

SELF-ASSESSMENT GUIDE

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| Qualification: | AIR DUCT SERVICING NC II | |
| Unit of Competency covered: | <ul style="list-style-type: none"> • Survey site for installation • Fabricate air ducts • Install air duct system • Perform air duct testing • Insulate air ducts • Repair and maintain air duct system | |
| Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check on each question to indicate your answers. | | |
| Can I? | YES | NO |
| • Read and interpret work instructions, plans, drawings for job | | |
| • Identify components required for HVAC-R ductworks system to be installed | | |
| • Prepare required materials for job | | |
| • Survey site according to approved sketch/ plan | | |
| • Prepare alternation/ comments based on the survey conducted | | |
| • Prepare and submit survey result to appropriate personnel | | |
| • Communicate interactively with others* | | |
| • Select appropriate processes, tools and equipment to carry out task | | |
| • Check the equipment selection and application | | |
| • Apply organizational quality procedures and processes within the context of surveying site for installation | | |
| • Perform the processes used in fabrication of air ducts such as cutting/shearing, forming, joining and fastening | | |
| • Apply surface development and triangulation method in fabrication of air ducts. | | |
| • Explain the properties of ducting materials | | |

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| <ul style="list-style-type: none"> Identify different types, shapes and sizes of air ducts | | |
| <ul style="list-style-type: none"> Identify different types of hangers and supports. | | |
| <ul style="list-style-type: none"> Select and prepare tools, equipment and materials in line with job requirements* | | |
| <ul style="list-style-type: none"> Fabricate, position and level air duct system in accordance with drawing, designs & specifications* | | |
| <ul style="list-style-type: none"> Observe/ demonstrate safety practices and regulations* | | |
| <ul style="list-style-type: none"> Check, install and interpret drawings and components to establish correct location, dimension and level in accordance with standard operating procedures | | |
| <ul style="list-style-type: none"> Select and install air duct terminals* | | |
| <ul style="list-style-type: none"> Install ducts system, hangers and supports in accordance with duct construction standards* | | |
| <ul style="list-style-type: none"> Identify faults and problems and makes necessary action to rectify them in line with duct construction standards* | | |
| <ul style="list-style-type: none"> Demonstrate compliance with safety regulations applicable to worksite operations* | | |
| <ul style="list-style-type: none"> Clean worksite and keeps it in safe condition * | | |
| <ul style="list-style-type: none"> Communicate interactively with others to ensure safe and effective work operation* | | |
| <ul style="list-style-type: none"> Check air duct system for leaks by applying light/smoke test method | | |
| <ul style="list-style-type: none"> Check joint and ensures fitness and air tightness | | |
| <ul style="list-style-type: none"> Check and prepare insulating/sealing/adhesive materials in accordance with specification and insulation requirements | | |
| <ul style="list-style-type: none"> Insulate air duct | | |
| <ul style="list-style-type: none"> Seal joints and connections according to air duct | | |
| <ul style="list-style-type: none"> Dispose waste materials according to established disposal procedures | | |
| <ul style="list-style-type: none"> Apply duct liners | | |

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| • Check and test air duct for leaks and damages according to system requirements | | |
| • Check air distribution system in accordance with approved design and plan | | |
| • Demonstrate compliance with safety regulations | | |
| • Apply organizational quality procedures and processes within the context of insulating air ducts system | | |
| • Perform visual inspection of air duct system | | |
| • Evaluate condition of existing air duct system | | |
| • Inspect and test system components in accordance with established procedures | | |
| • Identify and diagnose faults and damages in accordance with system requirements | | |
| • Replace repairs faulty components according to design | | |
| • Prepare for preventive maintenance | | |
| • Perform inspection and testing according to air duct system principles and requirements | | |
| • Prepare testing tools and instruments in accordance with system requirements | | |
| • Check air distribution system and balances airflows according to established procedures | | |
| • Accomplish maintenance records/service reports in accordance with standard policies and procedures | | |
| • Demonstrate compliance with safety regulations applicable to worksite operations | | |
| • Communicate interactively with others to ensure safe and effective worksite operations | | |
| I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor. | | |
| Candidate's Signature: | Date: | |