Supporting: MSFGN3001: Read and interpret work documents

# Section 2 Assignment: Other documents

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| **Name** |  | **Date** |  |

List 10 different types of documents that you use at work. There must be at least one example of each of the following documents:

* Australian Standard
* manufacturer’s installation guidelines or technical manual
* material safety data sheet
* work plan, project schedule or equivalent
* building code or project specification
* safe operating procedure or equivalent
* safe work method statement, job safety analysis or equivalent

For each of the documents you have chosen, answer the following questions:

* What is the full title of the document?
* What is its purpose?
* Who is responsible for looking after it and making sure the employees are using the latest version? (Give the job title of the person, not their name.)
* What is the version control system – that is, how do you know you’re looking at the latest version?
* Where is it kept at your workplace, and if there are multiple copies, who has copies? (Give the job titles of the people who have their own copies.)
* Who would you consult if you were out on-site and had a query about a detail in the document? (Give the job title or role of the person you would consult.)

Use the tables on the following pages to complete your answers.

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| **Document 1** | |
| **Title** |  |
| **Purpose** |  |
| **Person responsible** |  |
| **Version control** |  |
| **Where kept / who has copies** |  |
| **Who to consult** |  |

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| **Document 2** | |
| **Title** |  |
| **Purpose** |  |
| **Person responsible** |  |
| **Version control** |  |
| **Where kept / who has copies** |  |
| **Who to consult** |  |

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| **Document 3** | |
| **Title** |  |
| **Purpose** |  |
| **Person responsible** |  |
| **Version control** |  |
| **Where kept / who has copies** |  |
| **Who to consult** |  |

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| **Document 4** | |
| **Title** |  |
| **Purpose** |  |
| **Person responsible** |  |
| **Version control** |  |
| **Where kept / who has copies** |  |
| **Who to consult** |  |

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| **Document 5** | |
| **Title** |  |
| **Purpose** |  |
| **Person responsible** |  |
| **Version control** |  |
| **Where kept / who has copies** |  |
| **Who to consult** |  |

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| **Document 6** | |
| **Title** |  |
| **Purpose** |  |
| **Person responsible** |  |
| **Version control** |  |
| **Where kept / who has copies** |  |
| **Who to consult** |  |

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| **Document 7** | |
| **Title** |  |
| **Purpose** |  |
| **Person responsible** |  |
| **Version control** |  |
| **Where kept / who has copies** |  |
| **Who to consult** |  |

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| --- | --- |
| **Document 8** | |
| **Title** |  |
| **Purpose** |  |
| **Person responsible** |  |
| **Version control** |  |
| **Where kept / who has copies** |  |
| **Who to consult** |  |

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| **Document 9** | |
| **Title** |  |
| **Purpose** |  |
| **Person responsible** |  |
| **Version control** |  |
| **Where kept / who has copies** |  |
| **Who to consult** |  |

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| --- | --- |
| **Document 10** | |
| **Title** |  |
| **Purpose** |  |
| **Person responsible** |  |
| **Version control** |  |
| **Where kept / who has copies** |  |
| **Who to consult** |  |