

SELF-ASSESSMENT GUIDE

Qualification:	ELECTRICAL INSTALLATION AND MAINTENANCE NC IV		
Certificate of Competency 9:	Supervise/Monitor installation and maintenance on electrical systems, auxiliary including control, lighting, power and protection equipment		
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a thick in the appropriate box opposite each question to indicate your answers. 			
Can I?	YES	NO	
• Communicate and confirm to immediate superior Instructions for the preparation of the work activity to ensure clear understanding			
• Read and interpret Drawings/diagrams in accordance with job requirements			
• Identify correct type, quantity, size and rating of electrical devices, auxiliary and protection system equipment and other materials in line with job requirements			
• Identify/select Tools, equipment and personnel protective equipment needed in accordance with established procedures			
• Determine estimated time of work completion in accordance with the job requirement.			
• Properly fill-up and submits for approval by immediate supervisor, requisition form according to list of materials, tools and equipment prepared and is a			
• Carry out Installation criteria for electrical, auxiliary and protection system equipment in line with job requirements and PEC standards			
• Follow work schedule to ensure job is completed on time in accordance with a quality standard and with minimum wastage			
• Seek further instructions from the immediate superior and applies contingency measures in the event of unplanned events or conditions occurred			
• Undertake continues checking of quality of the work with strict compliance in accordance with instructions and requirements			
• Follow safety procedures and Electrical wiring criteria according to enterprise and government regulations and job requirements			
• Conduct preliminary and final checking / testing in line with job requirements and notifies immediate superior upon completion.			
• Clean, check, and return tools, equipment and any excess resources and materials to storage area in accordance with enterprise procedures and OHS requirements			
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 Name:			Date:

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Qualification:	ELECTRICAL INSTALLATION AND MAINTENANCE NC IV	
Certificate of Competency 10:	PERFORM COMMISSIONING OF ELECTRICAL EQUIPMENT/SYSTEMS BELOW 600 VOLTS	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a thick in the appropriate box opposite each question to indicate your answers. 		
Can I?	YES	NO
• Plan Commissioning procedures according to job requirements		
• Obtain materials and PPE needed to complete job requirements in line with established procedures		
• Obtain, estimate and inspect tools, equipment and testing devices needed for commissioning procedures for compliance with the job specifications		
• Identify potential hazards and selects prevention and/or control measures in accordance with the work plan and site procedures		
• Coordinate commissioning activities with the end-user or the department involved in accordance with the established procedures		
• Follow safety policies and procedures in accordance with duly accepted international safety standards		
• Follow electrical testing criteria in line with job requirements and established procedures		
• Commission electrical equipment/systems in line with established procedures		
• Respond to unforeseen events in line with established procedures and as per plans and drawings		
• Revise/Update records, electrical plans and schematic diagrams according to changes incurred during commissioning		
• Fill out and submits test data forms to immediate superior for evaluation and undertakes final inspection to ensure that commissioning of electrical system meets job requirements		
• Clean, check, and return tools, equipment and any excess resources and materials to storage area in accordance with enterprise procedures and OHS requirements		
• Prepare and submit written report to immediate superior and accomplishes monitoring datasheet for the newly installed system in accordance with enterprise procedures and job requirements		
• Provide orientation and technical assistance to prospective operators based on company procedures		
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Qualification:	ELECTRICAL INSTALLATION AND MAINTENANCE NC IV	
Certificate of Competency 11:	PERFORM PROGRAMMING AND INSTALLATION OF BASIC PROGRAMMABLE LOGIC CONTROLLER (PLC) SYSTEMS	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a thick in the appropriate box opposite each question to indicate your answers. 		
Can I?	YES	NO
• Read and interpret work instructions to determine job requirements		
• Select tools and testing devices needed to carry out the installation work in accordance with established procedures and checks for correct operation and safety		
• Obtain materials and components necessary to complete the work in accordance with job requirements		
• Obtain PPE needed to complete job requirements and follows Occupational Health & Safety policies and procedures for installation in line with established procedures		
• Install and test devices in accordance with manufacturer's instructions and requirements		
• Clean and clear work site of all debris and makes safe in accordance with the company requirements		
• Prepare report on installation and testing of equipment according to company's procedures/policies		
• Respond to unplanned events or conditions in accordance with established procedures		
• Use appropriate language according to Software Application Program		
• Test and run, reviews the created/modified PLC program to ensure all syntax errors are corrected		
• Perform 5S		
• Create/Prepare external documentation and back-up programs required for users according to company standards		
• Demonstrate understanding on Basic PLC System principles		
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Candidate's Name:	Date:	