



## KNOWLEDGE TEST FOR MODULE - CORE 04

### DEMONSTRATE AN UNDERSTANDING OF LEGAL REQUIREMENTS AND COMPLETE LOG BOOKS (SO 7 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

<b>Venue / Location:</b>	TRAINERS OFFICE		
<b>Department :</b>	ENGINEERING	<b>Domain:</b>	Manufacturing, Engineering and Technology
<b>Module title:</b>	DEMONSTRATE AN UNDERSTANDING OF LEGAL REQUIREMENTS AND COMPLETE LOG BOOKS		
<b>Version No:</b>	2.5	<b>Version Date:</b>	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 7.1

### Requirements to complete the substation record book

#### Question 1:

Assume you have to do a weekly examination on a man winder, and you trip the winder's H.V. circuit breaker by means of manually operating the "top" overcurrent relay of the CDG36 relay at 08h00. After your examination which took 4 hours to complete, you reclose the circuit breaker.

Complete the log sheet below.

Date	Time	Operations performed HV equipment	Protection relays "Flagged" (if applicable)	Signature

**Question 2:**

**Assume on Sunday 5 August 2007 you have to do a yearly examination on the Auxiliary Transformer H.V.O.C.B. of a Rock Winder and change the oil as well.**

**You isolate and rack out the OCB at 07h00 and rack in and reclose the OCB at 10h00 to check if all is in order.**

**The Surface Foreman Electrician does the necessary inspection tests and recording thereof in the log book.**

**Complete this copy of the log sheet showing what you have done.**

<b>Date</b>	<b>Time</b>	<b>Operations performed HV equipment</b>	<b>Protection relays “Flagged” (if applicable)</b>	<b>Signature</b>