

Unit ID 1143

Domain

**ROAD CONSTRUCTION AND
MAINTENANCE - SUPERVISION**

Title:

**Coordinate the supply and oversee
the utilisation of materials for road
construction and maintenance work**

Level: 5

Credits: 10

Purpose

This unit standard is intended for General Foremen working on a significant road construction or maintenance site. People credited with this unit standard are able to: interpret plans and specifications to calculate quantities and qualities of materials for a works project; coordinate the delivery and storage of materials for projects; and oversee the utilisation of materials.

This unit standard builds on the competencies relating to knowledge of contract documents and specifications and the supervision of the use and storage of materials for road construction and maintenance covered by other unit standards in this Domain.

Special Notes

1. Entry information

Prerequisite

- Unit 712 - *Comply with health, safety and environmental rules and regulations in road construction and maintenance work operations* or demonstrated equivalent skills and knowledge.
2. The credits for this unit standard have been calculated on the assumption that the competencies specified in the following unit standards have been acquired to industry requirements:
 - Unit 1048 *Supervise the use and storage of materials for road construction and maintenance work*
 - Unit 1059 *Read and interpret specific conditions in contracts for road construction and maintenance work as a Foreman.*
 3. This unit standard is to be assessed on the basis of evidence from demonstrated performance on a worksite or worksites. Assessment parameters will depend on company and site specific equipment, procedures, and practices. Practices must reflect industry best practice and comply with legislative requirements. Evidence is required from one works site.

4. Definitions

- a) *Materials* refers to relevant soils (such as sands, gravels, crushed aggregates), water, paint, fuels and lubricants, bitumen products, and concrete products, wood, needed to undertake the actions required to achieve expected work outcomes.
- b) *Organisational procedures* means all documented policies, procedures, and methodologies of the candidate's employer at the time of assessment and include but are not limited to those relating to health, safety, environment, quality, administration, and operations. All stipulated requirements, including legal requirements, must be adhered to at all times.
- c) *Storage facilities* refers to containers, sheds, silos, bins, drums or tanks, hoppers, etc.

5. Regulations and legislation relevant to this unit standard include but are not limited to the following:

- Labour Act, No. 11 of 2007 as amended
- Regulations relating to the Health and Safety of employees at work, 1997
- Road Traffic and Transport Regulations No. 52, 1999 and Government Notice No. 53 on Road Traffic and Transport Regulations
- Road Ordinance 30 of 1960 and 17 of 1972 and other similar legislation and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na

Elements and Performance Criteria

Element 1: Interpret plans and specifications to calculate quantities and qualities of materials for a works project

Performance Criteria

- 1.1 Quantities, types and quality of materials required for the project are derived from available documentation and schedules or Bills of quantities, and are verified as complying with contract requirements.
- 1.2 Any difficult sections of work, potential problems with site conditions, and any special features of the project to be taken into account in calculating material needs are identified in and on the appropriate documents and drawings.
- 1.3 Availability of required materials at appropriate prices is verified in accordance with organisational procedures and sourced in accordance with company practice.
- 1.4 Any supplier recommendations relevant to the type and supply of required materials is recorded and reported for consideration in accordance with project requirements and organisational procedures.
- 1.5 Availability and location of worksite storage suitable for the volume and arrival times of required materials is confirmed with on-site personnel and site conditions.
- 1.6 Quantities of appropriate materials needed for the project are recorded in accordance with organisational procedures.

Element 2: Coordinate the delivery and storage of materials for projects

Performance Criteria

- 2.1 Ordering of materials is confirmed as complying with project requirements and organisational procedures, especially in terms of the type of materials, quantities, timing of supply and testing of quality.
- 2.2 Instructions for the delivery of ordered materials are verified as meeting work requirements and having been received by relevant suppliers.
- 2.3 Delivery of ordered materials is checked in terms of type, quality, quantity and condition and is documented in accordance with organisational procedures. Any discrepancies are dealt with and reported in accordance with organisational procedures.
- 2.4 Coordination of supply and delivery ensures that planned work activities are able to proceed in accordance with the programme of work for the project.

- 2.5 Coordination ensures that materials stored on site are secure and in appropriate locations as required by the work schedule, environmental management plan, and product safety instructions.
- 2.6 Inventory checks are conducted and recorded in accordance with organisational procedures.

Element 3: Oversee the utilisation of materials

Performance Criteria

- 3.1 Compliance with organisational and site procedures for the issue of materials is verified through regular checks.
- 3.2 Issue of sufficient materials to meet agreed work schedules and plans is verified through regular checks.
- 3.3 The use of materials is verified as meeting agreed construction or maintenance methods, safety requirements and relevant specifications.
- 3.4 Observations and checks ensure that material wastage is being controlled and minimised by work teams.
- 3.5 Observations and checks ensure that materials are being handled and transported in accordance with work requirements and supplier or manufacturer specifications.
- 3.6 Observations and checks ensure that materials remain protected and/or secured in accordance with site practice and supplier or manufacturer specifications.
- 3.7 Reconciliation records for material utilisation are verified as being accurate and maintained in accordance with organisational procedures.
- 3.8 Any non-compliance in the utilisation of materials is taken up with the work team and/or relevant Foreman in a timely manner and in accordance with organisational procedures.

Registration Data

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| Date this version registered: | 27 March 2013 |
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| Body responsible for review: | Namibia Training Authority |