
Overview

This unit is designed for the candidate to demonstrate competence in collecting, collating and storing information related to organising, planning or supervising operational activities on the distribution network. Information from the network may include monitoring existing system status; information about proposed works and potential effectiveness and cost-benefits; information about existing, new and innovative techniques, fittings and materials and how they can be used on the network without disrupting supply or compromising water quality.

This unit will apply to Network Construction Operations at Level 3 and is intended for Construction Supervisors.

EUSNCO314 (SQA Unit Code - FA9Y 04)

Record and store information

Performance criteria

You must be able to:

- P1 systems and procedures for recording and storing relevant information are suitable for the purpose and make efficient use of resources
- P2 the way you record and store relevant information complies with approved procedures and practices
- P3 the relevant information you record and store is readily accessible in the required format to authorised individuals and organisations only
- P4 provide opportunities for team members to make suggestions for improvements to approved procedures and practices
- P5 make recommendations for improvements to approved procedures and practices to the relevant individuals and organisations
- P6 recommendations take account of organisational implications and constraints

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Knowledge and understanding

You need to know and understand:

- K1 different methods of recording and storing information and their advantages and disadvantages
- K2 the organisational policies and legal requirements which have a bearing on the recording and storage of information and how to interpret these
- K3 different communication formats which may be required for presenting qualitative and quantitative information
- K4 how to select a communication format appropriate to different purposes and recipients of information
- K5 how to ensure that information is organised in a way that makes it readily accessible
- K6 principles of confidentiality, what information should be made available to which people
- K7 the importance of providing opportunities for team members to make recommendations on improvements to systems and procedures
- K8 how to encourage and enable team members to make recommendations
- K9 how to assess the effectiveness of current methods of collecting and storing information and the procedures to follow in order to make recommendations on improvements

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Additional Information

Scope/range related to performance criteria

1. relevant information: sources of information, statutory and non statutory reports, company documentation, job instructions, client documentation (internal or external)
2. resources: plant, equipment, materials, labour, consumables
3. approved procedures and practices: Environmental, organisational regulatory, statutory, emergency, operational, health, safety and environment, contingency plans, relevant company policies, approved materials and equipment and procedures, and risk assessments. In accordance with the industry's expectations of a Construction Supervisor, including the organisation of all aspects of site operations including planned and unplanned work
4. individuals and organisations: customers, contractors, network operatives, colleagues, statutory bodies
5. implications and constraints: customer considerations, work details (including design, extent, location, time, duration, anticipated completion time), availability of resources, effect of weather/seasonal conditions

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Suite Network Construction Operations

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