

### 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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## Utilise record keeping systems

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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

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### 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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**Developed by** Cogent SSC

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**Date approved** January 2012

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**Status** Original

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**Originating organisation** Cogent SSC

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**Relevant occupations** Engineering and manufacturing technologies; Manufacturing technologies; Process, Plant and Machine Operatives; Process Operatives

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**Suite** Water Treatment Management

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**Key words** Water; treatment; utilise; record; keeping; systems