

**Domain****Instrumentation and Control****Title:****Plan and organise work in  
Instrumentation and Control work  
environment****Level: 1****Credits: 2****Purpose**

This unit standard specifies the competencies required to plan and organise for work instrumentation and control work environment, it includes planning and preparing for work, sequencing work safely and clean up. This unit standard is intended for those who work in instrumentations industry.

**Special Notes**

1. Entry information:

**Prerequisite**

- *Unit 1157- Demonstrate basic knowledge of workplace health and safety or demonstrated equivalent knowledge and skills.*
- *Unit I&C01 – Apply and maintain safety rules in Instrumentation and Control Workplace environment*

2. This unit standard is to be delivered and assessed in the context of instrumentation and control operations and should be assessed in conjunction with all technical unit standards selected from this domain.

3. To demonstrate competence, at a minimum, requires evidence of the selection of the necessary tools, materials, personal protective equipment and work sequence for a minimum of three separate tasks. Perform these tasks ensuring correct identification of requirements and finishing of the tasks, correct selection and use of appropriate processes, tools, equipment and completing all work to specification.

4. Assessment evidence may be collected from a real or a simulated workplace in which instrumentation operations are carried out.

5. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with manufacturers' guidelines and instructions.

6. '*Specifications*' refers to any, or all of the following: manufacturers' specifications and recommendations, site and workplace specific requirements.

7. Regulations and legislation relevant to this unit standard include the following:

- Labor Act 2007 (Act no.11, 2007)
- Regulations relating to the health & safety of employees at work under Schedule 1 (2) of the Labour Act No.11 of 2007
- And all subsequent amendments

## **Quality Assurance Requirements**

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on [www.nta.com.na](http://www.nta.com.na)

## **Elements and Performance Criteria**

### **Element 1: Plan and prepare for work**

#### **Range**

Work situation is to include, but is not limited to selecting of tools and equipment, materials, the personal protective equipment and plan the logical sequence for the task.

#### **Performance Criteria**

- 1.1 Work instructions, including plans, specifications, quality requirements and operational details are obtained, confirmed and applied.
- 1.2 Workplace inspection, equipment defect identification, assessment of conditions and hazards and determination of work requirements is carried out.
- 1.3 Safety requirements are followed in accordance with safety plans and policies.
- 1.4 Sign and barricade requirements are identified and adhered to.
- 1.5 Tools and equipment to carry out tasks are selected according the requirements of the job, checked for serviceability and any faults are rectified or reported prior to commencement.
- 1.6 Material quantity requirements are calculated in accordance with work plans and/or specifications.
- 1.7 Materials appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use.
- 1.8 Environmental protection requirements are identified and applied in accordance with environmental plans and regulatory obligations.

### **Element 2: Sequence work safely**

#### **Range**

Work sequencing may include, but is not limited to receiving instructions, organising for task, carrying out task and cleaning up after completing task.

#### **Performance Criteria**

- 2.1 Work plan is determined and performed in a logical and efficient sequence.

- 2.2 Individual steps to perform a given task are determined and performed in a logical and efficient sequence following the workshop manual and workplace specific requirements.
- 2.3 Tasks are completed to meet work instructions.

**Element 3: Work in a team.**

**Performance Criteria**

- 3.1 Tasks for the team are identified.
- 3.2 Tasks allocated to the individual as part of the team are identified.
- 3.3 Allocated tasks are completed within designated time frame.
- 3.4 Assistance is sought from other team members when difficulties in allocated task arise.
- 3.5 Questioning is used to clarify instructions or responsibilities.
- 3.6 Information and feedback provided by others in the work team is acknowledged.

**Element 4: Perform housekeeping**

**Performance Criteria**

- 4.1 Work area is cleared and materials disposed of, reused or recycled in accordance with legislation, regulations and job specifications.
- 4.2 Tools and equipment are cleaned, checked, maintained and stored in accordance with manufacturers' recommendations and standard work practices.

**Registration Data**

<b>Subfield:</b>	Electrical Engineering
<b>Date first registered:</b>	
<b>Date this version registered:</b>	
<b>Anticipated review:</b>	
<b>Body responsible for review:</b>	Namibia Training Authority