

Drainlaying Onsite Record Book

LEVEL 4



How to use this Onsite Record Book

Introduction

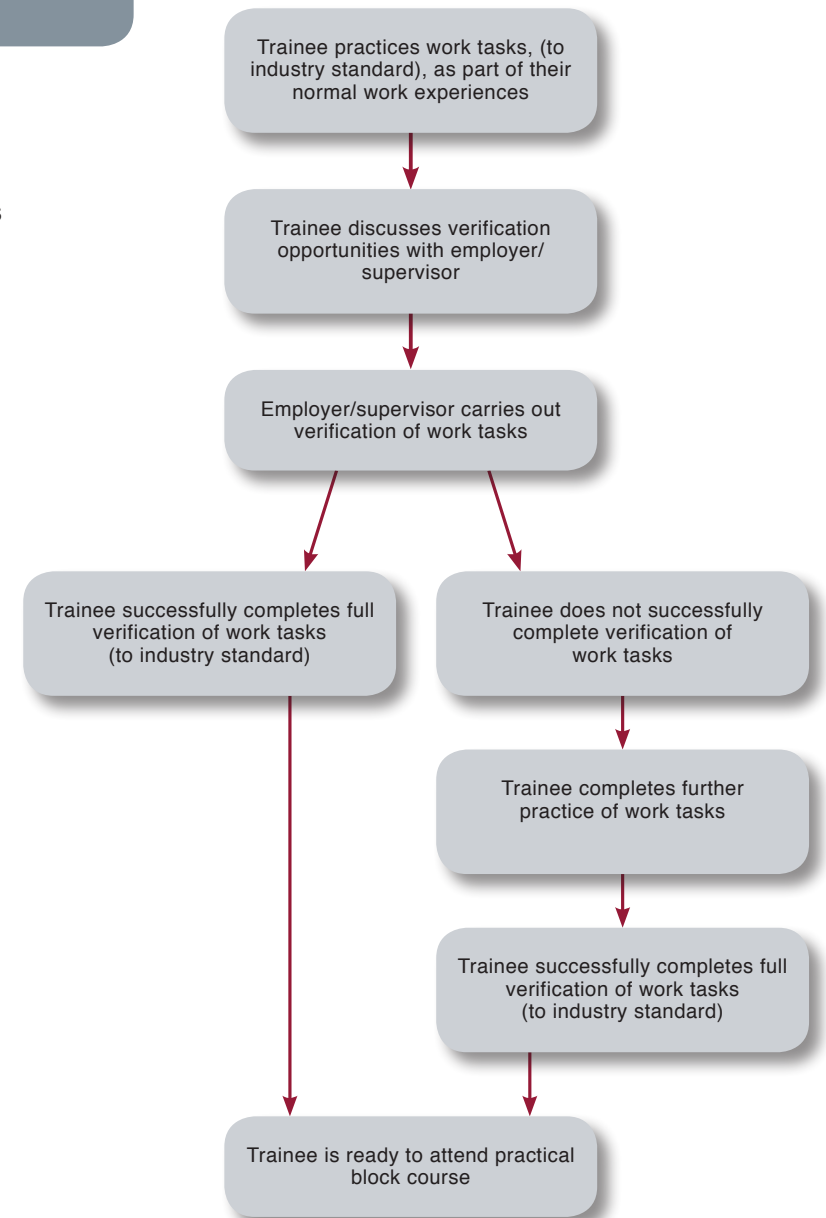
With the introduction of the upgraded National Certificate in Drainlaying qualification trainees are now required to have their practical work tasks, related to the qualification, verified by their employer/supervisor.

This Onsite Record Book contains all the on-job tasks that the trainee is required to have verified before they attend their practical assessment block course.

To complete the verifications they will need employer support.

The practical verification process is fairly straight forward:

1. The trainee practices the work tasks as part of their normal working experiences.
2. Once the trainee believes they are ready for verification they discuss this with their employer/supervisor.
3. The employer/supervisor carries out the verification process;
 - a. the trainee will either successfully complete the verification or,
 - b. be required to gain more experience.
4. If more experience is required the trainee does this before attempting to have the work task verified again.
5. Once all work tasks are successfully verified the trainee will be ready to attend their practical assessment block course.



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Employer responsibilities

Thank you for your involvement. You have an important role to play, and your support is needed to prepare the Trainee to meet their assessment requirements.

Trainees can only learn so much from studying theory notes, their major learning will come from their day to day on-job experience with knowledgeable and skilled tradespeople showing them the correct way to carry out tasks.

This means you can best support your trainee by:

- Giving them guidance and plenty of opportunities to practice the tasks listed in this Onsite Record Book.
- Then, once they are confident, choosing a job instance and asking them to carry out the task on their own for verification purposes. As they do so, their job supervisor needs to closely observe the work so that a judgment can be made about the standard, which should lead to completion of the tick boxes and a final verification sign off.

You will see that one of the Sub task sections is to **Successfully answer questions from supervisor**. As the trainee completes each Sub task it is requested that their on-job supervisor asks them related questions so the supervisor can reassure themselves that the Trainee fully understands what they are doing, why, and the potential problems if the task is not completed to industry standard.

Important Note: If some aspect of their work is not to industry standard, the trainee needs to practice and repeat the whole task until they satisfactorily complete all that is required. Only then should a final verifying signature be put to the Sub task by the supervisor.

DO NOT VERIFY PART OF A TASK — VERIFY THE WHOLE TASK!

It would also be helpful to the trainee if you could work with them to arrange, supply or locate the related evidence for each Work Task, for example job photographs, obtaining copies of plans and specifications for them.

Please note that the trainee has a limited time period to achieve all the verifications, so you taking the time to check their overall progress through the Onsite Record Book, say each couple of months, would be very useful for them.

Trainee responsibilities

This Onsite Record Book is proof of your practical competence in key drainlaying tasks.

You need to complete all the Work Tasks and Sub tasks in this book, and have them verified by the time you attend your block course. Start by completing the first Work Task and then work your way through the book.

Before you attempt a task for verification make sure you have first watched how experienced trades people complete similar tasks and that you have read about each task in your study notes.

Ask questions about anything you do not understand, and arrange with your supervisor to have lots of practice before your verification happens.

If some part of your Sub task work is not to industry standard, you will need to practise the task until your supervisor is satisfied you can be successfully verified. Only then will they sign off on the task.

It is your responsibility to also provide the related evidence for each Work Task. You may have to ask your employer for some help in collecting the evidence required, such as photos, copies of plans etc. Make sure you collect this evidence and store it in your Onsite Record Book in the clear plastic sleeves provided. Make sure all evidence is named and has the relevant Sub task number on it.

Task list

This Onsite Record Book is organised into overall Work Tasks, with each of those made up of Sub tasks.

The Work Tasks are arranged in a general order of increasing complexity, so Work Tasks 1, 2, 3 should be completed first. However the latter tasks may be completed in a different order as job opportunities come about.

Work Tasks requiring verification			
Task number	Work task	Unit Standard	Verification complete
1	Site safety, customer care and carry out health and safety procedures	US 21209	
2	Install drains	US 1099, 1122, 1114	
3	Drain maintenance	US 1106	
4	Thrust, anti-scour and anchor block installation	US 1117	
5	Install trade waste interceptor traps	US 1102	
6	Install inspection chambers	US 1116	
7	Sewage pump stations	US 1118	
8	Install and commission septic tanks	US 1112	
9	Install, commission and maintain effluent disposal systems	US 23846	
10	Install, commission and maintain proprietary on-site drainage disposal system	US 27335	
11	Install pumps, filters and controls for non potable water	US 21904	
12	Storm water systems	US 1104, 1108, 1109	
13	Intake and out take structures (wing walls)	US 1100	
14	Provide customer service	US 57	
15	Demonstrate care and timeliness as an employee	US 4249	
16	Write an incident report	US 3490	

Every Work Task has a minimum amount of evidence that has to be supplied as well as the actual verification signatures.

Quite often a Sub task has to be carried out more than once, with a sign off needed for each time. This is so the trainee can demonstrate that they are able to repeat key drainlaying tasks to a consistent standard.

The ticking of the Sub task stages can be progressively completed as the job is carried out; with the supervisors final sign off only taking place once the task is fully finished to the necessary standard.

Evidence examples

Minimum supporting evidence has to be handed over with the Onsite Record Book. That evidence illustrates and confirms the work the Trainee has carried out.

The minimum evidence for each Work Task and is listed at the top corner of the Work Task page. The trainee can supply more than the minimum if they wish to.

- Dates and signatures: a fully signed off Work Task, completed by a Certified/Licensed Drainlayer who has personally witnessed the Trainee carry out the work.
- Locations: The job street address, city/town.
- Photos: pictures that support the requirements of the Sub tasks – for example the trainee using drain clearing tools or machinery, an installed trade waste interceptor trap on approved bedding.
- Plans/specifications: copies of site plans, job specifications, work orders that were used as part of the task.
- TA sheets: Territorial authority information such as laid plans, site inspection notices, sign-offs.

Note: Every piece of supplied Sub task evidence needs to have attached to it the trainee's name and the actual Sub task number to which the evidence relates.

Work Task 1

Site safety, customer care and carry out health and safety procedures



Minimum evidence requirements

Sub tasks 1, 2, 3 & 4

- Dates and signatures
- Locations

Sub task 1

Working safely

Verification 1

Verifications required 2

- Complies with relevant site safety procedures
- Is able to continually identify hazards on work site
- Eliminates, isolates or minimise site hazards
- Locates and identifies all services on site
- All work tasks are carried out avoiding harm to people
- Trainee has taken care to avoid damage to property, other services, materials, tools, and equipment
- Successfully answer questions from supervisor

Verification 1

Supervisor sign

PGDB number

Date

Sub task 1

Working safely

Verification 2

Verifications required 2

- Complies with relevant site safety procedures
- Is able to continually identify hazards on work site
- Eliminates, isolates or minimise site hazards
- Locates and identifies all services on site
- All work tasks are carried out avoiding harm to people
- Trainee has taken care to avoid damage to property, other services, materials, tools, and equipment
- Successfully answer questions from supervisor

Verification 2

Supervisor sign

PGDB number

Date

Sub task 2

Customer care

Verification 1

Verifications required 2

- Customer is informed of job progress
- Variations and/or alterations to agreed work are advised to supervisor
- Work site is kept tidy and free from debris
- Ensure sewage is disposed of and, area cleaned as required
- Successfully answer questions from supervisor

Verification 1

Supervisor sign

PGDB number

Date

Sub task 2

Customer care

Verification 2

Verifications required 2

- Customer is informed of job progress
- Variations and/or alterations to agreed work are advised to supervisor
- Work site is kept tidy and free from debris
- Ensure sewage is disposed of and, area cleaned as required
- Successfully answer questions from supervisor

Verification 2

Supervisor sign

PGDB number

Date

Sub task 3

Demonstrate knowledge of the organisation's health and safety procedures for a building construction site

Verification 1

Verifications required 1

- The trainee can explain when personal protective equipment should be worn.
- The trainee can explain to the verifier/assessor the organisation's hazard management system.
- The trainee can explain the organisation's accident notification procedures to the verifier/assessor including producing copies of any of the forms used.
- The trainee can identify and explain the evacuation and emergency procedures and refer to any relevant documents.

Verification 1

Supervisor sign

PGDB number

Date

Sub task 4

Apply the organisation's health and safety procedures under supervision

Verification 1

Verifications required 1

- Select, correctly fit and/or make ready for use appropriate PPE.
- Discuss with the verifier/assessor the correct use of relevant tools and equipment explaining any hazards which may occur using them and how those hazards are managed.
- Show the verifier/assessor the site's hazard register and identify how hazards are managed.
- Show the verifier/assessor the accident register and identify how accidents are managed.
- Show the verifier/assessor where the emergency procedures are displayed, explain the procedures and show the evacuation points.

Verification 1

Supervisor sign

PGDB number

Date

Work Task 2

Install drains



Minimum evidence requirements

Sub tasks 1 & 3

- Dates and signatures
- Locations
- Photos
- Plans/specs
- TA sheets (as laid plans, site inspection notices)

Sub tasks 2

- Dates and signatures
- Locations
- Photos

Sub task 1

Install a domestic PVC drain

Verification 1

Verifications required 4

- Complete site inspection and check with site plan
- Establish drain outfall
- Establish location of drain fixtures
- Mark out drainage line and confirm underground services
- Excavate trench to correct line, level and gradient
- Lay pipe work safely and confirm bedding
- Ensure all relevant inspection points are installed
- Ensure all pipe work is bedded correctly
- Ensure drain is tested and correct any faults
- As laid plan completed and copied for TA
- Organise TA inspection and retain site notice of inspection
- Complete backfill to specifications and clear site
- Hand over copies of relevant documents to client
- Successfully answer questions from supervisor

Verification 1

Supervisor sign

PGDB number

Date

Sub task 1

Install a domestic PVC drain

Verification 2

Verifications required 4

- Complete site inspection and check with site plan
- Establish drain outfall
- Establish location of drain fixtures
- Mark out drainage line and confirm underground services
- Excavate trench to correct line, level and gradient
- Lay pipe work safely and confirm bedding
- Ensure all relevant inspection points are installed
- Ensure all pipe work is bedded correctly
- Ensure drain is tested and correct any faults
- As laid plan completed and copied for TA
- Organise TA inspection and retain site notice of inspection
- Complete backfill to specifications and clear site
- Hand over copies of relevant documents to client
- Successfully answer questions from supervisor

Verification 2

Supervisor sign

PGDB number

Date

Sub task 1

Install a domestic PVC drain

Verification 3

Verifications required 4

- Complete site inspection and check with site plan
- Establish drain outfall
- Establish location of drain fixtures
- Mark out drainage line and confirm underground services
- Excavate trench to correct line, level and gradient
- Lay pipe work safely and confirm bedding
- Ensure all relevant inspection points are installed
- Ensure all pipe work is bedded correctly
- Ensure drain is tested and correct any faults
- As laid plan completed and copied for TA
- Organise TA inspection and retain site notice of inspection
- Complete backfill to specifications and clear site
- Hand over copies of relevant documents to client
- Successfully answer questions from supervisor

Verification 3

Supervisor sign

PGDB number

Date

Sub task 1

Install a domestic PVC drain

Verification 4

Verifications required 4

- Complete site inspection and check with site plan
- Establish drain outfall
- Establish location of drain fixtures
- Mark out drainage line and confirm underground services
- Excavate trench to correct line, level and gradient
- Lay pipe work safely and confirm bedding
- Ensure all relevant inspection points are installed
- Ensure all pipe work is bedded correctly
- Ensure drain is tested and correct any faults
- As laid plan completed and copied for TA
- Organise TA inspection and retain site notice of inspection
- Complete backfill to specifications and clear site
- Hand over copies of relevant documents to client
- Successfully answer questions from supervisor

Verification 4

Supervisor sign

PGDB number

Date

Sub task 2

Install a concrete drain

Verification 1

Verifications required 1

- Complete site inspection and check with site plan
- Establish drain outfall
- Establish fixed points connecting to
- Mark out drainage line and verify underground services
- Excavate trench to correct line, level and gradient
- Lay and joint pipe work to correct gradients and falls
- Ensure all relevant inspection points are installed
- Ensure all pipe work is bedded and haunched to specifications
- Ensure drain is tested and correct any faults
- As laid plan completed and copied for TA
- Organise TA inspection and retain site notice of inspection
- Complete backfill to specifications and clear site
- Hand over copies of relevant documents to client
- Successfully answer questions from supervisor

Verification 1

Supervisor sign

PGDB number

Date

Sub task 3

Repair or connect into earthenware drain

Verification 1

Verifications required 1

- Complete site inspection and check with site plan
- Mark out drainage line and verify underground services
- Excavate trench, establish stability and confirm safety
- Remove section of earthenware drain needing replacement or new connection to be installed
- Connect new pipework/drainage fittings using appropriate fittings to connect to existing earthenware drains
- Ensure all relevant inspection points are installed
- Ensure all pipework is bedded correctly
- Ensure drain is tested and correct any faults
- Complete backfill to specifications and clear site
- As laid plan if required is completed and copied to TA
- Successfully answer questions from supervisor

Verification 1

Supervisor sign

PGDB number

Date

Work Task 3

Drain maintenance



Minimum evidence requirements

- Sub tasks 1 & 2
- Dates and signatures
 - Locations
 - Photos

Sub task 1

Drain maintenance (clear blockages)

Verification 1

Verifications required 2

- Identify drain location and access points
- Obtain plans if required to locate the drain
- Determine the location of the blockage
- Used drain clearing tools/machine to clear the blockage
- Checked the boundary inspection to ensure the drain is operational
- Observed health practices when working with raw sewage
- Maintains a safe site and works with care
- Successfully answer questions from supervisor

Verification 1

Supervisor sign _____

PGDB number _____ Date _____

Sub task 1

Drain maintenance (clear blockages)

Verification 2

Verifications required 2

- Identify drain location and access points
- Obtain plans if required to locate the drain
- Determine the location of the blockage
- Used drain clearing tools/machine to clear the blockage
- Checked the boundary inspection to ensure the drain is operational
- Observed health practices when working with raw sewage
- Maintains a safe site and works with care
- Successfully answer questions from supervisor

Verification 2

Supervisor sign _____

PGDB number _____ Date _____

Sub task 2

Drain maintenance (repair or replace drains)

Verification 1

Verifications required 2

- Identify drain location and access points
- Obtain plans if required to locate the drain
- Determine the location of the blockage
- Repair or replace section of drain using acceptable materials
- Observed health practices when working with raw sewage
- Maintains a safe site and works with care
- Successfully answer questions from supervisor

Verification 1

Supervisor sign

PGDB number

Date

Sub task 2

Drain maintenance (repair or replace drains)

Verification 2

Verifications required 2

- Identify drain location and access points
- Obtain plans if required to locate the drain
- Determine the location of the blockage
- Repair or replace section of drain using acceptable materials
- Observed health practices when working with raw sewage
- Maintains a safe site and works with care
- Successfully answer questions from supervisor

Verification 2

Supervisor sign

PGDB number

Date

Work Task 4

Thrust, anti-scour and anchor block installation



Minimum evidence requirements

Sub task 1

- Dates and signatures
- Locations
- Photos

Sub task 1

Thrust, anti-scour and anchor block installation Verification 1

Verifications required 2

- Correctly identify location of thrust, anti-scour and anchor blocks
- Install pre-cast or cast in-situ blocks or suitable ground treated timber
- Successfully answer questions from supervisor

Verification 1

Supervisor sign

PGDB number

Date

Sub task 1

Thrust, anti-scour and anchor block installation Verification 2

Verifications required 2

- Correctly identify location of thrust, anti-scour and anchor blocks
- Install pre-cast or cast in-situ blocks or suitable ground treated timber
- Successfully answer questions from supervisor

Verification 2

Supervisor sign

PGDB number

Date

Work Task 5

Install trade waste interceptor traps



Minimum evidence requirements

Sub task 1

- Dates and signatures
- Locations
- Photos
- Plans/specs

Sub task 1

Install a trade waste interceptor trap

Verification 1

Verifications required 2

- Plans and specifications are consulted to confirm type of trap required
- Location, depth and size of trap is established
- Establish inverts of inlets and outlets
- Install trap on approved bedding
- Ensure cascade and internal pipe work fitted (if required by specifications)
- Ensure access points are fitted at inlets and outlets
- Test trap for soundness and operation
- Inform client that regular maintenance programme is required
- Successfully answer questions from supervisor

Verification 1

Supervisor sign

PGDB number

Date

Sub task 1

Install a trade waste interceptor trap

Verification 2

Verifications required 2

- Plans and specifications are consulted to confirm type of trap required
- Location, depth and size of trap is established
- Establish inverts of inlets and outlets
- Install trap on approved bedding
- Ensure cascade and internal pipe work fitted (if required by specifications)
- Ensure access points are fitted at inlets and outlets
- Test trap for soundness and operation
- Inform client that regular maintenance programme is required
- Successfully answer questions from supervisor

Verification 2

Supervisor sign

PGDB number

Date

Work Task 6

Install inspection chambers



Minimum evidence requirements

Sub task 1 & 2

- Dates and signatures
- Locations
- Photos
- Plans/specs
- TA sheets (as laid plans, site inspection notices)

Sub task 1

Wet chambers

Verification 1

Verifications required 2

- Complete site inspection and check with site plan
- Establish invert levels for inlet and outlet
- Excavate, establish stability, safety and confirm bedding
- Connect chamber to drain with flexible joint
- Haunch/bench to specifications
- Lids and adjustment rings are fitted and sealed
- Ladder fitted if required
- Chamber is tested and any faults corrected
- Organise TA inspection and retain site notice of inspection
- Complete backfill to specifications and clear site
- Successfully answer questions from supervisor

Verification 1

Supervisor sign

PGDB number

Date

Sub task 1

Wet chambers

Verification 2

Verifications required 2

- Complete site inspection and check with site plan
- Establish invert levels for inlet and outlet
- Excavate, establish stability, safety and confirm bedding
- Connect chamber to drain with flexible joint
- Haunch/bench to specifications
- Lids and adjustment rings are fitted and sealed
- Ladder fitted if required
- Chamber is tested and any faults corrected
- Organise TA inspection and retain site notice of inspection
- Complete backfill to specifications and clear site
- Successfully answer questions from supervisor

Verification 2

Supervisor sign

PGDB number

Date

Sub task 2

Dry chambers

Verification 1

Verifications required 2

- Complete site inspection and check with site plan
- Establish invert levels for inlet and outlet
- Excavate, establish stability, safety and confirm bedding
- Connect chamber to drain with flexible joint
- Install drain and inspection fitting within chamber
- Lids and adjustment rings are fitted and sealed
- Ladder is fitted if required
- Ensure chamber is tested and correct any faults
- Organise TA inspection and retain site notice of inspection
- Complete backfill to specifications and clear site
- Successfully answer questions from supervisor

Verification 1

Supervisor sign

PGDB number

Date

Sub task 2

Dry chambers

Verification 2

Verifications required 2

- Complete site inspection and check with site plan
- Establish invert levels for inlet and outlet
- Excavate, establish stability, safety and confirm bedding
- Connect chamber to drain with flexible joint
- Install drain and inspection fitting within chamber
- Lids and adjustment rings are fitted and sealed
- Ladder is fitted if required
- Ensure chamber is tested and correct any faults
- Organise TA inspection and retain site notice of inspection
- Complete backfill to specifications and clear site
- Successfully answer questions from supervisor

Verification 2

Supervisor sign

PGDB number

Date

Work Task 7

Sewage pump stations



Minimum evidence requirements

Sub tasks 1

- Dates and signatures
- Locations
- Photos
- Plans/specs

Sub task 1

Sewage pump station

Verification 1

Verifications required 2

- Complete site inspection and check with site plan
- Establish depth of hole required
- Excavate, establish stability, safety and confirm bedding
- Connect chamber to drain with flexible joint
- Anchor chamber to prevent uplift
- Lids and adjustment rings are fitted and sealed
- Install pump, isolating valves, unions and non return valves
- Fit lifting chains or guide rails
- Alarms fitted according to specifications and tested
- Ensure chamber is tested and correct any faults
- Successfully answer questions from supervisor

Verification 1

Supervisor sign

PGDB number

Date

Sub task 1

Sewage pump station

Verification 2

Verifications required 2

- Complete site inspection and check with site plan
- Establish depth of hole required
- Excavate, establish stability, safety and confirm bedding
- Connect chamber to drain with flexible joint
- Anchor chamber to prevent uplift
- Lids and adjustment rings are fitted and sealed
- Install pump, isolating valves, unions and non return valves
- Fit lifting chains or guide rails
- Alarms fitted according to specifications and tested
- Ensure chamber is tested and correct any faults
- Successfully answer questions from supervisor

Verification 2

Supervisor sign

PGDB number

Date

Work Task 8

Install and commission septic tanks



Minimum evidence requirements

Sub task 1

- Dates and signatures
- Locations
- Photos
- Plans/specs
- TA sheets (as laid plans, site inspection notices)

Sub task 1

Install a septic tank

Verification 1

Verifications required 2

- Consult specifications to determine type of system to be installed
- Complete site inspection and check with site plan
- Establish invert levels for inlet and outlet
- Establish depth of hole required
- Excavate, establish stability, safety and confirm bedding
- Install tank
- Connect tank to drain with flexible joint
- Anchor tank to prevent uplift
- Lids and adjustment rings are fitted and sealed
- Install pump, isolating valves, unions and non return valves if required
- If required alarms fitted according to specifications and tested
- Ensure tank is tested and correct any faults
- Organise TA inspection and retain site notice of inspection
- Complete backfill to specifications and clear site
- Explain maintenance of tank to client
- Successfully answer questions from supervisor

Verification 1

Supervisor sign

PGDB number

Date

Sub task 1

Install a septic tank

Verification 2

Verifications required 2

- Consult specifications to determine type of system to be installed
- Complete site inspection and check with site plan
- Establish invert levels for inlet and outlet
- Establish depth of hole required
- Excavate, establish stability, safety and confirm bedding
- Install tank
- Connect tank to drain with flexible joint
- Anchor tank to prevent uplift
- Lids and adjustment rings are fitted and sealed
- Install pump, isolating valves, unions and non return valves if required
- If required alarms fitted according to specifications and tested
- Ensure tank is tested and correct any faults
- Organise TA inspection and retain site notice of inspection
- Complete backfill to specifications and clear site
- Explain maintenance of tank to client
- Successfully answer questions from supervisor

Verification 2

Supervisor sign

PGDB number

Date

Work Task 9

Install, commission and maintain effluent disposal systems



Minimum evidence requirements

Sub tasks 1 & 2

- Dates and signatures
- Locations
- Photos

Sub Task 1

Install an effluent distribution system

Verification 1

Verifications required 2

- Consult specifications to determine type of system to be installed
- Complete site inspection and check with site plan
- Establish invert levels for inlet and outlet
- Establish depth of hole required
- Excavate, establish stability, safety and confirm bedding
- Install distribution system (pump, syphon, splitter box, tip bucket, etc)
- If required alarms fitted according to specifications and tested
- Organise TA inspection and retain site notice of inspection
- Complete backfill to specifications and clear site
- Ensure system is tested and correct any faults
- Advise owner on system operation and maintenance
- Successfully answer questions from supervisor

Verification 1

Supervisor sign

PGDB number

Date

Sub Task 1

Install an effluent distribution system

Verification 2

Verifications required 2

- Consult specifications to determine type of system to be installed
- Complete site inspection and check with site plan
- Establish invert levels for inlet and outlet
- Establish depth of hole required
- Excavate, establish stability, safety and confirm bedding
- Install distribution system (pump, syphon, splitter box, tip bucket, etc)
- If required alarms fitted according to specifications and tested
- Organise TA inspection and retain site notice of inspection
- Complete backfill to specifications and clear site
- Ensure system is tested and correct any faults
- Advise owner on system operation and maintenance
- Successfully answer questions from supervisor

Verification 2

Supervisor sign

PGDB number

Date

Sub Task 2

Install an effluent disposal field

Verification 1

Verifications required 2

- Consult specifications to determine type of system to be installed
- Complete site inspection and check with site plan
- Construct disposal system to design specifications
- Ensure system is tested and correct any faults
- Organise TA inspection and retain site notice of inspection
- Complete installation to specifications and clear site
- Successfully answer questions from supervisor

Verification 1

Supervisor sign

PGDB number

Date

Sub Task 2

Install an effluent disposal field

Verification 2

Verifications required 2

- Consult specifications to determine type of system to be installed
- Complete site inspection and check with site plan
- Construct disposal system to design specifications
- Ensure system is tested and correct any faults
- Organise TA inspection and retain site notice of inspection
- Complete installation to specifications and clear site
- Successfully answer questions from supervisor

Verification 2

Supervisor sign

PGDB number

Date

Work Task 10

Install, commission and maintain proprietary on-site drainage disposal system



Minimum evidence requirements

Sub task 1

- Dates and signatures
- Locations
- Photos

Sub task 1

Sumps

Verification 1

Verifications required 2

- Consult specifications to determine system to be installed
- Complete site inspection and check with site plan
- Establish invert levels for inlet and outlet
- Establish depth of hole required
- Excavate, establish stability, safety and confirm bedding
- Install system to manufacturers specifications
- Connect system to drain with flexible joint
- Install disposal field as per manufacturer's specifications and as outlined on Building Consent
- Commission tank as per manufacturer's requirements
- Ensure system is operational and functions as per the manufacturer's specifications
- Organise TA inspection and retain site notice of inspection
- Complete backfill to specifications and clear site
- Explain to client maintenance of system and basic operation
- Successfully answer questions from supervisor

Verification 1

Supervisor sign

PGDB number

Date

Sub task 1

Sumps

Verification 2

Verifications required 2

- Consult specifications to determine system to be installed
- Complete site inspection and check with site plan
- Establish invert levels for inlet and outlet
- Establish depth of hole required
- Excavate, establish stability, safety and confirm bedding
- Install system to manufacturers specifications
- Connect system to drain with flexible joint
- Install disposal field as per manufacturer's specifications and as outlined on Building Consent
- Commission tank as per manufacturer's requirements
- Ensure system is operational and functions as per the manufacturer's specifications
- Organise TA inspection and retain site notice of inspection
- Complete backfill to specifications and clear site
- Explain to client maintenance of system and basic operation
- Successfully answer questions from supervisor

Verification 2

Supervisor sign

PGDB number

Date

Work Task 11

Install pumps, filters and controls for non potable water



Minimum evidence requirements

Sub task 1

- Dates and signatures
- Locations
- Photos

Sub task 1

Pumping non potable water

Verification 1

Verifications required 1

- Locate pump chamber in accordance with specifications
- Connect inlet pipe to chamber with flexible joint
- Install pump, isolating valves, unions and non return valves
- Fit lifting chains or guide rails (if required)
- Alarms, filters and controls are fitted according to specifications and tested
- Ensure pump system is tested and any faults corrected
- Complete Checklist Report, copies to owner and TA
- Successfully answer questions from supervisor

Verification 1

Supervisor sign

PGDB number

Date

Work Task 12

Storm water systems



Minimum evidence requirements

Sub tasks 1, 2 & 3

- Dates and signatures
- Locations
- Photos

Sub task 1

Sumps

Verification 1

Verifications required 2

- Complete site inspection and check location with site plan
- Establish invert levels for inlet and outlet
- Excavate, establish stability, safety and confirm bedding
- Install full or half syphon trap
- Install inspection openings to specifications
- Connect sump to drain
- Gratings are fitted
- Ensure the sump is tested
- Organise TA inspection and retain site notice of inspection
- Complete backfill to specifications and clear site
- Successfully answer questions from supervisor

Verification 1

Supervisor sign

PGDB number

Date

Sub task 1

Sumps

Verification 2

Verifications required 2

- Complete site inspection and check location with site plan
- Establish invert levels for inlet and outlet
- Excavate, establish stability, safety and confirm bedding
- Install full or half syphon trap
- Install inspection openings to specifications
- Connect sump to drain
- Gratings are fitted
- Ensure the sump is tested
- Organise TA inspection and retain site notice of inspection
- Complete backfill to specifications and clear site
- Successfully answer questions from supervisor

Verification 2

Supervisor sign

PGDB number

Date

Sub task 2

Surface water collection

Verification 1

Verifications required 1

- Consult specifications to determine type of system to be installed
- Complete site inspection and check location with site plan
- Establish levels for the system
- Excavate, establish stability, safety and confirm bedding
- Connect collection system to sump
- Complete backfill to specifications and clear site
- Successfully answer questions from supervisor

Verification 1

Supervisor sign

PGDB number

Date

Sub task 3

Sub-soil

Verification 1

Verifications required 1

- Consult specifications to determine type of system to be installed
- Complete site inspection and check location with site plan
- Establish levels for the system
- Excavate, establish stability, safety and confirm bedding
- Install specified system (field tiles, slotted drains, strip drains, perforated pipes)
- Ensure specified media is installed and filter cloth as required
- Flushing points are installed to building code requirements
- Complete backfill to specifications and clear site
- Successfully answer questions from supervisor

Verification 1

Supervisor sign

PGDB number

Date

Work Task 13

Intake and out take structures (wing walls)



Minimum evidence requirements

Sub task 1

- Dates and signatures
- Locations
- Photos
- Foolsap folder with clear sleeves
- Notes behind each task for notes

Evidence exemplar — supplied in folder

Min required evidence:

- Dates and signatures
- Locations
- Photos
- Plans/specs
- TA sheets (as laid plans, site inspection notices)
- Client testimonials
- Hazard notices
- Blogs

Sub task 1

Intake and out take structures (wing walls) **Verification 1**

Verifications required 1

- Complete site inspection, check specifications and site plan
- Establish intake and outfall locations
- Establish stability, and confirm bedding
- Install in-situ or precast structure
- Ensure all structures are bedded and anchored
- Successfully answer questions from supervisor

Verification 1

Supervisor sign

PGDB number

Date

Work Task 14

Provide customer service



Minimum evidence requirements

Sub tasks 1 & 2

- Dates and signatures
- Locations

Sub task 1

Provide customer service

Verification 1

Verifications required 1

- Greet customers
- Use questions to determine customer requirements
- Maintain good customer service when several things are happening at once
- Give the customer the information they need
- Meet the customer's needs
- Meet the customer's requirements
- Follow what the customer wants in terms of security

Verification 1

Supervisor sign

PGDB number

Date

Sub task 2

Respond to customer complaints

Verification 1

Verifications required 1

- Recognise when a customer has a complaint
- Deal with customer complaints quickly and according to company requirements
- Privacy and discretion are used when dealing with customer complaints
- Get a more experienced staff member to deal with the complaint when they were unable to deal with it themselves
- Resolve the situation (when it does not need to be referred on)

Verification 1

Supervisor sign

PGDB number

Date

Work Task 15

Demonstrate care and timeliness as an employee



Minimum evidence requirements

Sub tasks 1 & 2

- Dates and signatures
- Locations

Sub task 1

Exercise care as an employee

Verification 1

Verifications required 1

- Present themselves in a suitable way for work — make sure your clothes, footwear, grooming and personal hygiene are suitable for the work you are doing, including wearing and using the correct personal protective equipment to keep you safe.
- Behave in a way that is acceptable. Make sure that their behaviour does not include any actions that could lead to disciplinary action or being dismissed from their job. Unacceptable behaviour includes all of the following:
 - theft
 - assault or fighting
 - intoxication (drugs or alcohol)
 - damage to property
 - harassment.
- Moderates their language when they talk with supervisors, co-workers and customers or visitors. The language that they used was acceptable in the company.
- Work in a safe way — the trainee followed the workplace's health and safety rules as well as legal standards of how they must work safely.

Verification 1

Supervisor sign

PGDB number

Date

Sub task 2

Demonstrate timeliness as an employee

Verification 1

Verifications required 1

- The trainee started and goes back to work at the agreed times. They were on time for work at the start of the work day, remained on the job, and returned to work on time after they had meal and work breaks.
- The trainee got to meetings and appointments on time. This means they were at the meeting or appointment place on time, and were ready to start the meeting or appointment on time.
- The trainee completed their tasks to the standards they were required to and on time. Where something has stopped them doing this, they had good reasons why they could not do it.
- The trainee notified their employer as early as possible if they were going to be absent. They did this within the time required by the company (e.g. they may have needed to give 1 week notice for annual leave and 2 hours notice of sick leave). They must have no invalid absences (e.g. taking a 'sickie') or late notifications of their absence (e.g. sleeping in).

Verification 1

Supervisor sign

PGDB number

Date

Unit Standard 4249

20 Working Day Attendance Sign Off

Your assistance is needed to allow the trainee to meet the assessment requirements by:

- Providing your company's related employee care and timeliness documents and ensuring the trainee understands those requirements.
- Verifying the trainees attendance and their meeting of your company requirements.

For a period of 20 consecutive working days the trainee is to exercise care as an employee and demonstrate timeliness as required by your company documents.

20 consecutive working days should allow for, but not include, valid absences, so that a total of 20 days is worked excluding valid absence(s). In the case of a non-valid absence, the period of 20 days restarts.

For example, if the trainee is sick for two days and has notified you as required, the 20 day period would be extended for two days. For that reason, there are extra days on the record sheet (Table 3).

If there is any failure to meet all the requirements on any one (or more) days, the 20 day period has to be re-started. For example, a trainee takes an unofficial long weekend without having notified you.

The standards to be met are those of your company. For example, the start and finish times and lengths of any breaks will be company specific. Standards must be consistent with the Health and Safety in Employment Act 1992. This applies to both presentation (clothing) and health and safety practices.

Time keeping must comply with the provisions of Holidays Act 1981 and the Employment Relations Act 2000. For example, the trainee should not be marked as not legitimately absent during a statutory holiday, unless the provisions of the Act allow for that.

In fairness to the trainee these company standards must be made known to them. There may be company documentation they can be given or the required standards may have been explained to them during their company induction.

When the 20 days are complete the trainee is required to supply to the PGDRITO this Supervisor Verification, copies of any company procedures or manuals which state those standards plus their supervisor signed Record of Assessment document.

Verification of Evidence Tables

Please complete the following tables by dating each space and then signing and dating the entire record at the end of Table 2.

It is important that you are accurate as the trainee will be assessed from the evidence you provide.

If there is any interruption to the 20 consecutive days, note that by giving a brief explanation in the Extra Notes space below each table.

Complete and sign off days 21 to 30 (Table 3) only if needed to take account of any acceptable days off.

Please obtain another copy of this verification if the 20 days need to be re-started altogether.

Care and Timeliness Table 1 (Compulsory)

Employee Name:

Standards to be observed	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
Personal presentation										
Behaviour										
Acceptable language										
Health & safety										
Equipment and material care										
Work start & restart										
Appointments										
Tasks to standard on time										
Absences notified										
Supervisor Name:				Supervisor Signature:						
				Date:						

Extra Notes:

Care and Timeliness Table 2 (Compulsory)

Employee Name:

Standards to be observed	Day 11	Day 12	Day 13	Day 14	Day 15	Day 16	Day 17	Day 18	Day 19	Day 20
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
Personal presentation										
Behaviour										
Acceptable language										
Health & safety										
Equipment and material care										
Work start & restart										
Appointments										
Tasks to standard on time										
Absences notified										
Supervisor Name:				Supervisor Signature:						
				Date:						

Extra Notes:

Care and Timeliness Table 3 (Compulsory)

Employee Name:

Standards to be observed	Day 21	Day 22	Day 23	Day 24	Day 25	Day 26	Day 27	Day 28	Day 29	Day 30
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
Personal presentation										
Behaviour										
Acceptable language										
Health & safety										
Equipment and material care										
Work start & restart										
Appointments										
Tasks to standard on time										
Absences notified										
Supervisor Name:				Supervisor Signature:						
				Date:						

Extra Notes:

Work Task 16

Write an incident report



Minimum evidence requirements

Sub task 1

- *Dates and signatures*
- *Locations*
- *Either a completed company form or handwritten on a blank sheet of paper*

Sub task 1

Write an incident report

Verification 1

Verifications required 1

- The information written in the report was relevant, based on fact and complete.
- The incident report correctly described the events of the incident in the same order as they happened.
- The report was written in the correct format.
- Full stops, capital letters and commas were used correctly.
- The correct names for objects, technical terms, abbreviations and phrases were used so the reader could easily understand what the writer was describing.
- The spelling was correct. Any small spelling mistakes did not change the meaning of the report or affect how accurate it was.
- The report achieved the purpose that it was written for.
For example a machinery breakdown incident report has told what is wrong with a piece of machinery and how it broke down.

Verification 1

Supervisor sign

PGDB number

Date

