

MANAGE ELECTRICAL INSTALLATION SITES

UNIT CODE: ENG/OS/EIT/CR/03/6/A

UNIT DESCRIPTION

This unit covers the competencies required to manage a site where an electrical installation work is done. Managing electrical installation site work includes assigning and monitoring of site works, time management, establishing work relationship, recoding work progress, proper implementation of EHS and working drawings, organizing site meetings and generation of site work report.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function.	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>(Bold and italicised terms are elaborated in the Range)</i>
1. Assign specific duties	1.1.The type of installation and corresponding duties and procedures are identified based on the contract 1.2.Team members are identified based on their skills as per established procedure 1.3.Duties and responsibilities are assigned to appropriate team members
2. Monitor site activities	2.1.All site activities are identified 2.2.Timelines and procedures are identified based on the work plan 2.3.Monitoring procedures are established as per the contract 2.4.Each activity is monitored according to the time line, safety standard and work place procedure 2.5.Findings are documented and shared as per work place procedure and shared with relevant parties
3. Manage timelines	3.1. Work is carried out in accordance with work plan 3.2.Work progress is recorded and feedback is given to the team members based on the developed timeline 3.3.Work reports are documented and shared with management
4. Keep installation records	4.1. Installation parameters are identified, in accordance with the standard 4.2.Changes of parameters are recorded as per

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	<p>contract</p>
<p>5. Implement EHS standards</p>	<p>5.1 Appropriate EHS standards are identified 5.2 Each activity is monitored against the identified EHS standard 5.3 Any activity against EHS is recorded and reported</p>
<p>6. Implement working drawings</p>	<p>6.1.The working drawing is acquired 6.2.The working drawing is checked for correctness, version and its compliance with the design 6.3.Working drawing is updated and reported to team members 6.4.Electrical installation work is compared with working drawing</p>
<p>7. Prepare installation reports</p>	<p>7.1.Report is generated as per the agreed format and timelines 7.2.Report is shared with the appropriate parties 7.3.Report is filed according to the record management system</p>
<p>8. Establish work relationship</p>	<p>8.1.Established rules of team work are applied 8.2.Relationship rules are established for the workplace 8.3.Work relationships are followed up and reported as per the established procedure</p>
<p>9. Organize site meetings</p>	<p>9.1.Meeting rules and procedures are set up 9.2.Meetings are conducted according to set rules and procedures 9.3.Minutes are recorded according to agreed format 9.4.Reports of meetings are shared among the appropriate parties using the agreed means of communication.</p>

RANGE

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

Variable	Range
Installation include but is not limited to:	<ul style="list-style-type: none"> • Domestic installation • Commercial installation • Industrial Installation • Agriculture/ horticulture • Power Generator • Security • Water heating installations • Power transmission and distribution • IBMS (integrated building management system)
Site activity include but is not limited to:	<ul style="list-style-type: none"> • Cable routing • Fitting • Testing • Commissioning • Handing over • Surveying
Team members include but is not limited to:	<ul style="list-style-type: none"> • Supervisor • Technician • Store keeper • Assistants • Safety officer
Duties include but is not limited to:	<ul style="list-style-type: none"> • Supervision Testing • Installing • Keeping records • Reporting • Briefing • Security
Timelines may include but is not limited to:	<ul style="list-style-type: none"> • Daily • Weekly • Fortnightly • Monthly • Quarterly • Yearly
EHS regulation (Environment, Health and Safety)regulation may include but is not limited to:	<ul style="list-style-type: none"> • EMCA 1999 Act • OSHA
Installation parameters include but is not	<ul style="list-style-type: none"> • The type of material/installation • Quantity of materials (pieces, length)

Variable	Range
limited to:	<ul style="list-style-type: none"> • Tools and equipment • Time • Workforce • Weather

REQUIRED KNOWLEDGE AND UNDERSTANDING

The individual needs to demonstrate knowledge and understanding of:

<ul style="list-style-type: none"> • The manufacturer's warranty requirements relating to electrical installation systems and related components • Legal requirement related to electrical installations • Specification (manuals for the system) <ul style="list-style-type: none"> ➢ Legislation and workplace procedures relevant to: <ul style="list-style-type: none"> ➢ Electrical wiring ➢ Electrical design software ➢ Health and safety; ➢ The environment (including waste disposal); • Appropriate PPEs (personal and protection equipment). • Workplace procedures for: • Recording system installation and maintenance work o Timely reporting of work 	<ul style="list-style-type: none"> • Color coding • Use of electrical & mechanical tools • Troubleshooting • Electrical power distribution • Power protection • Measurement • Electrical standards • The importance of documentation and record keeping • The importance of time management • The relationship between time and costs. • The importance of efficiency
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FOUNDATION SKILLS

The individual needs to demonstrate the following foundation skills:	
<ul style="list-style-type: none"> • Communications (verbal and written) • Proficient in logistic management • Time management • Meeting organization • Analytical • Faults troubleshooting 	<ul style="list-style-type: none"> • Planning • Decision making • First aid • Report writing • Problem solving • Management

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and understanding and range.

1. Critical Aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Applied and adhered to safety procedures 1.2 Applied appropriate standards 1.3 Demonstrated good communication and interpersonal skills 1.4 Assigned tasks and supervised team members 1.5 Prepared reports and maintained records
2. Resource Implications	<p>The following resources must be provided: Resources same as that of workplace are advised to be applied Including: Site office, Office equipment, Stationery</p>
3. Methods of Assessment	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Observation 3.2 Oral questioning 3.3 Written test 3.4 Portfolio of Evidence 3.5 Interview 3.6 Third party report
4. Context of Assessment	<p>Competency may be assessed individually in the actual workplace and simulated setting of the actual work place</p>
5. Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>