



# **Natural Resources Conservation and Development Level II**

## **Learning Guide-17**

**Unit of Competence: Assist in Planting Material  
Collection and Processing**

**Module Title: Assisting in Planting Material  
Collection and Processing**

**LG Code: AGR NRC2 M04 LO-8 LG-17**

**TTLM Code: AGR NRC2 M04 TTLM 0919v1**

**LO8: Record and document  
information**



<b>Instruction Sheet</b>	<b>Learning Guide # 17</b>
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This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Recording and documenting Seed collection, processing, sampling and dispatching activities
- Recording and reporting cutting preparation information and results in accordance with site procedures
- Reporting problems or difficulties in completing work to required standards or timelines to supervisor.
- Record and report materials, equipment and machinery wastage /damage are to supervisor
- Communicating work completion and hazards information to work colleagues and the supervisor
- Reporting work outcomes in standard format to the supervisor.

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, you will be able to:

- Record and document Seed collection, processing, sampling and dispatching activities
- Record and report cutting preparation information and results in accordance with site procedures
- Report problems or difficulties in completing work to required standards or timelines to supervisor.
- Record and report materials, equipment and machinery wastage /damage are to supervisor
- Communicate work completion and hazards information to work colleagues and the supervisor
- Report work outcomes in standard format to the supervisor.

**Learning Instructions:**

1. Read the specific objectives of this Learning Guide.



2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3, Sheet 4 and Sheet 5”.
4. Accomplish the “Self-check 1, Self-check t 2, Self-check 3 and Self-check 4” **in page -5, 7, 9, 12 and 14** respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1” **in page -15**.
6. Do the “LAP test” **in page – 16** (if you are ready).



<b>Information Sheet-1</b>	<b>Recording and documenting Seed collection activities</b>
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### 1.1 Recording and documenting Seed collection activities

Data documenting are maintained in an archive so as to be retrievable as needed.

Records are preserved and archived for retrieval as needed based on the following:

- ✓ Include documenting of all data and information required such as training records, results of audits and reviews, copies of monitoring (sampling) and reporting analytical results, expired permits, construction approvals, and inspection results.
- ✓ Ensure that documenting is legible, identifiable and traceable to the operation/activity.
- ✓ Ensure that documenting are stored and maintained so they are readily retrievable and protected against damage, deterioration or loss.
- ✓ Ensure that the retention times of documenting have been established, recorded and communicated to staff.
- ✓ The data documented should be legible, if possible written in computer, accurate (carefully documented) and complete (consisting of all the required information).

Finally all the above process should be recorded and documented.

Information or data that should be record and report in seed collection include:

- Name of collector: \_\_\_\_\_
- Date of collection: \_\_\_\_\_
- Name of species: \_\_\_\_\_
- Location (distance, Altitude): \_\_\_\_\_
- Site characteristics: \_\_\_\_\_
- Tree and stand characteristics: \_\_\_\_\_
- Collection methods: \_\_\_\_\_
- Amount or weight of seed (kg): \_\_\_\_\_
- Signature of collector: \_\_\_\_\_



**Self-Check -1**

**Written Test**

**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. List Information or data that should be recorded and reported in seed collection (5pts)

**Note: Satisfactory rating 5 points**

**Unsatisfactory - below 5 points**

**Answer Sheet**

Score = \_\_\_\_\_

Rating: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## Information Sheet-2

## Reporting Problems in completing work

### 2.1 Reporting Problems in completing work

Reporting problems in completing work enables to identify the cause of the problems and to take corrective measure as much as possible and to prevent those recorded problems in the next phase which may reduce cost through three mechanisms.

- ✓ Reduce labor-intensive diagnostic evaluation
- ✓ Eliminate diagnostic testing down-time
- ✓ Provide notification to management for degraded operation

Maintenance requires three actions.

- ✓ problem identification
- ✓ isolation of cause of the problem
- ✓ Coming out with corrective solution

Problem discovery requires diagnostic maintenance, which requires system down time and labor costs. Down time and cost requirements associated with diagnostics are eliminated for every item that satisfies the following criteria.

- ✓ Automated diagnostic
- ✓ Instrumented for remote viewing
- ✓ Displayed in the vicinity of supervisory personnel

Problem reporting is an optional feature that can be forwarded to remote displays using simple configuration setting in all modern computing equipment. The system level of reporting that is appropriate for Condition Based Maintenance are critical, alert, and emergency, which indicate software termination due to failure. Specific failure reporting, like interface failure, can be integrated into applications linked with these reporting systems. There is no development cost if these are incorporated into designs.

Other kinds of problem reporting involves painting green, yellow, and red zones onto temperature gages, pressure gages, flow gages, vibration sensors, strain gages, and similar sensors. Remote viewing can be implemented using a video camera.



**Self-Check -2**

**Written Test**

**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Maintenance concept that increases operational availability and that reduces operating cost through three mechanisms. (5pts) list them.

**Note: Satisfactory rating 5 points**

**Unsatisfactory - below 5 points**

**Answer Sheet**

Score = \_\_\_\_\_

Rating: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



<b>Information Sheet-3</b>	<b>Recording and reporting damages of materials</b>
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### **3.1 Recording and reporting damages of materials**

All material and tools including PPE and those appropriate for seed collection and processing should be well-handled and in case of any damages and defects it should be immediately recorded and reported to the concern body. This increases work efficiency and even it protects the workers from damage as well as the materials and it also increase the productivity of the enterprise as a whole. Here it is essential to apply the philosophy of kaizen namely what we call it 5s.





**Self-Check -3**

**Written Test**

**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is the importance of recording and reporting damages of materials? (5pts)

**Note: Satisfactory rating 5 points**

**Unsatisfactory - below 5 points**

**Answer Sheet**

Score = \_\_\_\_\_

Rating: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



<b>Information Sheet-4</b>	<b>Communicating Work completion and hazards information</b>
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## **4.1 Communicating Work completion and hazards information**

### **Hazard identification**

Hazard identification is a process used to identify all possible situations where people may be exposed to injury, illness or disease, the type of injury or illness that may result from these and the way in which work is organized and managed. It is the first part of a risk management strategy described in Occupational Health & Safety Management System (OHSMS).

Workplace Health and Safety Regulations require employers to ensure that appropriate measures are undertaken to identify all hazards and to manage risk in the workplace.

**Hazard:** a situation at the workplace capable of causing harm (i.e. capable of causing personal injury, occupationally related disease or death).

### **Reporting Hazards and Accidents**

Employees are required to report any situation or occurrence in the workplace that may present a risk or have the potential to affect the health and safety of employees or others in the workplace.

It is required that all injuries, incidents and hazards are properly reported, investigated and recorded in accordance with the procedures detailed below.

An accident is commonly used to describe an incident which has resulted in an injury.

An incident is any unplanned event resulting in or having the potential for injury, ill health, damage or loss.

A hazard is a source or a situation with the potential for harm in terms of human injury or ill health.

### **Injury Reporting**

- ✓ In the event of an injury the person involved should;
- ✓ seek first aid or medical attention as required;



- ✓ inform their supervisor as soon as possible;
- ✓ complete the Confidential Incident / Injury Report Form
- ✓ Assist their supervisor in the investigation and reporting on the incident or accident.

The Supervisor of the person(s) involved in the incident is required to;

- ✓ ensure that any injured person is promptly attended to;
- ✓ conduct an initial investigation into the cause of the incident;
- ✓ complete the Confidential Incident / Injury Report Form and ensure that it reaches the Safety and Health; and
- ✓ Notify and liaise with the local Safety & Health Representative and line management in relation to the incident.
- ✓ Ensure that all serious injuries are reported to the Safety and Health immediately after hours of assistance.

On identifying a hazard, staff must act as quickly as possible to eliminate it. This may mean a simple alteration, substitution or removal of the hazard.



<b>Self-Check -4</b>	<b>Written Test</b>
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. \_\_\_\_\_ is a process used to identify all possible situations where people may be exposed to injury, illness or disease, the type of injury or illness that may result from these and the way in which work is organized and managed(3 pts.)
2. What is Hazard? (3pts.)

**Note: Satisfactory rating - 6 points      Unsatisfactory – below 6points**

You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Score = _____
Rating: _____

Name: \_\_\_\_\_

Date: \_\_\_\_\_



<b>Information Sheet-5</b>	<b>Reporting Work outcomes</b>
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## 5.1 Reporting Work outcomes

**Reporting:** Think about who is going to read the report. What you say and how you say it will depend on this.

### In Writing a report: -

- ✓ What need were you trying to address? (Your original aim?)
- ✓ What did you actually do? (Outputs)
- ✓ What went wrong and why?
- ✓ What difference did you make? What were the key headline achievements? (outcomes)
- ✓ What could be learned from your experience? Will you do anything differently next time?

It is a mistake to start to write any report until you have -

1. analyzed your information
2. Decided what you want to say

If you don't do this, your report is likely to be muddled, and the reader will not know what you're trying to tell them. It will be a waste of time and effort.

Reporting should not be something you do just because you have to, for example for a funder.

### **The main content of your report should include:**

**Your outputs:** main facts and figures about our activities:

The main facts and figures about your activities

**Your outcomes:** what did we achieve?

What goes here?

The outcomes you have achieved. Try to be specific.

So, based on this principle we have to report our work outcomes to appropriate persons



Self-Check -5

Written Test

**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. In writing a report, what things you should have to think? (5pts.)

**Note: Satisfactory rating 5 points**

**Unsatisfactory - below 5 points**

**Answer Sheet**

Score = \_\_\_\_\_

Rating: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



<b>Operation Sheet 1</b>	<b>Preparing Work outcome Reports</b>
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**Objective:** To record and report work outcomes

**Procedures:**

- **Step1:**Identify applicable occupational health and safety
- **Step2:**Review and clarify appropriate personnel for seed collection
- **Step3:**Ensure environmental protection measures
- **Step4:**Identify potential locations for the collection
- **Step5:**Select and check appropriate equipment and resources
- **Step6:**Plan Seed collecting operations and check safe working conditions
- **Step7:**Establish and maintain communication with others (owners of the stand, organizations)



<b>Lap Test</b>	<b>Practical Demonstration</b>
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Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time started: \_\_\_\_\_

Time required: \_\_\_\_\_

**Instructions: do the following according to the request.**

**Task1:** Comply with legislation, regulations, standards and, codes of practice and established safe practices and procedures for collecting seed

**Task 2:** Review and accurately identify work requirements.

**Task3:** Use and maintain relevant equipment and resources.

**Task4:** Identify problems and equipment faults and demonstrate appropriate response procedures.

**Task5:** use appropriate communication and interpersonal techniques with colleagues and others.

**Task6:** accurately record and maintain information including details of seed species, weight and place of origin.