

MECHANICAL / ELECTRICAL

Learners Name:



# **DEMONSTRATE AN UNDERSTANDING OF LEGAL REQUIREMENTS AND COMPLETE LOG BOOKS**

## **ASSESSMENT GUIDE FOR MODULE - CORE 04**

**Generic Assessment Guide**

<b>Module Title:</b>	<b>DEMONSTRATE AN UNDERSTANDING OF LEGAL REQUIREMENTS AND COMPLETE LOG BOOKS</b>
<b>Module number:</b>	
<b>Date of assessment:</b>	
<b>Purpose:</b>	<b>THIS ASSESSMENT IS TO DETERMINE THE COMPETENCY OF THE CANDIDATE TO:</b> <ul style="list-style-type: none"> <li>• Describe the regulations applicable to record/ log books</li> <li>• Describe the regulations applicable to the substation record book</li> <li>• Complete the drivers log book</li> <li>• Complete the machinery record book</li> <li>• Complete the small hoist record book</li> <li>• Complete the elevator record book</li> <li>• Complete the substation record book</li> <li>• Complete the Humble Hook record book / Log sheet</li> </ul>
<b>Reference Documents</b>	
<b>Version Number:</b>	2.5
<b>Version Date:</b>	Sept 2010

**Candidate details:**

<b>Name:</b>	
<b>ID number:</b>	
<b>Industry number:</b>	
<b>Employer details:</b>	

**Assessor details:**

<b>Name:</b>	
<b>MQA Accreditation particulars:</b>	
<b>ID number:</b>	
<b>Industry number:</b>	
<b>Employer details:</b>	

**Moderation details:**

<b>Name:</b>	
<b>MQA Accreditation particulars:</b>	
<b>ID number:</b>	
<b>Industry number:</b>	
<b>Employer details:</b>	

**Declaration by candidate**

The assessment process has been explained.

I agree to the processes of assessment and I am ready to be assessed.

**Signature:** \_\_\_\_\_

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

**Specific Outcome 1: Describe the regulations applicable to record/ log books.**

Assessment criteria	Evidence required Expected answer or performance required	Judgement a statement that defines adequacy of evidence required to meet the standard	Assessment decision Yes/No (√ / x)	Assessor's Remarks
1.1 The regulations applicable to the appointment of persons to examine winding equipment are explained	<p><b>Did the candidate satisfactorily explain the regulations applicable to the appointment of persons to examine winding equipment?</b></p> <p>The explanation must include regulation 16.74, parts 16.74.1 and 16.74.2.</p> <p><b>Critical cross-field outcome of demonstrate an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation.</b></p> <p>Being found competent in this AC demonstrates the ability of the candidate to understand the legislated requirements of examining winding equipment.</p>	<p>Explain the appointment of persons to examine winding equipment</p> <p>The explanation must include knowledge about:</p> <ul style="list-style-type: none"> <li>• Responsibilities</li> <li>• Scope of examination</li> <li>• Frequency of examination</li> </ul>		
1.2 The regulations applicable to winding plant record and log books are explained	<p><b>Did the candidate explain the regulations applicable to winding plant record and log book?</b></p> <p>The explanation must include the applicable regulations for winding plant record and log books (regulation 16.78, 16.78.1 and 16.78.2).</p>	<p>Explain the regulations applicable to winding plant record and log books.</p> <p>The explanation must include knowledge about:</p> <ul style="list-style-type: none"> <li>• Responsibilities</li> <li>• Types of records</li> </ul>		
1.3 The regulations applicable to the Driver's log book are explained	<p><b>Did the candidate explain the regulations applicable to the Driver's log book?</b></p> <p>The explanation must include regulations 16.81, 16.81.4 and 16.82 for Driver's log books.</p>	<p>Explain the regulations applicable to Driver's log books.</p> <p>The explanation must include knowledge about:</p> <ul style="list-style-type: none"> <li>• Responsibilities</li> <li>• Special warning to Driver in terms of regulation 16.55</li> </ul>		
1.4 The regulations applicable to small winding plants are explained	<p><b>Did the candidate explain the regulations applicable to small winding plant?</b></p>	<p>Explain the regulations applicable to small winding plants.</p>		

Assessment criteria	Evidence required Expected answer or performance required	Judgement a statement that defines adequacy of evidence required to meet the standard	Assessment decision Yes/No (√ / x)	Assessor's Remarks
	The explanation of regulations for small hoists must include regulations 16.94, 16.94.1 and 16.95 for small winding plant.	The explanation must include: <ul style="list-style-type: none"> <li>• Definition of small winding plant</li> <li>• Conditions for conveyance of questions</li> <li>• Frequency of examination</li> </ul>		
1.5 The regulations applicable to elevator record books are explained	<p><b>Did the candidate explain the regulations applicable to elevator record books?</b></p> <p>The explanation of regulations must address 17.3.4 for elevator record books.</p>	<p>Explain the regulations applicable to elevator record books:</p> <p>The explanation must include:</p> <ul style="list-style-type: none"> <li>• The location of the elevator record books</li> <li>• Frequency of examination</li> <li>• Scope of the examination</li> </ul>		

**Specific Outcome 2: Describe the regulations applicable to the substation record book.**

Assessment criteria	Evidence required Expected answer or performance required	Judgement a statement that defines adequacy of evidence required to meet the standard	Assessment decision Yes/No (√ / x)	Assessor's Remarks
2.1 The preface to the substation record book is explained	<p><b>Did the candidate explain the preface to the substation record book?</b></p> <p>The explanation must show understanding of the preface to the substation record book</p> <p><b>Critical cross-field outcome of demonstrate an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation.</b></p> <p>Being found competent in this AC demonstrates the ability of the candidate to understand the legislated requirements of the Substation record book</p>	<p>Explain the preface to the substation record book.</p> <p>The explanation must include:</p> <ul style="list-style-type: none"> <li>Who is permitted to perform switching operations in a substation</li> <li>Who is a "skilled person"</li> <li>What information must be recorded</li> <li>Where to keep the log book and how often it should be signed</li> <li>Correctly recording which relays have tripped</li> <li>Specific requirements for fire extinguishers</li> </ul>		
2.2 The code of practice of the substation record book is explained.	<p><b>Did the candidate explain the code of practice for the substation record book?</b></p> <p>The explanation must include an understanding of the code of practice covering substation record books.</p>	<p>Explain the code of practice addressing the substation record book.</p> <p>The explanation must include the practice for:</p> <ul style="list-style-type: none"> <li>Switching of a Circuit Breaker other than a Main Feeder Cable to another Substation whether Underground or Surface</li> <li>Switching of a Circuit Breaker Supplying a Main Feeder Cable to another Substation whether Underground or on Surface</li> <li>"Skilled Person"</li> <li>Recording of Substation Record Book</li> </ul>		

**Specific Outcome 3: Complete the Driver's log book.**

Assessment criteria	Evidence required Expected answer or performance required	Judgement a statement that defines adequacy of evidence required to meet the standard	Assessment decision Yes/No (√ / x)	Assessor's Remarks
3.1 The requirements of the Driver's report are explained	<p><b>Did the candidate explain the requirements of the Driver's report?</b></p> <p>The explanation must include an overview of the different sections of the report that must be completed (by various people).</p> <p><b>Critical cross-field outcome of demonstrate an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation.</b></p> <p>Being found competent in this AC demonstrates the ability of the candidate to understand the requirements of the Driver's log book.</p>	<p>Explain the specified requirements of the Driver's report.</p> <p>The explanation must include:</p> <ul style="list-style-type: none"> <li>• Where the drivers enter their reports.</li> <li>• Electrician Daily Hoist Examination.</li> <li>• Electrician Working on Hoist.</li> <li>• Special Instructions or Warning to Winding Engine Driver.</li> <li>• Reporting any Defect or Dangerous Practices.</li> </ul>		
3.2 The requirements regarding the examination are explained	<p><b>Did the candidate explain the requirements regarding the examination of winding equipment?</b></p> <p>The explanation must cover the preparation for examination and completion of the documentation afterwards.</p>	<p>Explain the specified requirements regarding the examination of winding equipment</p> <p>The explanation must include:</p> <ul style="list-style-type: none"> <li>• Entering the date and time in the Driver's log book</li> <li>• Telling the driver that you are about to start the examination</li> <li>• Having the Driver countersign in your presence to acknowledge your log book entry</li> <li>• Performing the examination</li> <li>• On completion, entering the Time Clear in the log book</li> <li>• Having both yourself and the driver sign in acknowledgement of completion</li> </ul>		

Assessment criteria	Evidence required Expected answer or performance required	Judgement a statement that defines adequacy of evidence required to meet the standard	Assessment decision Yes/No (√ / x)	Assessor's Remarks
3.3 The special instructions or warnings to the engine driver are explained	<p><b>Did the candidate explain special instructions or warnings that may be given to the driver?</b></p> <p>The explanation must include an understanding of the types of instructions or warnings that should be noted separately in the Driver's log book.</p>	<p>Explain the specified requirements regarding special instructions or warnings that may be given to the Driver.</p> <p>The explanation must include:</p> <ul style="list-style-type: none"> <li>Any action taken by you that deviates from safe operating conditions – before doing so – must be recorded in the Driver's log book and acknowledged by Driver's signature</li> </ul>		
3.4 The reporting of defects or dangerous practices are explained	<p><b>Did the candidate explain reporting of defects or dangerous practices?</b></p> <p>The explanation must include an understanding of what constitutes a defect or dangerous practice.</p>	<p>Explain the specified requirements regarding defects or dangerous practices.</p> <p>The explanation must include:</p> <ul style="list-style-type: none"> <li>What to do if defects are noted or dangerous practices observed</li> <li>Stopping the winder if these defects or practices are not within your scope of work</li> <li>Who to contact for further action</li> <li>NOT clearing the logbook if engineer's clearance has not been given (by counter-signature)</li> </ul>		



**Specific Outcome 4: Complete the Machinery record book.**

Assessment criteria	Evidence required Expected answer or performance required	Judgement a statement that defines adequacy of evidence required to meet the standard	Assessment decision Yes/No (√ / x)	Assessor's Remarks
4.1 The requirements to complete the Machinery record book are explained	<p><b>Did the candidate explain the requirements to complete the Machinery record book?</b></p> <p>The explanation must include an understanding of the Machinery record book requirements.</p> <p><b>Critical cross-field outcome of demonstrate an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation.</b></p> <p>Being found competent in this AC demonstrates the ability of the candidate to understand the requirements of the Machinery record book.</p>	<p>Explain the specified requirements regarding completion of the Machinery record book.</p> <p>The explanation must include:</p> <ul style="list-style-type: none"> <li>• Recording of even minor defects to prevent major defects later</li> <li>• Keeping a detailed record of parts replaced or repairs performed</li> </ul>		

**Specific Outcome 5: Complete the Small Hoist record book.**

Assessment criteria	Evidence required Expected answer or performance required	Judgement a statement that defines adequacy of evidence required to meet the standard	Assessment decision Yes/No (√ / x)	Assessor's Remarks
5.1 The requirements to complete the Small Hoist record book are explained	<p><b>Did the candidate explain the requirements to complete the Small Hoist record book?</b></p> <p>The explanation must include an understanding of the Small Hoist record book requirements.</p> <p><b>Critical cross-field outcome of demonstrate an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation.</b></p> <p>Being found competent in this AC demonstrates the ability of the candidate to understand the requirements of the Small Hoist record book.</p>	<p>Explain the specified requirements regarding completion of the Small Hoist record book.</p> <p>The explanation must include:</p> <ul style="list-style-type: none"> <li>• Recording of even minor defects to prevent major defects later</li> <li>• Keeping a detailed record of parts replaced or repairs performed</li> <li>• The different inspection frequency from other winding equipment</li> </ul>		

**Specific Outcome 6: Complete the Elevator record book.**

Assessment criteria	Evidence required Expected answer or performance required	Judgement a statement that defines adequacy of evidence required to meet the standard	Assessment decision Yes/No (√ / x)	Assessor's Remarks
6.1 The requirements to complete the Elevator record book are explained	<p><b>Did the candidate explain the requirements to complete the Elevator record book?</b></p> <p>The explanation must include an understanding of the difference between an elevator and a cage.</p> <p><b>Critical cross-field outcome of demonstrate an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation.</b></p> <p>Being found competent in this AC demonstrates the ability of the candidate to understand the requirements of the Elevator record book.</p>	<p>Explain the specified requirements regarding the requirements to complete the Elevator record book.</p> <p>The explanation must include:</p> <ul style="list-style-type: none"> <li>• Recording of even minor defects to prevent major defects later</li> <li>• Keeping a detailed record of parts replaced or repairs performed</li> <li>• The different inspection frequency from other winding equipment</li> </ul>		

**Specific Outcome 7: Complete the Substation record book.**

Assessment criteria	Evidence required Expected answer or performance required	Judgement a statement that defines adequacy of evidence required to meet the standard	Assessment decision Yes/No (√ / x)	Assessor's Remarks
7.1 The requirements to complete the Substation record book are explained	<p><b>Did the candidate explain the requirements to complete a substation record book?</b></p> <p>The explanation must include an understanding of the unique requirements of Substation records.</p> <p><b>Critical cross-field outcome of demonstrate an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation.</b></p> <p>Being found competent in this AC demonstrates the ability of the candidate to understand the requirements of the Substation record book.</p>	<p>Explain the specified requirements regarding the completion of the Substation record book.</p> <p>The explanation must include:</p> <ul style="list-style-type: none"> <li>• Date and time entries</li> <li>• Operations performed on HV equipment</li> <li>• Protection relays “flagged” if applicable</li> <li>• Signature</li> <li>• Any info relating to fire extinguishers should also be noted</li> </ul>		

**Specific Outcome 8: Complete the Humble Hook record book.**

Assessment criteria	Evidence required Expected answer or performance required	Judgement a statement that defines adequacy of evidence required to meet the standard	Assessment decision Yes/No (√ / x)	Assessor's Remarks
8.1 The requirements to complete the Humble Hook record book are explained	<p><b>Did the candidate explain the requirements to complete a Humble Hook record book?</b></p> <p>The explanation must include an understanding of the unique requirements of Humble Hook records.</p> <p><b>Critical cross-field outcome of demonstrate an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation.</b></p> <p>Being found competent in this AC demonstrates the ability of the candidate to understand the requirements of the Humble Hook record book.</p>	<p>Explain the specified requirements regarding the completion of the Humble Hook record book.</p> <p>The explanation must include:</p> <ul style="list-style-type: none"> <li>• Date and time entries</li> <li>• Operations performed</li> <li>• Signature</li> <li>• Keeping a detailed record of parts replaced or repairs performed</li> <li>• History record keeping of N.D.T and Usage.</li> </ul>		

**Feedback from Assessor**


**Candidate's comments**


**Declaration of outcome of assessment**

<b>Competent</b>		<b>Not yet competent</b>	
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**Assessor's Signature:** \_\_\_\_\_

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

**Candidate's Signature:** \_\_\_\_\_

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