



KNOWLEDGE TEST FOR MODULE - CORE 04

DEMONSTRATE AN UNDERSTANDING OF LEGAL REQUIREMENTS AND COMPLETE LOG BOOKS (SO 1)

TRAINEE DETAILS

Name:		Date:	23/03/2011
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 1.1

Regulations applicable to the appointment of persons to examine winding equipment

Do NOT refer to the regulations when answering these questions!

Question 1:

According to regulation 16.74, who is responsible to appoint you in writing to examine winding plant?

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Question 2:

According to regulation 16.74.1,

(a) when must you conduct the examination?

(b) In your case, what must you examine?

(a)
(b)

Question 3:

When will the examinations NOT be required?

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Question 4:

What are the requirements of regulation 16.74.2?

ASSESSMENT CRITERION 1.2

Regulations applicable to the winding plant record and log book

Question 1:

Who shall provide a Machinery Record Book for each winding plant?

Question 2:

Who must appoint you in writing in the Machinery record Book?

Question 3:

What must you do to acknowledge the appointment?

Question 4:

What must you enter in the Machinery Record Book?

Question 5:

When must you record and sign the Machinery record Book?

ASSESSMENT CRITERION 1.3

Regulations applicable to the driver's log book

Question 1:

What log book will you find in the engine room?

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Question 2:

What must you record in the above log book?

Question 3:

Before carrying out your duties as specified in regulation 16.74.1, what must you do?

Question 4:

Before starting any examination, repairs or other work on a winding plant, what must you do?

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Question 5:

What is the driver's duty with regards to your entry?

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Question 6:

If you have to work in the shaft, and you have no adequate protection from other conveyances, falling stones or falling material, what shall you do?

Question 7:

What shall you do for instance if it is not practical whilst carrying out repairs or other work in a shaft, to log what you are about to do in the driver's log book? Who then may make the entry on your behalf?

(a)
(b)

Question 8:

What shall you do after completion of such repairs or other work?

ASSESSMENT CRITERION 1.4

Regulations applicable to small winding plants

Answer the questions below by giving a brief but meaningful description.

Question 1:

Does a 38 kW Fulton winch require to be licensed? If NOT, explain why.

Question 2:

If a winding plant is not licensed, may it be used to raise or lower persons in a shaft or winze?

Question 3:

What equipment is it your duty to examine on the winding plant?

Question 4:

Who is responsible to appoint you in writing in the Small Hoist Record Book?

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Question 5:

At what frequency is it your duty to examine the winding plant?

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ASSESSMENT CRITERION 1.5

Regulations applicable to the elevators record book

Question 1:

Who is responsible to appoint you in the Elevator Record Book?

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Question 2:

What must you record in the Elevator Book after your examination?

Question 3:

List the equipment which it is your responsibility to examine.

Question 4:

At what frequency shall you conduct your examination?

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Question 5:

What shall you do if during your examination you detect a defect on the equipment?

ASSESSMENT CRITERION 1.6

Regulations applicable to the Humble Hook record book

Question 1:

REG. 16.58 states what must be fitted if the winding rope is fastened to the drum of the winding engine?

Question 2:

At what intervals must the connections be removed and inspected?

16.18
(a)
(b)
(c)

Question 3:

What must be recorded in accordance to regulation 16.19?
