

REFERENCE NUMBER :	EPA	2		0	4	5	6			0	0	0		
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to be filled-out by the Processing Officer

SELF-ASSESSMENT GUIDE (PERFORMANCE ASSESSMENT)

Qualification Title	ELECTRONICS PRODUCTS ASSEMBLY AND SERVICING NC II	
COC 1 Title	ASSEMBLE ELECTRONICS PRODUCTS	
Instruction <ul style="list-style-type: none"> • Read each question in the left-hand column of the chart. • Mark a check opposite each question to indicate your answer. 		
Can I?	YES	NO
• Obtain and clarify work instructions		
• Identify, prepare and obtain parts and components needed		
• Prepare and check required materials, tools and equipment		
• Prepare electronic components for assembly*		
• Verify PCB layout in conformity with the schematic diagram		
• Prepare/Make printed circuit board modules *		
• Clean PCB based on standard procedures		
• Test and visually inspect the functionality of the PCB		
• Mount and solder electronic components *		
• Apply soldering/de-soldering techniques and procedures		
• Check soldered products		
• Assemble electronic components *		
• Integrate modules and accessories		
• Perform assembly procedures of electronic products		
• Test and inspect assembled electronic products *		
• Subject finished products to final visual/sensory inspection and testing		
• Apply safety rules and procedures *		
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 manager/supervisor.		
Candidate's Name & Signature:	Date:	

NOTE:* Critical aspect 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:	

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SELF-ASSESSMENT GUIDE (PERFORMANCE ASSESSMENT)

Qualification Title	ELECTRONICS PRODUCTS ASSEMBLY AND SERVICING	
COC 2 Title	SERVICE CONSUMER ELECTRONICS PRODUCTS AND SYSTEMS	
Instruction <ul style="list-style-type: none"> • Read each question in the left-hand column of the chart. • Mark a check opposite each question to indicate your answer. 		
Can I?	YES	NO
• Prepare the unit and required materials, tools equipment and workplace properly for installation and service *		
• Acquire manuals and service information required for installation		
• Verify repair/maintenance history		
• Conduct complete check-up of consumer electronic products and systems, and identifies, verifies and documents defects against customer description		
• Test devices in accordance with standard procedures		
• Install consumer electronic products and systems*		
• Undertake final inspection		
• Respond to unplanned events or conditions		
• Clean and clear work site of all debris		
• Prepare report on installation and testing of equipment		
• Identify system defects/faults using appropriate tools and equipment		
• Diagnose faults and defects *		
• Check and isolate circuits		
• Explain identified defects and faults		
• Check control settings/adjustments		
• Document accurately results of diagnosis and testing		
• Advise/inform customers regarding the status and serviceability of the unit		
• Replace defective parts/components with identical or recommended appropriate equivalent ratings		
• Maintain/Repair consumer electronic products *		
• Use personal protective equipment		
• Perform cleaning of unit		

• Perform repair activity within the required timeframe		
• Observe care and extreme precaution in handling the unit/product		
• Re-assemble and test repaired consumer electronic product *		
• Subject reassembled units to final testing and cleaning		
• Compile service completion procedures and documentations		
• Dispose waste materials		
• Apply safety rules and procedures *		
<p>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 manager/supervisor.</p>		
Candidate's Name & Signature:		Date:

NOTE:* Critical aspect of competency

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

Qualification Title	ELECTRONICS PRODUCTS ASSEMBLY AND SERVICING NC II		
COC 3 Title	SERVICE INDUSTRIAL ELECTRONIC MODULES, PRODUCTS AND SYSTEMS		
<p>Instructions:</p> <ul style="list-style-type: none"> • Read each question in the left-hand column of the chart. • Mark a check opposite each question to indicate your answer. 			
Can I?	YES	NO	
• Prepare unit, tools and workplace for installation/servicing*			
• Acquire manuals and service information required for installation			
• Verify repair/maintenance history			
• Conduct complete check-up of consumer electronic products and systems, and identifies, verifies and documents defects against customer description			
• Test devices			
• Install industrial electronics systems/products *			
• Undertake final inspection			
• Respond to unplanned events or conditions			
• Clean and clear work site of all debris			
• Prepare report on installation and testing of equipment			
• Identify system defects/faults using appropriate tools and equipment			
• Test devices in accordance with standard procedures			
• Diagnose faults of industrial electronics systems/products*			
• Check and isolate circuits			
• Explain identified defects and faults			
• Check control settings/adjustments			
• Document accurately results of diagnosis and testing			
• Advise/inform customers regarding the status and serviceability of the unit			
• Replace defective parts/components with identical or recommended appropriate equivalent ratings			
• Maintain/Repair industrial electronics products *			
• Use personal protective equipment			

• Perform cleaning of unit		
• Perform repair activity within the required timeframe		
• Observe care and extreme precaution in handling the unit/product		
• Re-assemble and test repaired industrial electronics products *		
• Subject reassembled units to final testing and cleaning		
• Compile service completion procedures and documentations		
• Dispose waste materials		
• Apply safety rules and procedures *		
<p>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 manager/supervisor.</p>		
Candidate's Name & Signature:		Date:

NOTE:* Critical aspect of competency

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