



KNOWLEDGE TEST FOR MODULE - CORE 04

DEMONSTRATE AN UNDERSTANDING OF LEGAL REQUIREMENTS AND COMPLETE LOG BOOKS (SO 2 ELECTRICAL ONLY)

TRAINEE DETAILS

Name:		Date:	03/09/2010
ID number:		Employee number:	
Mine:		Section:	

FOR OFFICIAL USE ONLY

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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 2.1

Preface to the substation record book

Question 1:

What is the most important information given in the preface that relates to the substation record book?

Question 2:

What type and capacity of fire extinguishers are used in the substations?

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ASSESSMENT CRITERION 2.2

Code of practice of the substation record book

Question 1:

What are the requirements of the code with regards to the Substation Record Book?

(a)
(b)
(c)

Question 2:

Give the 5 operations that must be recorded in the Substation Record Book.

(a)
(b)
(c)
(d)
(e)

Question 3:

Who must record the operations in the record book?

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Question 4:

What is still required to be entered in the record book by the person doing the recording, to complete his entries?

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Question 5:

When is it the duty of the Surface Foreman Electrician to check and initial the Substation Record Book?

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Question 6:

What are the requirements of the code with regards to the removal of the record book from the substation?

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Question 7:

Whenever a H.V. circuit breaker trips, what must you record in the record book?

Question 8:

On a standard 3 tier CDG36 relay, what words must you use to identify the flag that dropped on a trip-out to prevent any misunderstanding?

Question 9:

When must you inspect the substation fire extinguishers?

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Question 10:

What must you check on the fire extinguishers?

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Question 11:

What should you do after your inspection of the fire extinguishers?

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Question 12:

If on your inspection you found that the seals are broken on the fire extinguishers, what will you do?
