

Policies and Procedures Checklist

Instructions to the Assessor

The candidate will review organisational policies and procedures to ensure there are measures in place to prevent breach of contract.

The candidate will use this *Policies and Procedures Checklist* template to document their review.

Before the candidate commences with their review:

1. Review and discuss the contents of this checklist with the candidate.
2. Address any questions or clarifications they may have about the task or this checklist.

After the candidate completes their review:

1. They will submit to you their completed this *Policies and Procedures Checklist*.
2. Review the candidate's responses in their submission against the policies and procedures they reviewed for this task.
3. Confirm if the candidate has checked each item below correctly.

For example, if the candidate ticked YES for an item here, the assessor would review this against the actual document, and they will confirm if the item is really addressed in the document reviewed.

4. Record your assessment of the candidate's review under the *Assessor's Marking Checklist* column.

For each checklist, item:

- Tick YES if the candidate's finding is the same as yours in your assessment.
- Tick NO if the candidate's finding is different from yours in your assessment.

Provide written constructive comments as these will give the candidate guidance on how to improve their performance in this workplace assessment task.

5. Complete and sign the *Assessor's Declaration* section. Your signature must be handwritten.

Instructions to the Candidate

Use this *Policies and Procedures Checklist* template to document your review of policies and procedures in your organisation.

Ensure you have completed all fields in this checklist before submitting it to your assessor.

POLICIES AND PROCEDURES CHECKLIST

Candidate name	Michael Trott
Workplace/organisation	Core 4
Date of review	28/01/2024

Details of the Building and Construction Project

Name of building and construction project	Spalling works
Overview of this project	
Project site address	Paddington Heights
State/territory	QLD

Policies and procedures reviewed	Performance Monitoring
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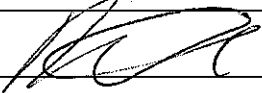
Checklist items:	YES/NO	Comments	Assessor's Marking Checklist
1. The organisation has in place policies to prevent delays.	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the contract reviewed? ☐ YES ☐ NO Comments:
2. The organisation has in place policies against changes in the scope of work.	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the contract reviewed? ☐ YES ☐ NO Comments:
3. The organisation has in place policies for ensuring work conditions are consistent with contract agreements	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the contract reviewed? ☐ YES ☐ NO Comments:

Checklist items:	YES/NO	Comments	Assessor's Marking Checklist
4. The organisation has in place procedures for ensuring quantity of materials used are consistent with contract agreements	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the contract reviewed? ☐ YES ☐ NO Comments:
5. The organisation has in place procedures for ensuring quality of materials used are consistent with contract agreements	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the contract reviewed? ☐ YES ☐ NO Comments:
6. The organisation has in place procedures for ensuring project timelines are followed.	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the contract reviewed? ☐ YES ☐ NO Comments:
7. The organisation has in place procedures for resolving/addressing delays.	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the contract reviewed? ☐ YES ☐ NO Comments:
8. The organisation has in place procedures for resolving/addressing quality variations.	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the contract reviewed? ☐ YES ☐ NO Comments:

Assessor Declaration

By signing here, I confirm that I have reviewed and assessed the candidate's responses in this checklist against the policies and procedures they reviewed for this task.

I confirm that the responses I provided under the *Assessor's Marking Checklist* are true and accurately reflect the candidate's performance in this workplace task.

Assessor's signature	
Assessor's name	DYLAN CUNNINGHAM
Date signed	24-01-24

END OF POLICIES AND PROCEDURES CHECKLIST