

## **Observation form**

Operational Competence	Performance indicators	Feedback
Prepare		
Find & Read documentation	<ul> <li>Checks whether all information is received</li> <li>Checks if the documentation is released (not on draft, Quality Assurance stamp)</li> <li>Checks that the document is the latest version (no old date or 0.x version)</li> <li>Reads through the requirements</li> </ul>	
Prepare safe environment & tools  Collect tools &	<ul> <li>Changes clothes from top to bottom</li> <li>Cleans equipment and tools before entering the cleanroom</li> <li>Attaches wrist strap (discharges)</li> <li>Collects correct tools</li> </ul>	
materials  Configuration &	<ul><li>Inspects tools for wear</li><li>Checks completeness &amp; integrity of</li></ul>	
Acceptance  Assembly & Integra	materials, components etc.	
Modules & Elements	Follows procedure(s) to assemble modules,	
/ Stacks / Segments	elements, stacks and segments	
Connect & (re)arrange wires	Follows procedure(s) to connect wires	
Space System	Follows procedure(s) to integrate the space system	
Prepare flight	Follows procedure(s) to prepare the flight	
Verification		
Test	Read test reports	
Finalize	<ul> <li>Checks that all documents are completed</li> <li>Cleaning up tools and materials (reversing torque screwdriver)</li> </ul>	
Administrate	Report procedure variations (anomalies) by taking pictures	
Launch/Orbit	Satellite is completed, checked and included in de launch	

Additional supporting competences to train are described in the below table.



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Supporting Competence	Performance indicators	Feedback	
Knowledge			
System knowledge	<ul> <li>Recognises and knows the systems and its functionality</li> <li>Knows standards</li> </ul>		
Safety equipment	Knows which safety equipment to use and when		
Skills			
Tooling skills	<ul> <li>Chooses the right tooling for the task</li> <li>Operates tooling correctly</li> <li>Does not push through in case of resistance</li> </ul>		
Procedural skills	<ul> <li>Follows procedures, does not skip steps</li> <li>Uses the correct procedure</li> </ul>		
Spatial awareness	Ensures ESD wristband does not conflict with components		
	Attitude		
Responsibility	<ul> <li>Is aware of the value of materials and systems</li> <li>Is aware of consequences of actions</li> </ul>		
Safety awareness	<ul> <li>Remains calm (Does not allow himself to be influenced by surroundings)</li> <li>Uses safety equipment</li> <li>Follows safety instructions</li> </ul>		
Precision	<ul> <li>Works accurately</li> <li>Maintains checklist, signs off, takes photos and notes.</li> <li>Thinks before acting</li> </ul>		
Communicate	<ul> <li>Reports mistakes / is honest about mistakes to self and others</li> <li>Asks for help or review when in doubt, dares to ask stupid questions</li> </ul>		

Other comments: