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| **UEE21920 – Certificate II in Electronics**  **UEE20520 – Certificate II in Computer Assembly and Repair**  **UEE40120 – Certificate IV in Electronics and Communications**  **UEE50520 – Certificate IV in Computer Systems**  **UEE50520 – Diploma of Electronics and Communications Engineering**  **UEE40720 – Diploma of Computer Systems Engineering** | | | |
| **Date of Assessment** |  | **Time Allowed** |  |
| **Due date:** |  | | |
| **UEECD007**  **Elements covered:** | 1. **Prepare to enter a work area**    * **Performance Criteria: 1.1 – 1.4** | | |
| **Resources allowed** | PC with Internet access, BlackBoard | | |
| **Instructions to Students** | You are required to gain access permission to enter the Electronics Workshop (8G36) to perform an equipment inspection. Once you have gained access permission use the provided template to complete the inspection. | | |

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| **Submission of Assessment Tasks** |
| Submit your completed inspection checklist to your lecturer for collection. |



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| **Instructions for Portfolio Task 01** |
| The work area for this task is the Electronics Workshop (8G36) [Thornlie Campus], the Electrical Workshop (including B7) [Rockingham Campus] or another suitable work area that has been assigned by your lecturer for this task. The three tools/pieces of equipment that are being inspected are: a hand drill, a drill press, and a soldering iron. To complete the work task you should use the provided workplace inspection report found on Blackboard.   1. Read through the safe work methods provided in your workshop manual, ensure you understand the requirements of entering the workshop. Answer the question on your inspection checklist regarding the page the safe work methods are found on. 2. Gain access permission to enter the work area by getting your Inspection report signed by appropriate personnel (lecturer, supervisor or equivalent). 3. Enter work area. 4. Visually inspect tool/equipment before handling, unplug/turn off item before carrying out inspection. Relocate item to safe location to carry out inspection if required. 5. Check tool/equipment for damage or issues that could affect safety or correct operation. If found, document as “damage/items of concern”; if none apparent, test operation for correct functionality. 6. Return tool/equipment to original storage location in a safe state. 7. Repeat step 4 to 6 for remaining tools/equipment. 8. Exit work area and report to lecturer, supervisor, or equivalent for report collection. |