# Unit 305: Conform to productive working practices.

# Learning Outcomes 2: Understand how to follow procedures.

**Learner Task Criteria 2.1 2.2**

This worksheet looks at how organisational procedures are applied to plan and carry out productive work, and how to maintain documentation in accordance with organisational procedures.

Research and answer the following questions relating to this topic area. Use the links listed below to help you and any other relevant web links.

1. Research and explain how work documents such as time sheets, resource lists, job cards and worksheets contribute to running a job daily.
2. Why is it important to secure documentation, (paper and electronic) including job cards, worksheets, material/resources lists and time sheets?
3. What procedures should companies have in place to authorise, update, and edit live documentation and how to safely store it with supervisor engagement and permission.

Suggested website links

<https://theecmconsultant.com/document-security/?utm_content=cmp-true>

<https://www.sharp.co.uk/news-and-events/blog/six-stages-of-document-security-protecting-paper-electronic-documents>