

Domain	Control and Instrumentation
Title:	Identify, select and use instrumentation hand tools
Level: 2	Credits: 4

Purpose

This unit standard specifies the competencies required to Identify, select and use instrumentation hand tools. It includes selecting and using instrumentation hand tools storing and securing tools and instrument. This unit standard is intended for those who work in instrumentation industry.

Special Notes

1. Entry information:
 - Prerequisite
 - *Unit I&C01 - Apply and maintain safety rules in Instrumentation and Control Workplace environment*
 - *Unit I&C02 - Plan and organise work in electronic work environment*
2. Assessment evidence may be collected from a real or a simulated realistic environment in which instrumentation operations are carried out.
3. To demonstrate competence, at a minimum, requires evidence of the ability to use and maintain different tools and instruments when performing instrumentation tasks. In performing these tasks ensure correct identification of requirements and finishing of the tasks, correct selection and use of appropriate processes, tools and equipment and completing all work to specification.
4. Glossary of terms:
 - *specifications'* refers to any, or all of the following: manufacturers' specifications and recommendations, workplace specific requirements
5. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with manufacturers' and company guidelines, instructions, and reasonable flat rate time.
6. Regulations and legislation relevant to this unit standard include the following:
 - Labour 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
7. Performance of all elements in this unit standard must comply with industry standards.

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. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na.

Elements and Performance Criteria

Element 1: Select and use instrumentation hand tools

Performance Criteria

- 1.1 Types and functions of hand tools to be used in instrumentation are identified.
- 1.2 The methods of using of hand tools are identified from specifications, standards and manufacturers' instructions.
- 1.3 Specific safety requirements for particular hand tools are identified and applied.
- 1.4 Personal protective equipment required for the use of the tools is identified and worn in accordance with regulatory and workplace requirements.
- 1.5 Tools are used safely and effectively according to manufacturers' recommendations and regulatory requirements as well as organisational policies and procedures.

Element 2: Store and secure hand tools and instrument

Performance Criteria

- 2.1 Procedures and information required for storing and securing workplace tools are identified and sourced in line with workplace procedures.
- 2.2 Tools and equipment are cleaned and checked for any sign of damage.
- 2.3 Tools and equipment are stored and secured in line with manufacturers' requirements and workplace procedures.
- 2.4 Safe working practices are carried out throughout the task in line with legislative and workplace requirements.

Registration Data

Subfield:	Electrical Engineering
Date first registered:	
Date this version registered:	
Anticipated review:	

Body responsible for review:	Namibia Training Authority