

CPCBC4007

PLAN BUILDING AND CONSTRUCTION WORK

ASSESSMENT SUMMARY

The assessment activities for *CPCBC4007 Plan building and construction work* 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	Rex Henderson
Participant signature	

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

☒ Not applicable

Task	Date completed	Assessment Results	
Theory Exam	Select Date.	☐ Satisfactory	☐ Not Satisfactory
Practical Assessment	Select Date.	☐ Satisfactory	☐ Not Satisfactory
Outcome for CPCBC4007	Select Date.	☐ Competent	☐ Not Yet Competent

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

☐ Theory Exam	☐ Procedures for recording plant and equipment hire
☐ Practical Assessment	☐ Procedures for the protection/ removal of existing services
☐ Documentation for authorities	☐ Waste management document
☐ Project schedule with labour & materials included	☐ Site facilities document
☐ Procedures for accepting and recording site deliveries	☐ Report specifying condition of existing buildings/structures on adjacent property

Assessor name	
Assessor signature	

CPCBC4007

PLAN BUILDING AND CONSTRUCTION WORK

THEORY EXAM

Participant name	Rex Henderson
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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 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.

ASSESSOR COMMENTS

As necessary, outline:

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

Q1. How can you recognise if a clause in the contract is a penalty?**Answer****1.1.4 Penalties**

The contract documentation may mention penalties that may be incurred in the construction process. For example, if a certain stage is not reached at the appropriate time it may incur a penalty. If the project is not finished within a certain time, there may be penalties incurred because of this.

Penalties may also be incurred if the wrong material is used for any number of reasons. However, these penalties must be mentioned in the contract, documentation.

In contract law, penalties refer to clauses that impose a punishment for breach of contract that is disproportionate to the actual harm suffered by the innocent party. Here are some indicators that a clause in a contract might be considered a penalty:

Disproportionate Amount: If the sum specified in the clause is significantly higher than the actual loss or damages likely to be suffered by the innocent party due to the breach.

Punitive Language: Clauses that use punitive language or explicitly state that the purpose is to punish rather than compensate for damages.

Comparison with Liquidated Damages: If the clause is a liquidated damages clause but appears to function more like a penalty due to its disproportionate nature or lack of genuine pre-estimate of loss.

When reviewing a contract, it's essential to carefully examine the language of each clause and consider how it operates in practice.

**Q2. What should you read to determine any unusual aspects of the construction and the use of materials? Explain your answer.**

Answer

To determine any unusual aspects of the construction and the use of materials, you would typically review the specifications and technical drawings provided in the contract documents. Here's why:

Specifications: Specifications outline the requirements for materials, construction methods, and standards to be followed in the project. They detail the quality, quantity, and performance criteria for materials and workmanship. By examining the specifications, you can identify any deviations from standard practices or the use of unusual materials.

Technical Drawings: Technical drawings provide visual representations of the project design, including dimensions, materials, and construction details. They illustrate how various components come together and how materials are intended to be used. Analysing the drawings can reveal any unique design features or unconventional construction methods that may impact the project.

Scope of Work: Understanding the scope of work outlined in the contract helps identify the specific tasks and responsibilities related to construction and material use. It may highlight any specialized techniques or materials required for certain aspects of the project.

By thoroughly examining these documents and possibly seeking expert advice, you can gain a comprehensive understanding of any unique aspects of the construction and materials used in the project, allowing you to effectively manage potential risks and ensure compliance with project requirements.

**Q3. Explain why site access requirements and limitations must be determined.****Answer**

When the contract is signed, access to the site is granted to the contractor so that work can start.

However, physical access to the site must be considered in the planning of the building or construction work. You need to consider this for the execution of the construction work, storage of materials, and facilities needed on site.

There must be adequate access for the plant to be used on site and the supply of materials, and facilities that allow entry into the site must be established.



Q4. Discuss what must be submitted to local authorities when the project commencement date has been determined.

Answer

The approval or permits needed for projects can vary depending on project form, location, and project size. To obtain the requisite approvals, you must efficiently recognise and communicate information with the relevant regulatory authorities (local council).

However, before construction can commence, all approvals and/or permits must be issued. It is also important to ensure that all relevant approvals are included in the planning stage.

Some projects require that environmental applications be submitted for approval to the Environmental Planning Authority (EPA). Until this permission has been given, work must not begin on the project.



Q5. Listed below are items concerning the project schedule of a building and construction project. Provide a brief description for each.

Answer

Project schedule	Description
Human resource schedule	Management of construction resources is the process of preparing and allocating resources necessary to achieve project goals. Proper management of resources helps to keep projects on track by ensuring that the need for project resources is met and thus maximises the usage of project-to-project resources. Projects can fall behind schedule without proper resource control or can become unprofitable. The goal is to ensure a sufficient and timely supply of resources, thus optimising the usage of resources between projects at the same time.
Material delivery schedule	Sufficient space for the material to be processed is the first thing that must be given. For the material to be unloaded into this area, access must be provided to ensure that the materials can be stored safely and correctly. If there is a lot of material to be placed on the site at the same time, it might be prudent to draw up a schedule where you want the material stacked so that all staff are aware of it and it can be put in the right position when the material arrives. It is important to



	consider materials that need to be accessed first for the project to have it readily available while working out this strategy.
Project critical path	You will be able to sequence building activities by using knowledge of project management and critical path strategies to arrange resources, plant, and people. Using an activity network diagram that allows identification of the critical path, the logical dependencies between tasks are established. Using project management software, float or slack time can be determined in the schedule. The required resources can then be measured and costs can be allocated to each resource for each task, providing the overall cost of the project.
Project timeframes	Delays can be expected right from the beginning of a project. The acquisition of approvals from regulatory authorities is an example of this. In the project timeframes and preparation of the project, these must be included.
Scheduling plant use	Included in the requirements of plant is managing plant efficiently and safely. It is also useful in terms of cost reduction. Plant management requires recognising hazards for each object and planning for how maintenance and routine inspections will prevent them.
Scheduling equipment use	There will be a need to hire plants or other equipment for most projects. Types of plant and equipment used in projects could range from small hand tools to large equipment for earthmoving. Small items of equipment used by the company's staff will be accompanied by instructions for use and, if necessary, training.

Q6. Clarify the important points of site delivery procedures to be implemented.

Answer

Inspection of Shipped Materials to the Site the contractor must ensure that a mechanism for the inspection of all materials shipped to the site is in effect and has been enforced.

Materials are properly and safely handled On-Site It is important to get the materials properly and safely unloaded once they have arrived at the site. Many delivery trucks have a crane of their own for unloading goods. Others may arrange cranes to unload from trucks the materials. To unload the materials on site, forklifts are also used.

Storage for Materials The way materials are stored depends on the type of material that is being stored.

Sufficient space for the material to be processed is the first thing that must be given. For the material to be unloaded into this area, access must be provided to ensure that the materials can be stored safely and correctly.



Q7. What information should be included in the site safety plan?

Answer

A comprehensive site safety plan is crucial for ensuring the well-being of workers and visitors on a construction site. Here's a list of essential information that should be included:

Project Overview: Provide a brief description of the project, including its location, scope of work, duration, and key stakeholders.

Project Organization: Outline the organizational structure responsible for implementing and managing safety procedures.

Hazard Identification and Risk Assessment: Identify potential hazards associated with the project site, activities, and equipment.

Safety Policies and Procedures: Document safety policies and procedures to be followed on the site, including but not limited to:

- Personal protective equipment (PPE) requirements
- Emergency procedures (e.g., evacuation, first aid)
- Worksite security protocols
- Safety training requirements
- Incident reporting and investigation procedures

Safe Work Practices: Provide detailed guidelines for conducting specific tasks safely, including:

- Proper use of equipment and machinery
- Material handling procedures
- Electrical safety protocols
- Confined space entry procedures
- Working at heights precautions



Site Layout and Access: Include site plans showing the layout of work areas, access routes, emergency exits, and locations of safety equipment such as fire extinguishers and first aid stations.

Communication and Coordination: Establish protocols for effective communication and coordination among project stakeholders, including methods for reporting safety concerns and sharing relevant information.

Training and Competency Requirements: Specify the training and competency requirements for personnel working on the site, including any certifications or qualifications necessary to perform specific tasks safely.

Safety Inspections and Audits: Outline procedures for conducting regular safety inspections and audits to identify hazards, assess compliance with safety protocols, and implement corrective actions as needed.

Emergency Response Plan: Develop a comprehensive emergency response plan that includes procedures for responding to accidents, injuries, fires, hazardous material spills, natural disasters, and other emergencies.

Documentation and Record Keeping: Establish protocols for documenting safety-related information, including training records, incident reports, inspection findings, and corrective actions taken.

Review and Revision Process: Define a process for regularly reviewing and updating the site safety plan to reflect changes in project conditions, regulations, or best practices.

Q8. **Discuss why it is important to maintain contact with selected subcontractors prior to their work beginning.**

Answer

Maintaining contact with selected subcontractors prior to their work beginning is crucial for several reasons:

Clarity and Coordination
Preparation and Planning
Risk Mitigation
Quality Assurance
Relationship Building
Opportunity for Input
Compliance and Documentation

In summary, maintaining contact with selected subcontractors prior to their work beginning is essential for effective project management, risk mitigation, quality assurance, and relationship building. It enables project stakeholders to align expectations, address potential issues, and ensure that all parties are well-prepared for successful project execution.



Q9. **Discuss why it is important to maintain contact with selected suppliers.**

Answer

Maintaining contact with selected suppliers is crucial for ensuring the smooth execution of a project and the overall success of a business. Here's why it's important:

Timely Delivery of Materials and Equipment

Quality Assurance

Cost Control and Negotiation

Flexibility and Adaptability

Problem Resolution and Support

Compliance and Documentation

Relationship Building

In summary, maintaining contact with selected suppliers is essential for ensuring the timely delivery of materials, maintaining quality standards, controlling costs, addressing issues promptly, and building strong, mutually beneficial relationships. Effective communication and collaboration with suppliers contribute to the overall success and competitiveness of a business.



Q10. Describe what you would expect to see in the procedures for recording the hire of plant and equipment.

Answer

Procedures for recording the hire of plant and equipment are critical for ensuring efficient management of resources, accurate billing, and compliance with contractual obligations. Here's what you would typically expect to see in such procedures:

Documentation Requirements

Hire Agreement Terms

Recording Process

Inspection and Maintenance

Security Measures

Usage Tracking

Billing and Invoice

Record Keeping

Dispute Resolution

By establishing clear procedures for recording the hire of plant and equipment, organizations can streamline administrative processes, mitigate risks, and ensure transparency and accountability in their operations.



Q11. How do you ensure the procedures for the removal of existing services meet current legislated requirements?

Answer

The removal of existing buildings and/or dangerous materials from the construction site will often be required during a building or construction project. If this is the case, tasks must be undertaken in compliance with the Environmental Protection legislation in the State or Territory.

When dangerous materials are involved and could impact the environment, the EPA has strict guidelines that must be followed. You must be particularly mindful that you will be regulated by EPA regulations if you remove polluted material from previous use of the land.

There are also Codes of Practice that relate to demolition and asbestos work. When demolition or asbestos is involved, there will be a need to follow the appropriate Codes of Practice, check the relevant WHS regulator for the following:



Q12. If a soil analysis at the project site returns a result of contaminated soil, how must you deal with this in your state?

Answer

In Queensland, Australia, dealing with contaminated soil at a project site is governed by various laws, regulations, and guidelines aimed at protecting human health and the environment. The specific steps required to address contaminated soil depend on factors such as the level of contamination, the site's land use, and the potential risks posed to nearby communities and ecosystems. Here are the general procedures for managing contaminated soil in Queensland:

Notification and Reporting

Site Assessment

Risk Assessment

Remediation Planning



Q13. Why is a Gantt Chart a useful tool when developing project schedules?

Answer

Overall, Gantt charts are a valuable tool for developing project schedules because they provide a visual framework for planning, organizing, and managing project activities, resources, and timelines effectively. They support better decision-making, communication, and coordination among project stakeholders, ultimately contributing to the successful execution of projects.



Q14. Describe the critical path method and why you may need to revise this during the project.

Answer

The Critical Path Method (CPM) is a project management technique used to determine the longest sequence of dependent tasks and activities required to complete a project. It helps project managers identify the critical path, which is the sequence of tasks that determines the shortest possible duration for completing the project. The Critical Path Method is a valuable tool for project scheduling and management, helping project managers identify the critical path and manage project timelines effectively. However, it's essential to recognize that project conditions may change over time, requiring revisions to the critical path and project schedule to ensure successful project outcomes



Q15. Discuss amenities that may need to be organised for the site and legislated requirements surrounding these.

Answer

Queensland

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Toilets
lunch rooms
drinking water
drinking fountains
shaded area
First Aid facilities.



Q16. Discuss the importance of the following actions.

Answer

Action	Purpose
Request access to inspect adjacent properties	In the usual course, negotiations with the adjacent landowner should take place in the first instance. Unless the required access is to be very temporary (for example, for a one-off occasion for a limited period) where the access is essential for the project, it is better for there to be a formal agreement between the parties setting out the terms of the agreement and the responsibilities of each party.
Report on condition of adjacent properties	It is important to analyse the state of existing buildings and structures on adjacent site boundaries before starting a project. You will decide in this analysis whether these buildings or structures are already damaged or not.
Provide owners of adjacent properties with condition report	A report containing these photos will then be collected so that you have recorded documentation of the status of current buildings and structures on the adjacent site boundaries.



Q17. Listed below are the different levels of the hierarchy of control measures. Provide a brief description for each.

Answer

Hierarchy of control	Description
Eliminate the hazard	Altogether, get rid of the dangerous machine or hazard. Change the activity so the risk is no longer present.
Substitute the hazard	With a safer alternative. Substitute the activity for one that poses less risk e.g. scaffold over ladders.
Isolate the hazard	Isolating the hazard involves physically separating workers from the hazard or creating barriers to prevent exposure. This may include enclosing the hazard in a separate room or enclosure, installing barriers or guards to restrict access to hazardous areas, or using automated processes or equipment to minimize direct contact with the hazard.
Control the hazard using engineering means	Engineering controls to isolate the impact from the activity. Eg. Use an earth leakage device on electrical sources.
Control the hazard using administrative means	Administrative controls involve changes to work practices, procedures, or policies to minimize exposure to hazards. This may include implementing work rotation schedules, providing training and education on safe work practices, establishing safe operating procedures, and conducting regular inspections and audits to ensure compliance with safety protocols. While administrative controls are important for managing risks, they are generally less effective than engineering or elimination measures because they rely on human behavior and can be less reliable.



Provide PPE	PPE is the last line of defense in the hierarchy of control and involves providing workers with protective clothing, equipment, or devices to reduce their exposure to hazards. Examples include safety goggles, respirators, gloves, earplugs, and safety helmets. While PPE can be effective in protecting workers from certain hazards, it is considered the least effective control measure because it does not eliminate the hazard itself and relies on correct selection, fit, and consistent use by the worker.
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CPCCBC4007

PLAN BUILDING AND CONSTRUCTION WORK

PRACTICAL ASSESSMENT

Participant name	Rex Henderson
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FOR THE PARTICIPANT

Instructions

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

FOR THE ASSESSOR/OBSERVER

Instructions

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

TASK OUTCOME					
Task	Date	Task Type (Tick)	Location	Task outcome (Tick)	
				Satisfactory	Not Satisfactory
Task 1	Select Date. 10/05/2024	☒ Workplace ☐ Simulation	Maroochydore Private Hospital	☒	☐

ASSESSOR COMMENTS: GENERAL

As necessary, outline:

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

Rex showed a very good understanding for planning building and construction works. This would be one of Rex's strengths on the project i believe.

ASSESSOR COMMENTS: PRACTICAL TASK 1

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

Task	Provide detail
1.1B.	Specify how subcontractors were determined: Price, capabilities, availability, quality of previous work, safety record and relationship.
1.1B.	Specify (✓) how subcontractor availability was determined: ☐ Email sent ☐ Telephone call ☒ Other (please specify): Company rules always have tender meetings with subcontractors before awarding.
1.1C.	Specify how availability of materials was determined: Phone calls with suppliers and contractors to determinate availability.
1.1D.	Specify location of site and site access requirements and limitations determined when organising site entry: Site manager and site team to have many working sessions while pricing projects to determine logistics so it is priced accordingly.
1.1E.	Specify how commencement date was determined: Building design and council/ regulatory approvals generally determine start date. company availability will then be reviewed.
1.1H.	Specify how WHS requirements were implemented: Mandatory requirements are meet with KPI's in place to ensure each project is completing WHS requirements.
1.2A.	Specify workplace strategies to be applied to the project: Program developed, reviewed with team and subcontractors. Methodologies developed to meet goals.
1.3E. 1.3F.	Specify revisions made and/or contingencies applied during the project: Structure cycles. Facade/ scaffold drop cycle. Fit out cycle/program.

CPCCBC4007 PLAN BUILDING AND CONSTRUCTION WORK

Practical Task 1

Description of task:

The participant must demonstrate the skills and knowledge required to plan on-site activities, employ human resources and obtain physical resources for one (1) residential or commercial building and construction project. The participant must be a contributing part of the team, before and during construction, researching and applying legislated and quality requirements applicable to the project, including:

- Identify operational requirements.
 - Read contract documentation to determine if there are any unusual aspects of construction, use of materials or penalties that apply.
 - Select subcontractors and determine availability to suit the job requirements.
 - Locate supplier records and assess and confirm availability of materials with suppliers.
 - Identify site access requirements and limitations and organise site entry.
 - Determine project commencement date
 - Prepare and submit documentation for authorities controlling construction work.
 - Implement procedures for accepting and recording site deliveries.
 - Identify and implement relevant work health and safety (WHS) requirements.
- Plan for construction operations.
 - Identify workplace strategies for implementing construction operations.
 - Review documented procedures for recording the hire of plant and equipment.
 - Review procedures for the removal of existing services.
 - Review hazardous materials in accordance with Environment Protection Authority (EPA) requirements.
- Prepare project schedule.
 - Develop a project schedule
 - Sequence construction operations applying milestones and deliverables using workplace approved scheduling.
 - Create project schedule using appropriate approved technology.
 - Define critical path of the project and timeframes.
 - Revise schedule and critical path during the life of the project.
 - Adjust project timeframes, applying contingencies to account for anticipated delays.
- Determine required resources.
 - Determine and document temporary services and site accommodation requirements.
 - Determine and document delivery of materials, plant and equipment documenting availability dates according to contract documentation.
 - Determine and document on-site labour and contractor commencement dates and requirements according to contract documentation.
- Prepare and submit condition reports.
 - Negotiate access with adjoining properties to inspect condition of external structure and internal finishings.
 - Compile and complete reports on the condition of existing buildings and structures on adjacent site boundaries.
 - Forward copies of condition reports to the owners of adjacent buildings prior to commencing construction.

These tasks may be simulated or real. 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. The Observer is to provide detailed comments on the tasks completed by the Participant (on the Observer Comments, overleaf). The Assessor is to verify the Observer's comments, noting their findings in the Assessor Comments (on the back of the Practical Assessment cover page) and provide the assessment outcome.

Resources required:

Construction site; Access to: current relevant government legislation; current relevant building and construction codes and standards; construction drawings, site plans and specifications; workplace policies, procedures and quality documentation; digital devices, applications and software to create project schedules and documentation.

Practical Task 1	
Observer details	
Name of observer:	Adrian Wyatt
Role of observer (Confirm suitability to sign)	Site Manager
Email address of observer	Adrian.wyatt@mcnab.net.au
Signature of observer:	
Date:	10/05/2024

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Identify operational requirements	
1.1A. Read contract documentation to determine unusual aspects, use of materials or penalties.	☒
1.1B. Select subcontractors and determine availability to suit the job requirements.	☒
1.1C. Locate supplier records and assess and confirm availability of materials with suppliers.	☒
1.1D. Identify site access requirements and limitations and organise site entry.	☒
1.1E. Determine project commencement date	☒
1.1F. Prepare and submit documentation for authorities controlling construction work. (attach copy/screenshot as evidence)	☒
1.1G. Implement procedures for accepting and recording site deliveries. (attach copy as evidence)	☒
1.1H. Identify and implement relevant work health and safety (WHS) requirements.	☒
2 Plan for construction operations	
1.2A. Identify workplace strategies for implementing construction operations.	☒
1.2B. Review documented procedures for recording the hire of plant and equipment. (attach copy as evidence)	☒
1.2C. Review procedures for the protection/ removal of existing services. (attach copy as evidence)	☒
1.2D. Review site requirements for hazardous materials handling and disposal in accordance with Environment Protection Authority (EPA) requirements. (attach copy of waste management document as evidence)	☒
3 Prepare project schedule	
1.3A. Develop a project schedule (attach copy as evidence)	☒
1.3B. Sequence construction operations applying milestones and deliverables using workplace approved scheduling.	☒
1.3C. Create project schedule using appropriate approved technology.	☒
1.3D. Define critical path of the project and timeframes.	☒
1.3E. Revise schedule and critical path during the life of the project.	☒

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1.3F. Adjust project timeframes, applying contingencies to account for anticipated delays.	☒
4 Determine required resources	
1.4A. Determine and document temporary services and site accommodation requirements. <i>(attach copy as evidence)</i>	☒
1.4B. Determine and document delivery of materials, plant and equipment documenting availability dates according to contract documentation. <i>(attach copy as evidence)</i>	☒
1.4C. Determine and document on-site labour and contractor commencement dates and requirements according to contract documentation. <i>(attach copy as evidence)</i>	☒
5. Prepare and submit condition reports	
1.5A. Negotiate access with adjoining properties to inspect condition of external structure and internal finishings.	☒
1.5B. Compile and complete reports on the condition of existing buildings and structures on adjacent site boundaries. <i>(attach copy as evidence)</i>	☒
1.5C. Forward copies of condition reports to the owners of adjacent buildings prior to commencing construction.	☒

Observer comments: