



National Certificate IV
**SEWERAGE SYSTEM
OPERATION & MAINTENANCE**

LOG BOOK



MNSDA



Ministry of Environment
Climate Change & Technology

STUDENT'S DETAILS

Passport Size
3.5cm x 4.5 cm

Student Name

Std ID No.

Mobile

Address

Email

Date

Course

Centre

Batch

Signature

Authorized Signature

Stamp

PEDGE OF THE PARTICIPANTS

As a participant I recognize my roles and responsibilities as follows and I promise that:

1. I am undertaking this Course / Program to learn with confidence and enthusiasm and will strive to keep my level best to apply what I learn in my workplace.
2. I will learn my theory/concept lessons with much care, confidence and enthusiasm.
3. I will not disturb my participants within the classroom and workplaces.
4. I will understand and uphold, in letter and spirit, my behaviors, my attitudes and my perceptions of life and experiences with an open and sincere heart and mind seeking to learn to be a leader tomorrow.
5. I will refrain from bad-mouthing unfairness and disgracing my Employer, my Supervisors, my Trainers and other participants.
6. I will protect and preserve the rights of my family, my Employer, my Trainers, my Society and dignity of others and I will oppose discrimination, exploitation and unfairness.
7. I will report the performance, outcome and problems accurately, honestly with figures, reasons and logics that I face in applying the knowledge and skills I learn from the Course/Program.
8. I will share my knowledge, skills in developing myself and others and help my Employer, my Trainers to develop and improve success of my Employer and my Trainers.
9. I will attend all classes and activities that require attendance

In exercising my Pledge of Participation to the above-mentioned specific points, I recognize that my attitude, behavior and communication must set an example of confidence and enthusiasm and positive attitude. I will remain accountable to my own self, my Employer, my Trainer and my Society for my attitudes, actions and communications with confidence and enthusiasm to uphold these specific 9 points of my Pledge of Participation

.....

(Student Signature)

INFORMATION ABOUT THE QUALIFICATION

1. Endorsement Application for Qualification 01		
2. NATIONAL CERTIFICATE IV IN SEWERAGE SYSTEM OPERATION AND MAINTENANCE		
3. Qualification code:	Total Number of Credits: 123	
4. Purpose of the qualification National Certificate IV Sewerage System Operation and Maintenance provides knowledge and skills training to effectively operate, maintain and service sewerage system operation and maintenance.		
5. Regulations for the qualification		
6. Schedule of Units		
Unit No	Unit Title	Code
Common Competencies		
01	Write technical reports	
02	Apply and maintain Occupational Health and Safety	
03	Carry out data entry and retrieval procedures	
04	Apply Mathematics for Water Operations	
Core Competencies		
05	Prepare basic technical drawing	
06	Apply science for Water Operations	
07	Plan to undertake a routine task	
08	Perform electrical service and maintenance	
09	Perform Install, commission and repair pumps	
10	Locate and clear blockages	
11	Install below ground Industrial sewerage systems	
12	Install sewerage pump station and sea outfall	
13	Operate and maintain Sewerage Treatment Plant (STP)	
14	Apply accident-emergency procedures	
7. Accreditation requirements		
8. Recommended sequencing of units		

ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-1: Write technical reports

#	Activities	Mark “√ “ if completed	Date completed
1	Plan the research and write the proposal		
1.1	Purpose or objective of the research is identified, and confirmed with stakeholders		
1.2	Scope and nature of the information requirements are identified.		
1.3	All possible sources of the required information are researched and identified.		
1.4	A systematic research or information collection plan is designed to optimize the process.		
1.5	Resources are obtained and scheduled to service the research requirements		
2	Conduct Research		
2.1	Research is undertaken effectively in accordance with the plan		
2.2	Experiments and tests to support the research effort are conducted in a manner which ensures the demonstrable integrity of the outcomes or findings.		
2.3	Research findings are logged, documented and stored to maintain traceability.		
2.4	Preliminary analysis is conducted to identify requirements for variations or additions to the research plan		
3	Analyze the information		
3.1	Information is sorted, documented and prepared for the analytical process.		
3.2	Information and data is manipulated to enable reasonable comparisons and judgements.		
3.3	Clarification by way of expert advice and opinion is sought		
4	Prepare and present the report		
4.1	Report clearly defines the objectives, process, findings and further actions.		
4.2	Report addresses and satisfies the stated objective and timeframe		
4.3	Report and associated presentation materials are of a standard and quality for the intended audience		
4.4	Reader comprehension of the report is aided by use of executive summaries and attachments.		
4.5	Information management requirements, including documenting and repository actions are satisfied in accordance with enterprise procedures.		

I declare that theory and practical of the above unit and its elements have been taught

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Signature:.....

ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-2: Apply and maintain Occupational Health and Safety

#	Activities	Mark “√” if completed	Date completed
1	Perform all work safely		
1.1	Use established work practices and personal protective equipment (PPE) to ensure personal safety and that of other laboratory personnel		
1.2	Clean, care for and store equipment, materials and reagents as required		
1.3	Minimise the generation of wastes and environmental impacts		
1.4	Ensure safe disposal of laboratory/hazardous wastes		
2	Ensure others in the work group are able to implement safe work practices		
2.1	Ensure hazard controls and PPE appropriate to the work requirements are available and functional		
2.2	Provide and communicate current information about workplace health and safety policies, procedures and programs to others		
2.3	Ensure hazards and control measures relating to work responsibilities are known by those in the work area		
2.4	Provide support to those in the work area to implement procedures to support safety		
2.5	Identify and address training needs within level of responsibility		
3	Monitor observance of safe work practices in the work area		
3.1	Ensure workplace procedures are clearly defined, documented and followed		
3.2	Identify any deviation from identified procedures and report and address within level of responsibility		
3.3	Ensure personal behaviour is consistent with workplace policies and procedures		
3.4	Encourage and follow up others to identify and report hazards in the work area		
3.5	Monitor conditions and follow up to ensure housekeeping standards in the work area are maintained		
4	Participate in risk management processes		
4.1	Report and address any identified hazards and inadequacies in existing risk controls within level of responsibility and according to workplace procedures		
4.2	Participate in risk assessments to identify and analyse risks		
4.3	Support the implementation of procedures to control risk (based on the hierarchy of control)		
4.4	Ensure records of incidents in the work area and other required documentation are accurately completed and maintained		
5	Support the implementation of emergency procedure within the work group		
5.1	Ensure that workplace procedures for dealing with incidents and emergencies are available and known by work group		
5.2	Implement processes to ensure that others in the work area are able to respond appropriately to incidents and emergencies		
5.3	Participate, as required, in investigations of hazardous incidents to identify their cause		

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Signature:.....

ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-3: Carry out data entry and retrieval procedures

#	Activities	Mark "√" if completed	Date completed
1	Initiate computer system		
1.1	The hardware components of the computer and their functions are correctly identified.		
1.2	Equipment is powered up correctly.		
1.3	Access codes are correctly applied.		
1.4	Appropriate software is selected or loaded from the menu		
2	Enter Data		
2.1	Types of data for entry correctly identified and collected.		
2.2	Input devices selected and used are appropriate for the intended operations.		
2.3	Manipulative procedures of Input device conform to established practices.		
2.4	Computer files are correctly located or new files are created, named and saved.		
2.5	Data is accurately entered in the appropriate files using specified procedure and format.		
2.6	Back-up made in accordance with operative procedures		
3	Retrieve Data		
3.1	The identity and source of information is established.		
3.2	Authority to access data is obtained where required.		
3.3	Files and data are correctly located and accessed.		
3.4	Integrity and confidentiality of data are maintained.		
3.5	The relevant reports or information retrieved using approved procedure.		
3.6	Formats of retrieved report or information conform to that required.		
3.7	Copy of the data is printed where required		
4	Amend Data		
4.1	Source of data/information for amendment is established.		
4.2	Data to be amended is correctly located within the file.		
4.3	The correct data/information is entered, changed or deleted using appropriate input device and approved procedures.		
4.4	The Integrity of data is maintained		
5	Monitor the operation of equipment		
5.1	The system is monitored for correct operation of tasks.		
5.2	Routine system messages are promptly and correctly dealt with.		
5.3	Error conditions within level of authority are dealt with promptly and uncorrected errors are promptly reported.		
5.4	Output devices and materials are monitored for quality		
6	Access and transmit information via the internet		
6.1	Access to the Internet is gained in accordance with the provider's operating procedures.		
6.2	Evidence of the ability to negotiate web sites to locate and access specified information and other services is efficiently demonstrated.		
6.3	E-mail is sent and retrieved competently		
7	Close down computer system		
7.1	The correct shut down sequence is followed.		
7.2	Problem with shutting down computer is reported promptly.		
7.3	All safety and protective procedures are observed		

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ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-4: Apply mathematics for water operations

#	Activities	Mark “√” if completed	Date completed
1	Perform simple mathematic Calculations		
1.1	Perform simple calculations on: fractions and decimals, calculations to a number of significant figures, decimal places		
1.2	Identify and use the multiples and sub-multiples of units		
1.3	Perform calculations on: perimeter and area of plane figures (i.e. square and rectangle, triangle, circle), volume and surface area (i.e. cube, rectangular prism, cylinder), mass of containers and their contents (i.e. cube, rectangular prism, cylinder)		
1.4	Perform mathematical calculations involving formulas, angles, triangles and geometric construction		
1.5	Identify and use formulas for SI quantities: length, area, volume, mass, density		
2	Apply knowledge of mathematics in water operations		
2.1	Identify and use units of Measurement		
2.2	Perform calculations on: Conversion Factors, Weight, Concentration, and Flow		
2.3	Perform mathematical calculations involving Typical Water/Wastewater Conversion Examples		
2.4	Perform Temperature Conversions and Population Equivalent (PE) or Unit Loading Factor		
2.5	Perform calculations on: Specific Gravity and Density, Flow and Detention Time		
2.6	Perform chemical Addition Conversions		
3	Undertake water / waste water calculations		
3.1	Perform Faucet Flow Estimation		
3.2	Calculate Service Line Flushing Time		
3.3	Perform Composite Sampling Calculation (Proportioning Factor) and Biochemical Oxygen Demand (BOD) Calculations		
3.4	Perform mathematical calculations on Moles and Molarity, Normality, Settleability (Activated Biosolids Solids), Settleable Solids, Biosolids Total Solids, Fixed Solids, and Volatile Solids		
3.5	Calculate Biosolids Volume Index (BVI) and Biosolids Density Index (BDI)		

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ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-5: Prepare basic technical drawing

#	Activities	Mark "√" " if completed	Date completed
1	Identify drawing requirements		
1.1	Requirements and purpose of drawing are determined from customer and/or work specification and associated documents.		
1.2	All data necessary to produce the drawing is identified and collected.		
1.3	Drawing requirements are confirmed with relevant personnel and timeframes for completion are established		
2	Develop knowledge and proper techniques in preparing drawing and sketches		
2.1	Drafting equipment is selected appropriate to the drawing method chosen.		
2.2	Drafting principles are applied to produce a drawing that is consistent with standard operating procedures within the enterprise.		
2.3	All work is undertaken safely and to prescribed procedure.		
2.4	Completed drawing is approved in accordance with standard operating procedures		
3	Perform drawing and sketches to workplace requirements		
3.1	Drawings and or parts lists records are completed in accordance with standard operating procedures.		
3.2	Approved drawings and or parts lists are copied and issued to relevant personnel in accordance with standard operating procedures.		
3.3	Approved drawings and or parts lists are stored and catalogued in accordance with standard operating procedures		

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ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-6: Apply science for water operations

#	Activities	Mark "√" " if completed	Date completed
1	Apply principals and theories of physics in real world		
1.1	Perform scalars and vector arithmetic		
1.2	Understand kinetics and perform simple calculations		
1.3	Understand circulation motion, and governing laws		
1.4	Understand and apply the laws of Forces in real world examples		
1.5	Understand the Conservation of Energy principals and apply in real world		
1.6	Understand the momentum and impulse		
1.7	Understand kinematics		
1.8	Understand wave principals		
2	Apply principals and theories of chemistry in real world examples		
2.1	Understanding matter <ul style="list-style-type: none"> • States of matter, and properties related to it • Pure substances and mixtures 		
2.2	Understanding atoms, molecules, elements and compounds, and basic understanding of chemical reactions		
2.3	Understanding solvents, solutions, saturation facts, and concentration limits		
2.4	Observing properties of acids and bases, and understanding strong and weak acids		

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ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-7: Plan to undertake a routine task

#	Activities	Mark "√" " if completed	Date completed
1	Identify task requirements		
1.1	Instructions and procedures are obtained, understood and where necessary clarified.		
1.2	Relevant specifications for task outcomes are obtained, understood and where necessary clarified.		
1.3	Task outcomes are identified.		
1.4	Task requirements such as completion time and quality measures are identified		
2	Plan steps required to complete task		
2.1	Based on instructions and specifications provided, the individual steps or activities required to undertake the task are understood and where necessary clarified.		
2.2	Sequence of activities is identified.		
2.3	Plan is checked to ensure it complies with specifications and task requirements		
3	Review plan		
3.1	Effectiveness of plan is reviewed against specifications and task requirements.		
3.2	If necessary, plan is revised to better meet specifications and task requirements		

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Signature:.....

ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-8: Perform electrical service and maintenance

#	Activities	Mark “√” if completed	Date completed
1	Develop Fundamentals of electricity		
1.1	Interpret electrical safety		
1.2	Familiarize with functions and applications of electrical tools and equipment		
1.3	Perform simple electrical circuits		
1.4	Perform electrical measurements using measuring devices on single phase and three phase equipment.		
1.5	Diagnose faults on electrical connections on electrically operated appliances		
2	Diagnose equipment		
2.1	Carry out diagnostic tests according to workplace procedures and safety requirements without causing damage to components or systems		
2.2	Identify faults from diagnostic test results and determine causes of faults		
2.3	Confirm and report diagnosis findings and develop recommendations for required repairs or adjustments according to workplace procedures		
3	Repair the equipment		
3.1	Source and interpret repair information		
3.2	Analyse and select repair options required by the circumstances		
3.3	Check and select repair tools, equipment and materials		
3.4	Carry out repairs and component replacements and adjustments according to manufacturer specifications, workplace procedures and safety requirements, and without causing damage to components or systems		
3.5	Carry out post-repair testing according to workplace procedures to confirm fault rectification, and rectify any further problems introduced during the repair process		
4	Complete work processes		
4.1	Conduct final inspection according to workplace procedures and confirm equipment is ready for use		
4.2	Clear work area and dispose of or recycle materials according to workplace procedures		
4.3	Complete documentation according to workplace procedures		

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ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-9: Perform install, commission and repair pumps

#	Activities	Mark "√" " if completed	Date completed
1	Identify scope of machine installation, commissioning or modification task		
1.1	Examine machine and equipment drawings, manufacturer's manuals and other technical data on machines and equipment		
1.2	Determine performance and production requirements expected from machines and equipment after installation, commissioning or modification		
1.3	Determine relevant regulatory requirements		
1.4	Inspect site and determine appropriateness of structural supports, ventilation, services, security and other critical requirements		
1.5	Determine mechanical, electrical, fabrication and machine control skills and task requirements		
1.6	Produce or review installation, commissioning or modification schedule		
2	Brief team on requirements		
2.1	Distribute and discuss drawings, schedules, and major materials and equipment with team		
2.2	Arrange for request for further information (RFIs) with designers, where required		
2.3	Brief team on key compliance and risk factors, including regulatory, occupational health and safety (OHS) and environmental requirements		
2.4	Agree with team on critical control points and reporting requirements		
3	Commence installation, commissioning or modification task		
3.1	Supervise machine and equipment shutdowns required for task		
3.2	Supervise unloading of any new machines, equipment and materials required for task		
3.3	Check and determine that supply of services to work are adequate for task commencement		
3.4	Ensure all tradespersons have correct drawing		
4	Monitor Progress and deal with contingencies		
4.1	Establish procedures to ensure assembly and connections are against drawing specifications		
4.2	Ensure electrical, fluid power, and control systems and circuits are consistent with specifications and regulations		
4.3	Identify problems and contingencies and establish and rectify root cause		
5	Finalise installation commissioning or modification		
5.1	Conduct final check to ensure installation, commissioning or modification is consistent with drawings, manufacturer manuals and any regulatory requirements		
5.2	Conduct test run of equipment		
5.3	Identify and correct any malfunctions or errors in required output		
6	Conduct Handover and finalize documentation		
6.1	Brief client and operators on machine or equipment operation after installation		
6.2	Prepare and submit any required reports on installation, commissioning or modification		

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Signature:.....

ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-10: Locate and clear blockages

#	Activities	Mark "√" " if completed	Date completed
1	Prepare for work		
1.1	Plans and specifications are obtained from job supervisor.		
1.2	Work health and safety and environmental requirements associated with locating and clearing blockages are adhered to throughout the work.		
1.3	Quality assurance requirements are identified and adhered to according to workplace requirements		
1.4	Tasks are planned and sequenced in conjunction with others involved in or affected by the work		
1.5	Tools and equipment, including personal protective equipment, are selected and checked for serviceability.		
1.6	Work area is prepared to support efficient locating and clearing of blockage		
1.7	Plans and specifications are obtained from job supervisor		
2	Locate and clear blockage		
2.1	Section containing blockage is located and isolated and its material identified.		
2.2	Blockage clearing equipment is selected according to the job.		
2.3	Where necessary, mechanical drain clearing equipment is assembled and used according to manufacturer instructions.		
2.4	Blockage is cleared without causing damage to pipework and fittings.		
2.5	Pipework is tested to confirm blockage is cleared from pipe system.		
2.6	Where required, authorities are advised of work completion.		
2.7	Sustainability principles and concepts are applied throughout the locating and clearing process		
3	Clean up		
3.1	Work area is cleared and materials disposed of, reused or recycled according to legislation, regulation, codes of practice and job specification.		
3.2	Tools and equipment are cleaned, checked, maintained and stored according to manufacturer recommendations and workplace procedures.		
3.3	Information is accessed and documentation completed according to workplace requirements		

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ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-11: Install below ground industrial sewerage systems

#	Activities	Mark "√" " if completed	Date completed
1	Prepare for drainage system installation activities		
1.1	The construction site for the drainage system and construction method is identified according to the site and drainage system plans and enterprise work procedures.		
1.2	Materials, tools, equipment and machinery are selected according to drainage system design requirements and enterprise work procedures.		
1.3	Pre-operational and safety checks are carried out on tools, equipment and machinery according to manufacturer's specifications and enterprise work procedures		
1.4	OHS hazards are identified, risks assessed, controls implemented and reported to the supervisor.		
1.5	Suitable safety and personal protective equipment (PPE) are selected, used and maintained		
2	Co-ordinate installation work		
2.1	Enterprise work team, contractors and design consultants are identified and work tasks are coordinated in a sequential, timely and effective manner in consultation with the supervisor.		
2.2	Installation of the drainage system is undertaken according to OHS requirements and with due consideration of the environmental implications and relevant legislation and regulations		
2.3	A clean and safe work area is maintained throughout and on completion of work		
3	Prepare the site for installation of drainage system		
3.1	Symbols and terminology are interpreted to ensure the concept of the drainage system plan is clearly understood according to industry practice.		
3.2	Layout of services is identified, depths checked against the site or drainage system plan and discrepancies are reported to the supervisor and the relevant authority		
3.3	Survey, measurement and marking out of the site and confirmation of soil characteristics relevant to the planned drainage system are completed according to plan specifications and enterprise work procedures		
4	Undertake installation of drainage system		
4.1	Excavations are completed without damage to services, facilities, features and established plants according to plan specifications and enterprise work procedures.		
4.2	The drainage system is installed according to the drainage system plan and enterprise work procedures.		
4.3	The drainage system is tested for configuration, flow rates and capacity consistent with the drainage system plan and according to enterprise work procedures		
4.4	The supervisor is consulted and remedial action is taken when the drainage system operation does not meet the plan specifications		
5	Complete installation of drainage system		
5.1	Earthworks are finished off to the plan specifications and enterprise work procedures.		
5.2	The site is restored and waste material is removed from the site and disposed of in an environmentally aware and safe manner according to enterprise work procedures.		
5.3	Tools, equipment and machinery are cleaned, maintained and stored according to enterprise work procedures.		
5.4	Work outcomes are recorded or reported to the supervisor according to enterprise work procedures		

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ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-12: Install sewerage pump station and sea outfall

#	Activities	Mark "√" " if completed	Date completed
1	Prepare for work		
1.1	Identify work requirements		
1.2	Identify and control hazards		
1.3	Coordinate with appropriate personnel		
2	Startup compressor systems / equipment		
2.1	Perform pre-start-up checks		
2.2	Check the status of the system/equipment prior to commencing start-up process		
2.3	Check all required auxiliary systems, including oil and water, to confirm their operational condition		
2.4	Startup individual items of equipment and the entire compressor system as required		
2.5	Bring the system to required operating conditions		
3	Control and monitor the compressor system		
3.1	Initiate load-up through the selection of appropriate speed or cycle		
3.2	Monitor and adjust downstream equipment as required		
3.3	Monitor the operational condition and safety status of the unit/system and take appropriate action		
3.4	Adjust operational speeds and operating cycles as required		
3.5	Monitor or activate safety systems to ensure that any system shutdowns are controlled and conducted safely and effectively		
4	Shut down compressor systems / equipment		
4.1	Confirm shutdown cause with other personnel and plant operators before commencing to isolate or shut down the equipment/system		
4.2	Implement control measures to minimise damage and hazards		
4.3	Shut down system according to procedures		
4.4	Inspect the system/equipment as required by procedures		
4.5	Isolate and purge systems/equipment and prepare plant for maintenance as required		
5	Maintain plant effectiveness		
5.1	Frequently and critically monitor all plant throughout shift		
5.2	Use measured/indicated data and smell, sight, sound and feel as appropriate to monitor plant		
5.3	Identify critical equipment/processes and tune their performance		
5.4	Identify issues likely to impact on plant performance and take appropriate action		
5.5	Predict impact of a change in one unit/area on other plant units/areas and communicate this to relevant people		
5.6	Test trips and alarms as required		

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ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-13: Operate and maintain Sewerage Treatment Plant (STP)

#	Activities	Mark "√" " if completed	Date completed
1	Operate system according to procedure		
1.1	Receive and give shift handover		
1.2	Communicate with personnel to identify and coordinate work requirements		
1.3	Identify, control and report process system hazards		
1.4	Check for recent work undertaken on stations and address outstanding and incomplete work		
1.5	Check operational status of process system		
1.6	Perform routine checks and complete logs and paperwork, taking action on unexpected readings		
1.7	Adjust process system according to agreed operational parameters		
2	Identify and respond to abnormal situations during operation		
2.1	Monitor station frequently and critically throughout shift using own senses, and measured and indicated data		
2.2	Monitor field data and instrumentation to ensure that product remains on specification		
2.3	Identify impacts of changes upstream and downstream		
2.4	Identify actual and developing situations that may require action		
2.5	Take action to remedy abnormal situations according to operating procedures		
2.6	Complete required documents outlining abnormal situation management and corrective action taken		
3	Shut down and prepare system for maintenance		
3.1	Prepare process system to be shut down according to operating procedures		
3.2	Complete pre-shutdown checks according to operating procedures		
3.3	Shut down process system according to operating procedures		
3.4	Identify, control and report shutdown hazards		
3.5	Monitor shutdown and identify abnormal situations that may require action		
3.6	Take action to remedy abnormal situations according to operating procedures		
3.7	Shut down and changeover duty and standby equipment according to operating procedures		
3.8	Isolate process system from energy sources		
4	Prepare and start system		
4.1	De-isolate and prepare process system to be returned to standby or service		
4.2	Complete pre-start checks according to operating procedures		
4.3	Startup process system according to operating procedures		
4.4	Identify, control and report startup hazards		
4.5	Monitor startup and identify abnormal situations that may require action		
4.6	Take action to remedy abnormal situations according to operating procedures		
5	Clean up		
5.1	Work area is cleared and materials disposed of, reused or recycled according to legislation, regulation, codes of practice and job specification		
5.2	Tools and equipment are cleaned, checked, maintained and stored according to manufacturer recommendations and workplace procedures		

5.3	Information is accessed and documentation completed according to workplace requirements		
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ACKNOWLEDGEMENT OF TRAINING DELIVERY

Unit-14: Apply accident-emergency procedures

#	Activities	Mark "√" " if completed	Date completed
1	Respond to the incident		
1.1	Response to the incident or accident is in accordance with workplace emergency procedures and relevant regulatory requirements		
1.2	Details of the cause(s) and effects of the incident are identified and reported		
1.3	Assistance requirements for accidents and emergencies are clarified and reported immediately to the appropriate parties		
1.4	Requests for assistance are made to relevant personnel and emergency services		
2	Control and assist at accident or emergency site		
2.1	Site is controlled and protected until the arrival of authorized personnel		
2.2	Assistance is provided to injured persons, within the limitations of duty of care and workplace procedures		
2.3	Relevant authorities at the site are cooperated with and assisted within workplace policies		
3	Finalize accident-emergency process and complete records		
3.1	Relevant information is exchanged in accordance with state/territory law and workplace procedures		
3.2	Documentation and reports are completed and processed in accordance with workplace and relevant regulatory requirements		

I declare that theory and practical of the above unit and its elements have been taught

Date:.....

Signature:.....

DETAILS OF WORK UNDERTAKEN AT WORK SITE/TRAINING LAB

Relevant
Competency
Unit (s):

Date:

Work / Function / Task / Activity Performed

Employer / Supervisor's/Trainer Signature/Stamp

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Relevant
Competency
Unit (s):

Date:

Work / Function / Task / Activity Performed

Employer / Supervisor's/Trainer Signature/Stamp

DETAILS OF WORK UNDERTAKEN AT WORK SITE/TRAINING LAB

Relevant
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