COGWT35 – SQA Unit Code (H3YS 04)
Utilise record keeping systems

Overview

This unit is for those involved in:

1 supervising health and safety for a group
2 ensuring the competence of staff for a work task
3 managing a site operation
4 leading work tasks

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices as they apply to you.

Previous Version

None

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Performance criteria

You must be able to:

P1 identify and communicate with the relevant site contact in accordance with company operating procedures

P2 identify the record system in use, or that is to be used, and where it is kept

P3 identify what data is recorded in the record system

P4 collect and collate all data relevant to the tasks being recorded

P5 enter data into the record system in accordance with company operating procedures

P6 check the data entered in the record system in accordance with company operating procedures

P7 identify any data that is missing or has been incorrectly entered

P8 identify any non conformances and report in accordance with company operating procedures

P9 complete documentation in accordance with company operating procedures

P10 provide documentation to the relevant people

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Knowledge and understanding

You need to know and understand:

K1 what your personal responsibilities with regard to health and safety in the working area are

K2 what your legal responsibility for your own health and safety, and the health and safety of others is

K3 who is the site contact

K4 the company standard operating procedures

K5 what record systems can be used

K6 what system is in use for the client involved

K7 where record systems can be kept

K8 where the records are kept for the site involved

K9 why record systems are important

K10 what records should be kept to comply with **regulations and guidelines**

K11 what to do if no record system is in place

K12 what data is being recorded

K13 what data is relevant to the tasks

K14 where to find relevant data

K15 how data should be **presented**

K16 how the data should be entered into the record system

K17 what data is to be reviewed and how often

K18 how to review data

K19 what to do if any data is missing or has been incorrectly entered

K20 what represents a non conformance and how to report it

K21 what documentation should be produced

K22 how to complete the documentation

K23 who the relevant people are

Additional Information

Glossary

Company operating procedure

Includes company requirements, instructions and method statements

Regulations and guidelines

Includes relevant health, safety and environmental regulations, COSHH, Codes of Practice, British, European and International standards, site procedures

Record system

Includes hand written, typed, digital media, on-line

Data

Includes actions, system data, test results, certification, training, specification, procedures, method statements, product data

Presented

Includes formal documents, hand written notes, typed notes and certificates

Non conformance

Includes practical, system, management, quality, technical factors

Documentation

Includes reports, log book records, emails

Relevant people

As defined in the programme design, log book, company procedures

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