

ACCESS STATEMENT: This module forms part of the level II SVQ in Plant Maintenance, details of which are given in the Support Notes, under Progression. There is no access statement for this module but it is designed to complement the other units in the SVQ and candidates would normally be expected to be receiving complementary industrial experience in a related field.

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NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**STATEMENT OF STANDARDS****UNIT NUMBER:** 2211083**UNIT TITLE:** REPAIRING AND MAINTAINING PLANT AND EQUIPMENT (PLANT ELECTRICAL SYSTEMS AND COMPONENTS)

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME (ELEMENT OF COMPETENCE)

1. INTERPRET TECHNICAL INFORMATION FOR THE REPAIR AND MAINTENANCE OF PLANT AND EQUIPMENT

PERFORMANCE CRITERIA

- (a) Accurate and relevant selection and interpretation is made of technical information from given sources in relation to the task.
- (b) Instructions given to the candidate are correctly interpreted and implemented.
- (c) Instructions and information relayed to others are clear and concise.
- (d) Corrective actions are implemented against deviations from technical information.

RANGE STATEMENT

Information sources: parts manuals; manufacturers' specifications; workshop manuals; operator or instruction manual; technical services bulletins; oral or written instructions; drawings; exploded views drawings; symbols; diagrams.

Corrective actions: specifications; manuals; bulletins; amendment procedures.

Calculations: multiplication; division; addition; subtraction; percentages.

EVIDENCE REQUIREMENTS

Performance evidence of competence under working conditions in:

- (i) extracting:
 - repair and maintenance procedures from manufacturers' technical information;
 - specification from manufacturers' technical information;

- (ii) calculating, from given information sources: capacities, volumes, area, quantities and linear measurement.

Oral or written evidence of knowledge and understanding of:

- (i) types and purpose of information sources;
- (ii) methods of checking and reporting inaccuracies in information sources.

All the performance criteria must be met and all items in the range statement covered.

OUTCOME (ELEMENT OF COMPETENCE)

2. INITIATE FAULTS CHECK FOR THE REPAIR AND MAINTENANCE OF PLANT AND EQUIPMENT

PERFORMANCE CRITERIA

- (a) Instructions given to the candidate are correctly interpreted and implemented.
- (b) Instructions and information relayed to others are clear and concise.
- (c) Accurate and relevant selection and interpretation is made of technical information from given sources in relation to the task.
- (d) The selection of tools and equipment is appropriate to the work.
- (e) Corrective actions are implemented in response to problems with tools and equipment.
- (f) The cleanliness of the work area is maintained.
- (g) Faults are identified by initiating fault checks.
- (h) Work methods and activities are correct in terms of satisfying current legislation.

RANGE STATEMENT

Information sources: manufacturers' technical information; oral or written instructions; operator's or instruction manual; manufacturers' specifications; parts manuals or lists; symbols and diagrams.

Faults: sensory inspection; identification of source of failure of machinery, equipment and components.

Machinery and equipment: wheeled plant; tracked plant; small plant; static plant; power tools.

Electrical systems: ignition; charging; starting; auxiliary; protection; supply.

Tools and equipment: hand tools; diagnostic test equipment.

Safety: personal protection legislation; machinery and equipment operating procedures; HASWA (Health and Safety at Work Act); COSHH (Control of Substances Hazardous to Health) Regulations.

Locations - site; workshop.

EVIDENCE REQUIREMENTS

Performance evidence of competence under working conditions in diagnosing faults in electrical systems and components on plant and equipment in the range by:

- visually inspecting;
- sensory inspection;
- using diagnostic aids;
- operating machinery and equipment;
- extracting information from operators or end users.

Oral or written evidence of knowledge and understanding of:

- (i) types and purpose of information sources in the range;
- (ii) procedures for fault diagnosis on electrical systems and components;
- (iii) importance of using measuring instruments and test equipment for diagnostic work;
- (iv) interpreting results of diagnostic tests;
- (v) operation and working principles of parts and components on plant and equipment in the range;
- (vi) procedures for reporting malfunctions and faults in electrical systems in the range;
- (vii) graphical symbols used in diagrams of electrical circuits;
- (viii) types of work required to rectify faults which are diagnosed from the results of examination and testing of electrical systems and components;
- (ix) responsibilities regarding statutory legislation;
- (x) main regulations applicable to the testing of electrical circuits and components on plant and equipment in the range.

All the performance criteria must be met and all items in the range statement covered.

OUTCOME (ELEMENT OF COMPETENCE)**3. REMOVE PARTS AND COMPONENTS FOR THE REPAIR AND MAINTENANCE OF PLANT AND EQUIPMENT****PERFORMANCE CRITERIA**

- (a) Instructions given to the candidate are correctly interpreted and implemented.
- (b) Instructions and information relayed to others are clear and concise.
- (c) The removal of parts and components is carried out to minimise damage.
- (d) The removal of parts and components conforms with the specification.
- (e) The selection of tools and equipment is appropriate to the work.
- (f) The cleanliness of the work area is maintained.
- (g) Work methods and activities are correct in terms of satisfying current legislation.
- (h) Work is completed to an agreed time schedule.

RANGE STATEMENT

Information sources: manufacturers' technical information; manufacturers' specifications; operator's or instruction handbooks; oral or written instructions; technical service bulletins.

Tools and equipment: hand tools; power tools; specialist servicing tools.

Machinery and equipment: wheeled plant; tracked plant; static plant; small plant; power tools.

Parts and components: electrical, mechanical and non-mechanical assemblies and sub-assemblies; parts; components; electric cable; fittings; retaining hardware.

Preparation processes: removing; dismantling; inspecting; checking.

Location: site; workshop.

Safety: personal protection legislation; HASWA (Health and Safety at Work Act); COSHH (Control of Substances Hazardous to Health) Regulations.

EVIDENCE REQUIREMENTS

Performance evidence of competence under working conditions in:

- (i) removing parts and components on plant and equipment in the range;
- (ii) dismantling parts and components on plant and equipment in the range;
- (iii) inspecting parts and components in the range.

Oral or written evidence of knowledge and understanding of:

- (i) types and purposes of information sources in the range;
- (ii) methods of removal and replacement of parts and components;
- (iii) purposes of inspecting parts and components when dismantling;
- (iv) applications and limitations of hand tools, power tools and specialist tools;
- (v) operation and working principles of parts and components in the range;
- (vi) use of measuring instruments or aids for inspection;
- (vii) reasons for using lifting equipment or aids to remove parts and components;
- (viii) handling and storage of parts and components;
- (ix) maintenance and repair requirements of electrical circuits, systems, parts and components;
- (x) purpose of colour coding for different voltages on power tools;
- (xi) British Standards cable colours and their circuit application;
- (xii) responsibilities regarding statutory regulations.

OUTCOME (ELEMENT OF COMPETENCE)

- 4. SELECT PARTS AND COMPONENTS FOR THE REPAIR AND MAINTENANCE OF PLANT AND EQUIPMENT**

PERFORMANCE CRITERIA

- (a) Parts and components are correctly identified for use.
- (b) The selection of parts, components, materials and substances complies with the specification in terms of quantity, quality and types.
- (c) Corrective actions are implemented to establish utility of parts, components, materials and substances.

RANGE STATEMENT

Information sources: manufacturers' technical information; operator's or instruction handbooks; oral or written instructions; parts lists or handbooks; cross reference guides.

Corrective actions: defective, non match, sub-standard parts, components, materials and substances replacement procedures.

Parts and components: electrical; mechanical and non-mechanical parts and components; electrical cable; fittings; retaining hardware; gaskets.

Materials and substances: lubricants; fluids; cleaning agents; solvents; adhesives; fluxes.

Location: site; workshop.

Safety: personal protection legislation; HASWA (Health and Safety at Work Act); COSHH (Control of Substances Hazardous to Health) Regulations.

EVIDENCE REQUIREMENTS

Performance evidence of competence under working conditions in selecting parts and components.

Oral or written evidence of knowledge and understanding of:

- (i) types and purpose of information sources in the range;
- (ii) types and purpose of parts and components in the range;
- (iii) replacement procedures for selecting parts and components in the range;
- (iv) storing of parts and components;
- (v) manual and non-manual stock record systems;
- (vi) methods for reporting defects in parts and components;
- (vii) characteristics, uses and limitations of the parts and components in the range;
- (viii) responsibilities regarding statutory regulations.

OUTCOME (ELEMENT OF COMPETENCE)

- 5. ASSEMBLE PARTS AND COMPONENTS TO REPAIR AND MAINTAIN PLANT AND EQUIPMENT

PERFORMANCE CRITERIA

- (a) Instructions given to the candidate are correctly interpreted and implemented.
- (b) Instructions and information relayed to others is clear and concise.
- (c) Parts and components are assembled to conform with the specification.
- (d) Parts and components are secured to conform with the specification.
- (e) Accurate and relevant selection and interpretation is made of technical information from given sources in relation to the task.
- (f) The selection of tools and equipment is appropriate to the work.
- (g) The cleanliness of the work area is maintained.
- (h) Records are complete, accurate, clear and accessible.
- (i) Work methods and activities satisfy current legislation.
- (j) Work is completed to an agreed time schedule.

RANGE STATEMENT

Information sources: manufacturers' technical information; manufacturers' specifications; oral or written instructions; operator's or instruction manuals; technical service bulletins; statutory regulations.

Records: company records; statutory regulations.

Tools and equipment: hand tools; specialist servicing tools and equipment; cleaning equipment.

Parts and components: electric cable; fittings; retaining hardware; mechanical and non-mechanical assemblies, sub-assemblies, parts and components; electrical parts and components.

Preparation processes: cleaning; lubricating; locating; inspecting; assembling; securing; joining; testing; dressing.

Location: site; workshop.

Safety: personal protection legislation; machinery operating procedures; HASWA (Health and Safety at Work Act); COSHH (Control of Substances Hazardous to Health) Regulations; statutory regulations applicable to the testing of parts and components in the range.

EVIDENCE REQUIREMENTS

Performance evidence of competence under working conditions in:

- (i) preparing parts and components in the range;
- (ii) reclaiming parts and components in the range;
- (iii) assembling parts and components in the range;
- (iv) testing parts and components in the range;
- (v) carrying out adjustments to parts and components in the range.

Oral or written evidence of knowledge and understanding of:

- (i) types and purpose of information sources in the range;
- (ii) methods and procedures for preparing prior to and during assembly;
- (iii) application and suitability of tools and equipment for assembling parts and components;
- (iv) methods and procedures for reclamation of parts and components;
- (v) reasons for making adjustments prior to, during and after assembly;
- (vi) reasons for repairing, maintaining and making adjustments to parts and components in accordance with the manufacturers' specifications;
- (vii) methods and procedures for testing parts and components for serviceability after assembly;
- (viii) responsibilities regarding statutory regulations.

OUTCOME (ELEMENT OF COMPETENCE)

- 6. POSITION AND SECURE PARTS AND COMPONENTS TO REPAIR AND MAINTAIN PLANT AND EQUIPMENT**

PERFORMANCE CRITERIA

- (a) Instructions given to the candidate are correctly interpreted and implemented.

- (b) Instructions and information relayed to others are clear and concise.
- (c) Parts and components are positioned to conform with the specification.
- (d) Parts and components are secured to conform with the specification.
- (e) The selection of tools and equipment is appropriate to the work.
- (f) The cleanliness of the work area is maintained.
- (g) Records are complete, accurate, clear and accessible.
- (h) Work methods and activities satisfy current legislation.
- (i) Work is completed to an agreed time schedule.

RANGE STATEMENT

Information sources: manufacturers' technical information; oral or written instructions; operator's or instruction manual; technical service bulletins; workshop manuals.

Records: company required forms; statutory regulations forms.

Machinery and equipment: static plant; wheeled plant; tracked plant; small plant; power tools.

Parts and components: retaining hardware; mechanical and non-mechanical assemblies, parts and components; electrical parts and components; electric cable and fittings.

Tools and equipment: hand tools; specialist servicing tools; power tools.

Preparation processes: locating; securing; positioning; adjusting.

Location: site; workshop.

Safety: personal protection legislation; machinery operating procedures; manual handling regulations; HASWA (Health and Safety at Work Act); COSHH (Control and Substances Hazardous to Health) Regulations.

EVIDENCE REQUIREMENTS

Performance evidence of competence under working conditions in:

- (i) positioning and securing parts and components;
- (ii) making adjustments to the specification.

Oral or written evidence of knowledge and understanding of:

- (i) types and purpose of information sources in the range;
- (ii) purpose of assembling parts and components in accordance with the manufacturers' specifications;
- (iii) methods of securing parts and components in plant and equipment;
- (iv) purpose of positioning and securing parts and components in accordance with the manufacturers' specifications;
- (v) purpose of making adjustments to parts and components in accordance with the manufacturers' specifications;
- (vi) methods of testing parts and components after securing and positioning them;
- (vii) methods of recording servicing and maintenance tasks;
- (viii) responsibilities regarding statutory regulations.

OUTCOME (ELEMENT OF COMPETENCE)**7. COMMISSION PLANT AND EQUIPMENT****PERFORMANCE CRITERIA**

- (a) Instructions given to the candidate are correctly interpreted and implemented.
- (b) Instructions and information relayed to others are clear and concise.
- (c) Commissioning of plant and equipment conforms with prescribed procedures in terms of:
 - (i) safe working practices;
 - (ii) effective operation;
 - (iii) technical information.
- (d) The selection of tools and equipment is appropriate to the work.
- (e) Records are complete, accurate, clear and accessible.

RANGE STATEMENT

Information sources: manufacturers' technical information; manufacturers' specifications; oral or written instructions; operator or instruction manuals; technical service bulletins.

Records: company required forms; statutory regulation forms.

Commissioning processes: systems operation of electrical systems and components on machinery and equipment in the range following repair and maintenance; making adjustments to the specification; monitoring; testing.

Machinery and equipment: static plant; wheeled plant; tracked plant; small plant; power tools.

Tools and equipment: hand tools; specialist servicing tools; monitoring, testing and diagnostic equipment.

Location: site; workshop.

Safety: personal protection legislation; machinery operating procedures; HASWA (Health and Safety at Work Act); COSHH (Control of Substances Hazardous to Health) Regulations; statutory regulations applicable to the monitoring and testing of electrical circuits and components on plant and equipment in the range.

EVIDENCE REQUIREMENTS

Performance of competence under working conditions in:

- (i) commissioning plant and equipment;
- (ii) monitoring plant and equipment;
- (iii) making adjustments to the specification.

Oral or written evidence of knowledge and understanding of:

- (i) types and purposes of information sources in the range;
- (ii) importance of carrying out adjustments to the manufacturers' specifications;
- (iii) application and suitability of tools and equipment for commissioning purposes;
- (iv) interpreting and evaluating the results of functional and diagnostic tests;
- (v) procedures for reporting malfunctions and defects on plant and equipment in the range;
- (vi) reasons for recording and maintaining information of results of functional and diagnostic tests;
- (vii) purpose of recording information for the commissioning of plant and equipment;
- (viii) responsibilities regarding statutory regulations.

ASSESSMENT RECORDS

In order to achieve this unit, candidates are required to present sufficient evidence that they have met all the performance criteria for each outcome within the range specified. Details of these requirements are given for each outcome. The assessment instruments used should follow the general guidance offered by the SQA assessment model and an integrative approach to assessment is encouraged. (See references at the end of support notes).

Accurate records should be made of assessment instruments used showing how evidence is generated for each outcome and giving marking schemes and/or checklists, etc. Records of candidates' achievements should be kept. These records will be available for external verification.

SPECIAL NEEDS

In certain cases, modified outcomes and range statements can be proposed for certification. See references at end of Support Notes.

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NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**SUPPORT NOTES**

UNIT NUMBER	2211083
UNIT TITLE	REPAIRING AND MAINTAINING PLANT AND EQUIPMENT (PLANT ELECTRICAL SYSTEMS AND COMPONENTS)

SUPPORT NOTES: This part of the unit specification is offered as guidance. None of the sections of the support notes is mandatory.

NOTIONAL DESIGN LENGTH: SQA allocates a notional design length to a unit on the basis of time estimated for achievement of the stated standards by a candidate whose starting point is as described in the access statement. The notional design length for this unit is 60 hours. The use of notional design length for programme design and timetabling is advisory only.

PURPOSE This unit is designed to enable the candidate to develop skills and knowledge to repair electrical systems and components during the repair and maintenance of a range of construction plant and equipment. It is suitable for operatives working in the construction industry or a services or installation industry related to construction.

SQA publishes summaries of NC units for easy reference, publicity purposes, centre handbooks, etc. The summary statement for this unit is as follows:

This module will help you to acquire skills and knowledge necessary to repair and maintain a range of plant and equipment used in the construction industry. You will learn how to find and repair faults in electrical systems in compliance with manufacturers' specifications and relevant statutory safety regulations.

CONTENT/CONTEXT The candidate successfully completing this module will require underpinning knowledge and skills relating to the interpretation of technical information in fault finding and repairing electrical systems in a range of construction plant and equipment.

The unit would be offered to candidates from the construction and related services industries. The skills are transferable within different working environments but the unit is primarily aimed at candidates whose normal place of work would be a site or similar environment.

The range statement is applicable to all areas of construction and other related or similarly structured industries. The competences and underpinning knowledge gained in successfully completing this unit would be transferable across a range of disciplines within the build environment.

The unit deals with repair and maintenance of electrical systems and is complemented by units dealing with related aspects of work in construction plant maintenance.

It should be delivered as part of a structured programme of training and orientated to the context of the candidate's work and area of responsibility.

APPROACHES TO GENERATING EVIDENCE The achievement of the underpinning knowledge required for this unit would be assisted by the use of slides and videos, and hands-on experience.

Tutors/trainers should demonstrate practical elements step by step until the candidate feels confident enough to attempt them on his/her own, and the safety factors should be thoroughly emphasised.

Supervisors and employers should also play an important part in assisting candidates to generate evidence.

ASSESSMENT PROCEDURES Candidates will be able to provide evidence of performance using a variety of methods. These will include:

- Performance at work (recorded in Candidate's Assessment and Evidence Record or other methods).
- Performance in training (recorded in Candidate's Assessment and Evidence Record or other methods).
- Simulated exercises (skills/progress test results).
- Past achievement/experiences e.g. letters of endorsement; past certificates.

Evidence gathering from the workplace will be the preferred method; however there may be situations where this is inappropriate or the evidence is insufficient. Supplementary evidence will also be required to demonstrate the underpinning knowledge related to the competences in the unit.

For detailed guidance on assessment, reference should be made to the publications listed at the end of the Support Notes and to the Assessment Guidance Notes available for the delivery of the Scottish Vocational Qualification of which this module is a component.

PROGRESSION This unit forms part of the level II SVQ in Plant Maintenance.

Each module is a separate unit and the modules are not necessarily taken in a prescribed order, although there is a logical sequence to the acquisition of the skills and knowledge concerned.

To gain the award, the candidate must successfully complete all of the following modules:

2211063	Servicing and Repairing Plant and Equipment (General Servicing)
2211073	Repairing and Maintaining Plant and Equipment (Thermal Jointing and Cutting) (x 1.5)
2211083	Repairing and Maintaining Plant and Equipment (Plant Electrical and Systems and Components) (x 1.5)
2211093	Repairing and Maintaining Plant and Equipment (Power Units)
2211103	Repairing and Maintaining Plant and Equipment (Power Trains - Mechanical)
2211113	Repairing and Maintaining Plant and Equipment (Hydraulic Systems and Components)
2211123	Repairing and Maintaining Plant and Equipment (Pneumatic Systems and Components)
2211133	Repairing and Maintaining Plant and Equipment (Auxiliary Systems and Components) (x 1.5)

RECOGNITION Many SQA NC units are recognised for entry/recruitment purposes. For up-to-date information see the SQA guide 'Recognised and Recommended Groupings'.

REFERENCES

1. (Replacement for Guidelines for Module Writers).
2. SQA's National Standards for Assessment and Verification.
3. For a fuller discussion on assessment issues, please refer to SQA's Guide to Assessment.
4. Procedures for special needs statements are set out in SQA's guide 'Students with Special Needs'.

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