prepare and issue file notes detailing specific instructions.                                                                                                                                                     | ✓ | ✓ |
| 1.2C.                                                                                                                                              | Prepare and keep site reports detailing specific supervisory inspections.                                                                                                                                         | ✓ | ✓ |
| 1.2D.                                                                                                                                              | Communicate variation requests or requirements to the appropriate person.                                                                                                                                         | ✓ | ✓ |
| 1.2E.                                                                                                                                              | Communicate requests for extensions of time to the appropriate person.                                                                                                                                            | ✓ | ✓ |
| 1.2F.                                                                                                                                              | Communicate notice of unsatisfactory work in writing to the appropriate individual.                                                                                                                               | ✓ | ✓ |
| 1.2G.                                                                                                                                              | Conduct and supervise administrative processes with reference to relevant regulatory and organisational requirements.                                                                                             | ✓ | ✓ |
| 1.2H.                                                                                                                                              | Effectively communicate using the following methods: <ul style="list-style-type: none"> <li>Verbally using language/concepts appropriate to cultural differences</li> <li>Non-verbal communication</li> </ul>     | ✓ | ✓ |
| <b>3 Quality control procedures</b>                                                                                                                |                                                                                                                                                                                                                   |   |   |
| 1.3A.                                                                                                                                              | Identify relevant quality control procedures.                                                                                                                                                                     | ✓ | ✓ |
| 1.3B.                                                                                                                                              | Use and complete site checklists detailing specific items to be inspected and appropriate stages.                                                                                                                 | ✓ | ✓ |
| 1.3C.                                                                                                                                              | Use industry and organisational quality manuals and procedures in managing the quality process.                                                                                                                   | ✓ | ✓ |
| 1.3D.                                                                                                                                              | Implement a site safety policy.                                                                                                                                                                                   | ✓ | ✓ |
| 1.3E.                                                                                                                                              | Arrange local authority inspections.                                                                                                                                                                              | ✓ | ✓ |
| 1.3F.                                                                                                                                              | Communicate quality requirements to on-site personnel and assess building work against construction standards.                                                                                                    | ✓ | ✓ |
| 1.3G.                                                                                                                                              | Put processes in place to supervise on-site work to ensure the performance of work to industry, regulatory and contractual standards.                                                                             | ✓ | ✓ |
| <b>4 Project administration</b>                                                                                                                    |                                                                                                                                                                                                                   |   |   |
| 1.4A.                                                                                                                                              | Carry out project administration processes and preparation for practical completion in accordance with contract obligations and company policy.                                                                   | ✓ | ✓ |
| 1.4B.                                                                                                                                              | Identify and apply practical completion inspection procedure, and communicate this to the client.                                                                                                                 | ✓ | ✓ |
| 1.4C.                                                                                                                                              | Identify and carry out handover procedures in accordance with organisational policy, including providing certificates and appropriate client information (including termite protection and appliance warranties). | ✓ | ✓ |
| 1.4D.                                                                                                                                              | Obtain defects liability items from clients, rectify defects and obtain client sign-off.                                                                                                                          | ✓ | ✓ |
| 1.4E.                                                                                                                                              | Conduct and supervise administrative processes with reference to regulatory and organisational requirements.                                                                                                      | ✓ | ✓ |
| <b>The Participant's performance was:</b> <input checked="" type="checkbox"/> <b>Satisfactory</b> <input type="checkbox"/> <b>Not Satisfactory</b> |                                                                                                                                                                                                                   |   |   |

| OBSERVER COMMENTS |
|-------------------|
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