

SELF - ASSESSMENT GUIDE

Qualification:	LABORATORY AND METROLOGY / CALIBRATION SERVICES NC III		
COC 1:	Use Comparison and Basic Measuring Devices		
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a tick in the appropriate box opposite each question to indicate your answer. 			
Can I?	YES	NO	
• Determine job requirements.			
• Select appropriate precision measuring instruments for the task.			
• Calibrate and set measuring instrument to specification using manufacturer's manual and/or standard operating procedure.			
• Set up work-piece for measurement.			
• Measure work piece using specified measuring equipment and appropriate measuring techniques			
• Interpret measurements and record them for documentation			
• Clean up measuring tools and observe procedures needed for storing precision mechanical measuring device.			
• Observe hazards and control measures associated with precision mechanical measurements.			
• Observe safe work practice / procedures.			
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.			
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COC 2:	Measure Components Using Coordinate Measuring Machines		
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a tick in the appropriate box opposite each question to indicate your answer. 			
Can I?	YES	NO	
• Interpret job sheets or equivalent instructions without error and in accordance with company standard operating procedures			
• Undertake pre-start checks to standard operating procedures			
• Observe correct safety procedures and checks safety equipment for correct operation			
• Load and clamp component and fixtures in accordance with standard operating procedures			
• Assess calibration of precision measuring equipment to manufacturers' specifications and/or standard operating procedures			
• Calibrate equipment against appropriate physical standards using correct calibration devices, equipment, techniques using predetermined procedures			
• Re-commission equipment in accordance with standard operating procedures for precision measuring			
• Check probe configuration in accordance with 3 Set probes standard operating procedures			
• Take pre-measurement manual hits for manual alignment in accordance with standard operating procedures			
• Select part program as required, run and verifies according to standard operating procedures.			
• Measure components according to standard operating procedures			
• Interpret results and identifies and reports non-conforming/out of tolerance measurements			
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COC 3	USE GRAPHICAL TECHNIQUES AND PERFORM SIMPLE STATISTICAL COMPUTATIONS		
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a tick in the appropriate box opposite each question to indicate your answer. 			
Can I?	YES	NO	
• Extract complex information from graphical data for a given or determined representation			
• Analyse data with respect to emerging trends			
• Construct graphs as required from data and draw with respect to scale and accepted method			
• Understand significant features of graphical representation such as limit lines, gradients (straight line graphs), intercepts, maximum and minimum values			
• Construct a wide variety of graphs as required including histograms, control charts, straight line graphs and parabolic graphs			
• Calculate mean, median and mode from given calculations data			
• Calculate standard deviation			
• Understand application of standard deviation and limits to process improvement techniques			
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