



## **KNOWLEDGE TEST FOR MODULE - CORE 04**

### **DEMONSTRATE AN UNDERSTANDING OF LEGAL REQUIREMENTS AND COMPLETE LOG BOOKS (SO 3)**

#### **TRAINEE DETAILS**

|                    |                         |                         |                   |
|--------------------|-------------------------|-------------------------|-------------------|
| <b>Name:</b>       |                         | <b>Date:</b>            | <b>23/09/2010</b> |
| <b>ID number:</b>  |                         | <b>Employee number:</b> |                   |
| <b>Mine:</b>       |                         | <b>Section:</b>         |                   |
| <b>Discipline:</b> | ELECTRICAL / MECHANICAL |                         |                   |

**FOR OFFICIAL USE ONLY**

|  |  |  |
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|  |  |  |
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## PRE – ASSESSMENT MEETING

### POINTS FOR DISCUSSION ON THE AGENDA DURING PRE – ASSESSMENT MEETING

1. The pre-assessment meeting was held at the **TRAINERS OFFICE**.
2. **Reliability and fairness of the assessment**
  - The learner was ensured of the fairness of the assessment by informing him/her that the assessment is followed in accordance with the assessment best practice.
  - And if the learner is having any concern about the assessment, the concern should be made in writing and action plan should be made by all the parties including the HR Department.
3. **Appeals and grievance procedure**
  - The right to appeal against discrepancies or assessment decision and lodging a grievance against the Assessor for unfair or unacceptable behavior was explained to the Learner.
4. **Method of assessments**
  - The assessment will be on written criterion test.
5. **During the assessment.**
  - The assessment instructional sheet will be given.
  - No copying of information is allowed.
  - No tippex is allowed to be used.
  - Only Ink pen is allowed to be used.
  - Each page must be signed.
  - You must feel free to ask any question for clarity.
6. **Method of feedback**
  - It was explained that feedback will be given at the end of the assessment.
7. **Action Plan (Post Assessment)**
  - If the learner is not yet competent, give feedback in writing and arrange re-assessment.
  - If the learner is competent, give feedback in writing.
8. **Special needs**
  - The special needs of the learner are addressed and a solution is arranged.

### ASSESSMENT PLAN AND NOTICE

|                   |   |               |   |
|-------------------|---|---------------|---|
| Venue / Location: | TRAINERS OFFICE   |               |   |
| Department :      | ENGINEERING   | Domain:       | Manufacturing, Engineering and Technology |
| Module title:     | DEMONSTRATE AN UNDERSTANDING OF LEGAL REQUIREMENTS AND COMPLETE LOG BOOKS |               |   |
| Version No:       | 2.5   | Version Date: | Sept 2010                                 |

## ASSESSMENT METHOD & ASPECTS

Please tick the appropriate block under the selected Assessment Method (✓)

| Method: Document review    |   | Method: Interview     |  | Method: Observation    |  |
|----------------------------|---|-----------------------|--|------------------------|--|
| Assessment guide           |   | Learner               |  | Practical Assessment   |  |
| Memorandums                |   | Assessor              |  | Theoretical Assessment |  |
| Learning materials         |   | Witness               |  |                        |  |
| Unit Standard              |   | Subject Matter Expert |  |                        |  |
| Assessment tool            |   |                       |  |                        |  |
| Pre-use of assessment tool |   |                       |  |                        |  |
| Formal Examination / Tests | ✓ |                       |  |                        |  |
| Assessment Process         |   |                       |  |                        |  |
| Portfolio of Evidence      |   |                       |  |                        |  |

### Declaration by candidate

I have read and understand the pre-assessment meeting annexure.

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

**LEARNER / CANDIDATE:** \_\_\_\_\_  
NAME IN PRINT

\_\_\_\_\_  
SIGNATURE

**ASSESSOR:** \_\_\_\_\_  
NAME IN PRINT

\_\_\_\_\_  
SIGNATURE

## ASSESSMENT CRITERION 3.1, 3.2, 3.3 & 3.4

### Requirements of the drivers report

### Requirements regarding the examination

### Special instructions or warnings to the engine driver

### Reporting of defects or dangerous practices

#### Question 1:

Assume that according to the Planned Maintenance Schedule for daily hoist examination, you are given 30 minutes to complete the examination and you started at 07h00. Complete this extract from the driver's log book.

|   | TIME   | SIGNATURE | DRIVER'S SIGNATURE | TIME CLEAR | SIGNATURE | DRIVER'S SIGNATURE |
|---|--|-----------|--------------------|------------|-----------|--------------------|
| Fitter Skip/ Cage Exam                            |  |           |                    |            |           |                    |
| B/Maker Skip/ Cage Exam                           |  |           |                    |            |           |                    |
| Rigger Rope Exam                                  |  |           |                    |            |           |                    |
| Fitter Daily Hoist Exam                           |  |           |                    |            |           |                    |
| Elec. Daily Hoist Exam                            |  |           |                    |            |           |                    |
| Elec. Working on Hoist                            |  |           |                    |            |           |                    |
| Fitter Working on Hoist                           |  |           |                    |            |           |                    |
| Engineer Working on Hoist                         |  |           |                    |            |           |                    |
| Monthly Rope Exam                                 |  |           |                    |            |           |                    |
| Shaft Examination                                 |  |           |                    |            |           |                    |
| Special Instructions or Warnings to Engine Driver |  |           |                    |            |           |                    |
| Special Remarks by Drivers                        |  |           |                    |            |           |                    |
| <b>REPORT ANY DEFECTS OR DANGEROUS PRACTICES</b>  |  |           |                    |            |           |                    |
|   |  |           |                    |            |           |                    |
|   | ARE YOU FULLY AWARE OF THE REQUIREMENTS OF REG. 16.74 & 16.74.1? |           |                    |            |           |                    |

**Question 2:**

**Assuming that during your daily examination on the Man Winder, you find that the left hand Lilly Controller's duplex governor heads are not turning, even though the drive shaft is turning. Complete this extract from the driver's log book, assume that you started your examination at 07h15, and the Section Engineer is not readily available.**

|   |  |           |                    |            |           |                    |
|---|--|-----------|--------------------|------------|-----------|--------------------|
| Depth indicator                                   |  |           |                    |            |           |                    |
| All other fittings                                |  |           |                    |            |           |                    |
| Safety Devices etc                                |  |           |                    |            |           |                    |
| Signalling arrangements                           |  |           |                    |            |           |                    |
| Faulty signals received                           |  |           |                    |            |           |                    |
| SIGNATURE OF DRIVER                               |  |           |                    |            |           |                    |
|   | TIME   | SIGNATURE | DRIVER'S SIGNATURE | TIME CLEAR | SIGNATURE | DRIVER'S SIGNATURE |
| Fitter Skip/ Cage Exam                            |  |           |                    |            |           |                    |
| B/Maker Skip/ Cage Exam                           |  |           |                    |            |           |                    |
| Rigger Rope Exam                                  |  |           |                    |            |           |                    |
| Fitter Daily Hoist Exam                           |  |           |                    |            |           |                    |
| Elec. Daily Hoist Exam                            |  |           |                    |            |           |                    |
| Elec. Working on Hoist                            |  |           |                    |            |           |                    |
| Fitter Working on Hoist                           |  |           |                    |            |           |                    |
| Engineer Working on Hoist                         |  |           |                    |            |           |                    |
| Monthly Rope Exam                                 |  |           |                    |            |           |                    |
| Shaft Examination                                 |  |           |                    |            |           |                    |
| Special Instructions or Warnings to Engine Driver |  |           |                    |            |           |                    |
| Special Remarks by Drivers                        |  |           |                    |            |           |                    |
| <b>REPORT ANY DEFECTS OR DANGEROUS PRACTICES</b>  |  |           |                    |            |           |                    |
|   |  |           |                    |            |           |                    |
|   |  |           |                    |            |           |                    |
|   | ARE YOU FULLY AWARE OF THE REQUIREMENTS OF REG. 16.74 & 16.74.1? |           |                    |            |           |                    |

**Question 3:**

**Assume you have to change the left hand Lilly Controller on the Man Winder. You start working at 08h00 and complete the task at say 12h00. Complete this extract from the driver's log book.**

|   |  |           |                    |            |           |                    |
|---|--|-----------|--------------------|------------|-----------|--------------------|
| Depth indicator                                   |  |           |                    |            |           |                    |
| All other fittings                                |  |           |                    |            |           |                    |
| Safety Devices etc                                |  |           |                    |            |           |                    |
| Signalling arrangements                           |  |           |                    |            |           |                    |
| Faulty signals received                           |  |           |                    |            |           |                    |
| SIGNATURE OF DRIVER                               |  |           |                    |            |           |                    |
|   | TIME   | SIGNATURE | DRIVER'S SIGNATURE | TIME CLEAR | SIGNATURE | DRIVER'S SIGNATURE |
| Fitter Skip/ Cage Exam                            |  |           |                    |            |           |                    |
| B/Maker Skip/ Cage Exam                           |  |           |                    |            |           |                    |
| Rigger Rope Exam                                  |  |           |                    |            |           |                    |
| Fitter Daily Hoist Exam                           |  |           |                    |            |           |                    |
| Elec. Daily Hoist Exam                            |  |           |                    |            |           |                    |
| Elec. Working on Hoist                            |  |           |                    |            |           |                    |
| Fitter Working on Hoist                           |  |           |                    |            |           |                    |
| Engineer Working on Hoist                         |  |           |                    |            |           |                    |
| Monthly Rope Exam                                 |  |           |                    |            |           |                    |
| Shaft Examination                                 |  |           |                    |            |           |                    |
| Special Instructions or Warnings to Engine Driver |  |           |                    |            |           |                    |
| Special Remarks by Drivers                        |  |           |                    |            |           |                    |
| <b>REPORT ANY DEFECTS OR DANGEROUS PRACTICES</b>  |  |           |                    |            |           |                    |
|   |  |           |                    |            |           |                    |
|   |  |           |                    |            |           |                    |
|   | ARE YOU FULLY AWARE OF THE REQUIREMENTS OF REG. 16.74 & 16.74.1? |           |                    |            |           |                    |