



KNOWLEDGE TEST FOR MODULE - CORE 04

DEMONSTRATE AN UNDERSTANDING OF LEGAL REQUIREMENTS AND COMPLETE LOG BOOKS (SO 4 to SO 6)

TRAINEE DETAILS

Name:		Date:	23/09/2010
ID number:		Employee number:	
Mine:		Section:	
Discipline:	ELECTRICAL / MECHANICAL		

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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 4.1

Requirements to complete the machinery record book

Question 1:

Assuming during your daily hoist examination you find that the winder's right hand Lilly Man overwind trips out when the conveyance is 3m above the bank instead of 1m as a standard laid down for the specific winder. You find that the overwind cam is loose and has shifted.

- (a) Complete the example sheet of the Record Book.
- (b) On the same page write down a brief description of what you will do in this case.

Date	Trade	Name	Equipment examined	Parts replaced	Remarks	Signature
	Fitter					
	Electrician					
	Boilermaker					
	Rigger					
What will you do in this situation?						

Question 2:

- (a) During your weekly hoist examination you found that it was required to replace the brushes on the D.C. Rock Winder's No. 1 Generator of the M.G. set.

Complete the example sheet of the Record Book below.

- (b) On the same page write down a brief description of what you will do in this situation.

Date	Trade	Name	Equipment examined	Parts replaced	Remarks	Signature
	Fitter					
	Electrician					
	Boilermaker					
	Rigger					
What will you do in this situation?						

ASSESSMENT CRITERION 5.1

Requirements to complete the small hoist record book

No separate assessment is made of this criterion due to the similarity between this record and the Machinery Record Book.

ASSESSMENT CRITERION 6.1

Requirements to complete the elevator record book

Question 1:

Assuming during your examination you find that the arm of the door switch in the hatchway on the second landing has been broken off and the switch requires to be replaced. You have a spare switch in your workshop. Complete the examination report below.

- (a) Give a brief explanation of what you will do about the situation.

WEEKLY EXAMINATION OF THE GUIDES AND ROPES, THE ENGINE OR MOTOR, ALL DRUM, AND SHEAVES AND ALL SAFETY APPLIANCES: AS REQUIRED BY REGULATION No. C118		
Date	Signature of person who made the examination	Report of the result of the examination

- (b) After having done what you stipulated in (a) above, what will you record in the section below?

Date	Reports of any stoppages, breakdowns, accidents or repair details