

REFERENCE NUMBER :	EIM			0	4	5	6					0	0	0		
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to be filled-out by the Processing Officer

SELF ASSESSMENT GUIDE

Qualification:	ELECTRICAL INSTALLATION AND MAINTENANCE NC II		
Units of Competency covered:	<ul style="list-style-type: none"> Performing roughing-in activities, wiring and cabling works for single-phase distribution, power, lighting and auxiliary systems Install Electrical Protective devices for distribution, power, lighting, auxiliary, lightning protection and grounding system Install Wiring Devices of Floor and Wall Mounted Outlet Lighting Fixture/Switches and Auxiliary Outlets 		
Instruction:			
<ul style="list-style-type: none"> Read each of the questions in the left-hand column of the chart. Place a check in the appropriate box opposite each question to indicate your answer. 			
Can I?		YES	NO
Performing roughing-in activities, wiring and cabling works for single-phase distribution, power, lighting and auxiliary systems			
<ul style="list-style-type: none"> Communicate and confirm instructions for the preparation of work activity to ensure clear understanding* 			
<ul style="list-style-type: none"> Interpret electrical plan and detailed drawing* 			
<ul style="list-style-type: none"> Identify and check to ensure that tools, equipment and personnel protective equipment needed to electrical system* 			
<ul style="list-style-type: none"> Identify and check auxiliary equipment, if it works correctly and are safe to use in accordance with established procedures* 			
<ul style="list-style-type: none"> Use safety harness or PPE properly* 			
<ul style="list-style-type: none"> Bend and install type of conduit and cable tray as per job requirement.* 			
<ul style="list-style-type: none"> Perform correct procedures for installation of electrical auxiliary system in line with job requirements* 			
<ul style="list-style-type: none"> Ensure work is completed in an agreed scheduled time in accordance with the quality standard.* 			
<ul style="list-style-type: none"> Respond to unplanned events or conditions accordingly* 			
<ul style="list-style-type: none"> Install conduit and fittings in accordance with standard * 			
<ul style="list-style-type: none"> Perform installation qualification (IQ) activities* 			
<ul style="list-style-type: none"> Perform operational qualification (OQ) activities* 			

Install Electrical Protective devices for distribution, power, lighting, auxiliary, lightning protection and grounding system		
• Communicate and confirm instructions for the preparation of work activity to ensure clear understanding*		
• Interpret electrical plans and detailed drawing*		
• Identify and check to ensure that tools, equipment and PPE needed to electrical system and by auxiliary equipment works correctly and are safe to use in accordance with established procedures*		
• Follow safety procedures and the use of safety harness*		
• Perform correct procedures for the installation/mounting configuration of electrical protective devices and grounding system*		
• Respond to unplanned events or conditions accordingly*		
• Select the types of lighting fixture and auxiliary outlet for the installation*		
• Undertake ongoing checks of quality of work in accordance with instructions and requirements*		
• Terminate/Splice conductors/wires in accordance with the existing electrical standards*		
• Perform final checks to ensure that work conforms to instructions and drawing/diagram. *		
• Perform the installation economically*		
• Perform commissioning activities*		
Install Wiring Devices of Floor and Wall Mounted Outlet Lighting Fixture/Switches and Auxiliary Outlets		
• Read and interpret drawings in accordance with job requirements*		
• Set the lay-out and dimension of electrical drawing or wiring diagram. *		
• Select and identify correct rating, quantity, sizes and type of wiring devices, switches, lighting fixture and convenience outlet*		
• Identify the specifications of materials, tools and equipment		
• Fill up properly requisition forms according to list of materials, tools and equipment		
• Follow safety procedures according to enterprise and government regulations and select the correct PPE in line with safety requirements*		
• Identify defective and/or substandard electrical materials and report to immediate supervisor*		
• Lay out, mount and install electrical components, wiring materials such as conduit and fittings in accordance with standards*		
• Install wiring protective devices and grounding system properly*		

• Install the different types of lighting fixtures/switches as per wiring diagram*		
• Follow work schedule to ensure job is completed on time in accordance to a quality standard and minimum wastage		
• Seek further instructions from immediate supervisor in case of unplanned events or conditions occurring*		
• Undertake with strict compliance ongoing checks of quality of the work in accordance with instructions and requirements		
• Perform the installation economically*		
• Perform commissioning activities*		
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.		
Candidate's Name & Signature		Date:

NOTE: *Critical Aspects of Competency

Evaluated by: <p style="text-align: center;"><u>ANNA LIZZA C. DECENA</u> AC Manager</p>	<input type="checkbox"/> Qualified for Assessment <input type="checkbox"/> Not Yet Qualified for Assessment
Date:	