

Plumbing and Gasfitting Onsite Record Book

LEVEL 4



Trainee Name:

Address:

.....

Employer:

Phone:

Address:

.....

Contents

Introduction	2	Work Task 4	
Employer responsibilities	3	US 21209: Demonstrate knowledge of and carry out health and safety procedures for a building construction site	15
Trainee responsibilities	4	Sub task 1: Demonstrate knowledge of the organisation's health and safety procedures for a building construction site	15
Task list	5	Sub task 2: Apply the organisation's health and safety procedures under supervision	15
Evidence examples	6	Work Task 5	
Work Task 1		US 1099 & US 1122: Establish line, level, and gradient and excavate and trench for plumbing or drainlaying	16
US 57: Provide Customer Service	7	Sub task 1: Determine the position of a trench signed on the back by their job supervisor/employer	16
Sub task 1: Provide customer service	7	Sub task 2: Select and set up equipment for and establish the line, level and gradient for the trench	16
Sub task 2: Respond to customer complaints	7	Sub task 3: Remove surface material, excavate the spoil to identify stable sub-base, and shore the trench	17
Work Task 2		Sub task 4: Carry out trench backfilling and clear the site	17
US 4249: Demonstrate care and timeliness as an employee	8		
Sub task 1: Exercise care as an employee	8		
Sub task 2: Demonstrate timeliness as an employee	8		
20 Working Day Attendance Sign Off	9		
Work Task 3			
US 3490: Write an incident report	14		
Sub task 1: Write an incident report	14		

How to use this Onsite Record Book

Introduction

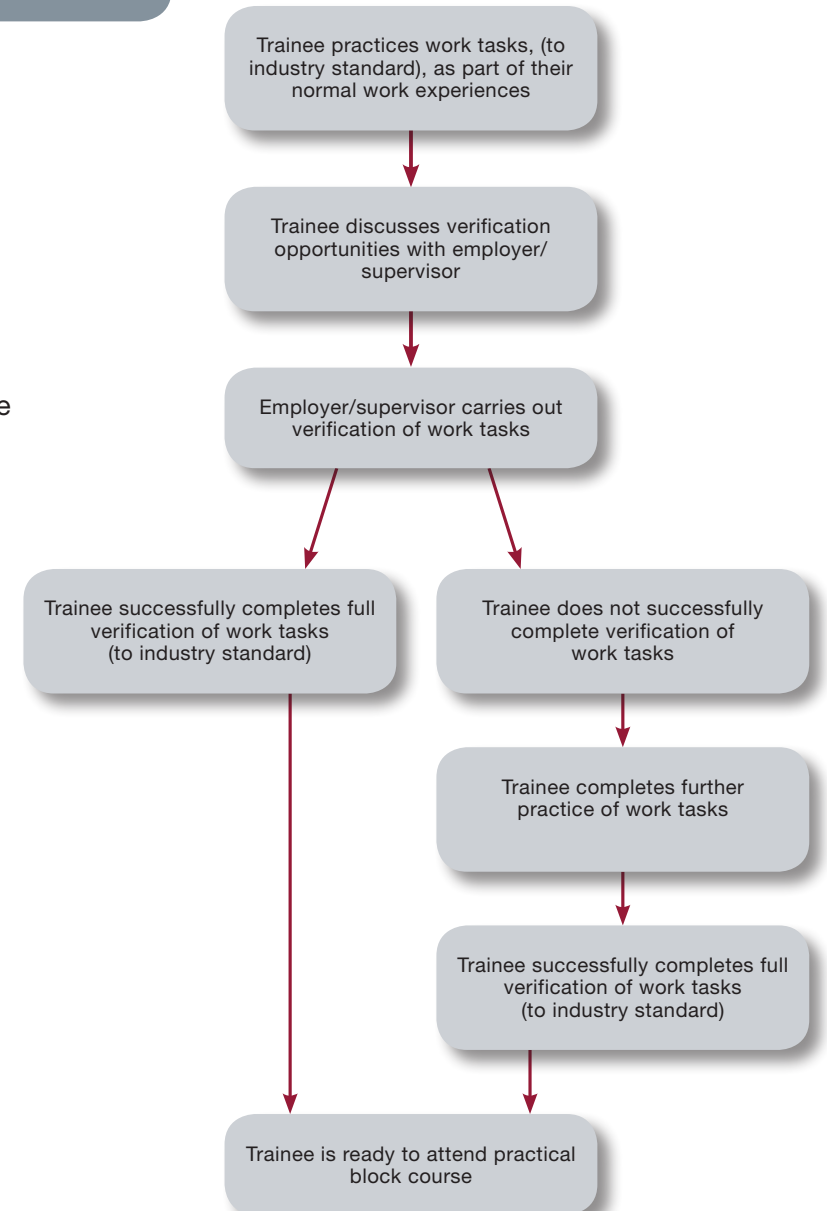
With the introduction of the upgraded National Certificate in Plumbing and Gasfitting qualification trainees are required to have their practical work tasks, related to the qualification, verified by their employer/supervisor.

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.



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.

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 related documents.

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 plumbing and gasfitting 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 by unit standards with sub tasks related to each unit standard.

The Work Tasks are arranged in no specific order. Tasks should be completed as job opportunities come about. The Work Tasks requiring verification are:

- Work Task 1
US 57: Provide Customer Service
- Work Task 2
US 4249: Demonstrate care and timeliness as an employee
- Work Task 3
US 3490: Write an incident report
- Work Task 4
US 21209: Demonstrate knowledge of and carry out health and safety procedures for a building construction site
- Work Task 5
US 1099 & US 1122: Establish line, level, and gradient and excavate and trench for plumbing or drainlaying

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

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 Plumber/Gasfitter who has personally witnessed the trainee carry out the work.
- Locations: The job street address, city/town.

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

US 57: 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 2

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 2

Supervisor sign

PGDB number

Date

Work Task 2

US 4249: Demonstrate care and timeliness as an employee

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



Minimum evidence requirements

- Dates and signatures
- Locations

Sub task 2

Demonstrate timeliness as an employee

Verification 2

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 2

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										

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 (Only use if needed for extended days)

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 3

US 3490: Write an incident report



Minimum evidence requirements

- 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

Work Task 4

US 21209: Demonstrate knowledge of and carry out health and safety procedures for a building construction site

Sub task 1

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



Minimum evidence requirements

Sub task 1

- Dates and signatures
- Locations

Sub task 2

Apply the organisation's health and safety procedures under supervision

Verification 2

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 2

Supervisor sign

PGDB number

Date

Work Task 5

US 1099 & US 1122: Establish line, level, and gradient and excavate and trench for plumbing or drainlaying

Sub task 1

Determine the position of a trench

Verification 1

Verifications required 1

- The trainee provided a photograph showing a marked out trench prior to excavation.
This photograph must be
 - dated and time stamped
 - signed on the back by their job supervisor/employer.
- The trainee provided contact details for locating underground services to find electrical, telecom and gas.
- The trainee provided a letter from the customer stating they have reinstated the trenching work to minimise the impact on the property.

Verification 1

Supervisor sign

PGDB number

Date



Minimum evidence requirements

Sub task 1

- Dates and signatures
- Contact details for underground services
- Photograph
- Letter from customer

Sub task 2

- Dates and signatures
- Contact details
- Photograph
- Letter from employer

Sub task 2

Select and set up equipment for and establish the line, level and gradient for the trench

Verification 2

Verifications required 1

- The trainee provided a photograph which shows them using a dumpy level or laser level, on a drainage job.
This photograph must be
 - dated and time stamped
 - signed on the back by their job supervisor/employer.
- The trainee provided a letter from their employer stating they have worked safely and with care whilst carrying out the trenching work.

Verification 2

Supervisor sign

PGDB number

Date

Sub task 3

Remove surface material, excavate the spoil to identify stable sub-base, and shore the trench **Verification 3**

Verifications required 1

- The trainee provided a job sheet showing bedding material that was needed for a drainage job.
- The trainee provided a copy of the original working-out to calculate the amount of soil that had to be removed from the trench.
- The trainee provided a photograph that shows them standing next to a trench that has been shored.
- The trainee provided **ONE** of the following documents:
 - Engineers report showing the excavation or shoring requirements.
 - Resource consent showing the excavation and shoring requirements.
 - Contract showing the excavation and shoring requirements.

Verification 3

Supervisor sign

PGDB number

Date



Minimum evidence requirements

Sub task 3

- Dates and signatures
- Job sheet showing required bedding material
- Working-out sheet for amount of soil to be removed
- Photograph
- Engineers Report or Resource Consent or Contract

Sub task 4

- Dates and signatures
- As-laid drainage plan
- Evidence of working out for backfill compaction requirements
- Photograph

Sub task 4

Carry out trench backfilling and clear the site **Verification 4**

Verifications required 1

- The trainee provided a copy of a completed as-laid drainage plan.
- The trainee showed the verifier the backfill compaction requirements for their drainage job.
- The trainee provided a photograph that shows them on their finished and cleared drainage job.

Verification 4

Supervisor sign

PGDB number

Date

