

Prepare and organise site inspection information

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**Overview**

This standard is about preparing and providing information to decision makers within agreed deadlines. This involves operating and maintaining a site inspection information storage system, providing information, instructions, guidance and with clarification

This standard is for people working in the occupational area of site inspection and can be used by technicians, supervisors and managers

## Prepare and organise site inspection information

**Performance criteria**

You must be able to:

**Prepare site inspection information**P1 accurately establish the **purpose** of the **information**P2 complete documents to meet the required **purpose**

P3 ensure the layout, spelling, grammar and punctuation are correct and consistent

P4 ensure that the content of **information** is comprehensive and accurate and is presented in a logical sequence

P5 ensure that the context of the information is succinct and provides sufficient guidance to decision makers

P6 ensure that sources of **information**, on which documents are based, are verified as current, accurate and valid

P7 monitor and record that work practices are in accordance with legal and regulatory requirements and organisational procedures

P8 record promptly and accurately reasons where work is not achievable within specified deadlines

P9 provide completed **information** within agreed deadlinesP10 maintain security and confidentiality of **information****Organise site inspection information**P11 collate **information** and organise it into a suitable form for **use**P12 operate appropriate and valid procedures for maintaining **site inspection information systems**P13 identify, summarise and disseminate **information****Provide information and guidance on site inspection issues**P14 obtain and provide **site inspection information** and advice which is relevant to the task, complete, summarised accurately and clearly relevant to the issuesP15 **communicate site inspection information** using a style of communication which is appropriate to the **people receiving information and advice**

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### Knowledge and understanding

You need to know and understand:

#### Prepare site inspection information

- K1 how to establish the **purpose** of the **information** (understanding)
- K2 how to complete documents to meet the required **purpose** (application)
- K3 how to ensure that the layout, spelling, grammar and punctuation are correct and consistent (application)
- K4 how to ensure that the content of **information** is comprehensive and accurate and is presented in a logical sequence (application)
- K5 how to ensure that the content of the **information** is succinct and provides sufficient guidance to decision makers (application)
- K6 how to ensure that sources of **information**, on which documents are based, are verified as accurate and valid (application)
- K7 how to record reasons where work is not achievable within specified deadlines (application)
- K8 how to provide completed **information** within agreed deadlines (application)
- K9 how to monitor and record that work practices are in accordance with legal and regulatory requirements and organisational procedures (application)
- K10 how to maintain security and confidentiality of **information** (application)

#### Organise site inspection information

- K11 what to identify as **information** (understanding)
- K12 how to collate **information** (application)
- K13 how to operate appropriate and valid procedures for maintaining **site inspection information systems** (application)
- K14 how to summarise and disseminate **information** (application)
- K15 how and why to organise **information** in a suitable form for use (synthesis)

#### Provide information and guidance on site inspection issues

- K16 how and why to obtain and provide **site inspection information** (synthesis)
- K17 how to obtain and provide advice which is relevant to the task, complete, summarised accurately and relevant to the technical issues (application)
- K18 how and why to **present site inspection information** in a style appropriate to the **people receiving information and advice** (synthesis)

**Scope/range****Prepare site inspection information****1 Purpose:**

- 1.1 site inspection reports
- 1.2 written, graphical and electronic records of actual work against programmed work

**2 Information:**

- 2.1 for self
- 2.2 developed on behalf of others
- 2.3 self-generated
- 2.4 produced according to instructions from others
- 2.5 approved providers
- 2.6 contract documentation
- 2.7 standards drawings
- 2.8 specifications
- 2.9 technical books
- 2.10 product information
- 2.11 government and statutory publications
- 2.12 research and advisory data
- 2.13 reports
- 2.14 samples
- 2.15 project documentation
- 2.16 organisational documentation (e.g. pro forma)

**3 Use (of information):**

- 3.1 technical reference
- 3.2 current record
- 3.3 archive record

**4 Site Inspection information systems:**

- 4.1 paper based (e.g. manual files, technical library)
- 4.2 photo reduced (e.g. microfiche)
- 4.3 electronic (e.g. computer database, CD ROM, on-line)

## **Provide information and guidance on site inspection issues**

### **5 Obtain site inspection information:**

- 5.1 using proactive and open methods
- 5.2 using discussion
- 5.3 using questioning
- 5.4 showing sensitivity to feedback

### **6 Site Inspection information:**

- 6.1 sharing experience
- 6.2 giving instructions
- 6.3 making decisions
- 6.4 increasing understanding
- 6.5 implementing a solution
- 6.6 testimony to legally constituted bodies
- 6.7 facilitation

### **7 Communicate:**

- 7.1 orally
- 7.2 in writing
- 7.3 graphically
- 7.4 electronically

### **8 People receiving information and advice:**

- 8.1 same and other related occupations
- 8.2 clients and customers
- 8.3 technical and non-technical team members
- 8.4 craftspeople and operatives
- 8.5 senior and junior colleagues
- 8.6 members of the public
- 8.7 government agencies

## Prepare and organise site inspection information

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