

		<b>Unit ID: 727</b>
<b>Domain</b>	<b>ROAD CONSTRUCTION AND MAINTENANCE - SME CONTRACTOR</b>	
<b>Unit Title:</b>	<b>Implement site administration on a construction site as part of SME road construction operations</b>	
<b>Level: 3</b>		<b>Credits: 5</b>

### **Purpose**

This unit standard is intended for those who work as a Small Medium Enterprises (SME) contractor in road construction and maintenance. People holding credit for this unit standard are able to: Implement a drawing control system, implement payment certificate procedure, implement a site filing system and conduct meetings on a construction site.

### **Special Notes**

1. Entry information:
  - Prerequisite
    - Unit 712 - *Comply with health, safety and environmental rules and regulations in road construction and maintenance work operations.*
2. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which SME road construction and maintenance operations are carried out.
3. Performance of all elements in this unit standard must comply with all relevant workplace requirements, contractual agreement and/or manufacturers' specifications.
4. Regulations and legislation relevant to this unit standard include the following:
  - Labour Act, No. 11 of 2007
  - Occupational Health and Safety Regulations No. 18, 1997

### **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](http://www.nta.com.na).

## **Elements and Performance Criteria**

### **Element 1: Implement a drawing control system.**

#### **Performance Criteria**

- 1.1 A drawing register is implemented and maintained in line with workplace procedures.
- 1.2 A drawing revision control system is implemented with workplace procedures.

### **Element 2: Implement payment certificate procedure.**

#### **Performance Criteria**

- 2.1 Correct measurement of completed work is performed in accordance with workplace procedures and project requirements.
- 2.2 Interim payment certificates (invoices) are produced in the correct format in line with workplace procedures and requirements.
- 2.3 Payments of certificates by the client is monitored and followed up in accordance with workplace procedures and project specifications.

### **Element 3: Implement a site filing system.**

#### **Performance Criteria**

- 3.1 Project information and data is distributed to relevant personnel in accordance with workplace procedures.
- 3.2 Project information and data is collected from relevant personnel in accordance with workplace procedures.
- 3.3 Information and data is filed and stored in an accessible, secure and logical manner.

### **Element 4: Conduct meetings on a construction site.**

- 4.1 Client, management, and site meetings are conducted in accordance with workplace procedures and project requirements.
- 4.2 Notices of meetings, agendas and minutes are produced and distributed as per workplace procedures.
- 4.3 Minutes and supporting documents are filed in accordance with workplace procedures.

## **Registration Data**

<b>Subfield:</b>	Road Construction and Maintenance
<b>Date first registered:</b>	12 November 2009
<b>Date this version registered:</b>	12 November 2009
<b>Anticipated review:</b>	2013
<b>Body responsible for review:</b>	Namibia Training Authority