
Overview

This standard covers using and communicating technical information in the energy supply and use sector.

To meet this standard you will be able to:

- identify the location of the work
- communicate the technical requirements of the work and deal with queries
- work safely throughout the activity, taking personal responsibility for your own actions and for the quality and accuracy of the work carried out.

This standard is suitable for a craftsperson or technician working in the energy supply and use sector.

Performance criteria

You must be able to:

1. identify the location of the work using available information and organisational systems
2. communicate the planned work activity to all affected parties in accordance with organisational policies and procedures
3. carry out a site specific risk assessment of the work, identifying hazards and the required control measures
4. obtain and use appropriate technical information from the relevant information sources to carry out activities
5. use and interpret technical information to carry out the work activity
6. record technical information in accordance with organisational procedures
7. communicate technical information to the appropriate personnel throughout the activity
8. communicate the technical requirements of the completed work to all affected parties answering any technical queries, where appropriate
9. work safely at all times, complying with health and safety, environmental and other relevant regulations, directives and guidelines
10. deal with problems safely and efficiently, referring matters which cannot be rectified to the appropriate person, where required

Knowledge and understanding

You need to know and understand:

1. the principles of health and safety in the workplace, environmental legislation and relevant regulations in relation to the work to be carried out
2. the organisational safety rules, policies and procedures in relation to the work to be carried out
3. the industry set compliance legislation relating to customer interaction
4. the organisation's safety document procedures that apply to work on equipment and systems
5. how to present and introduce yourself to customers
6. how to update, report and record information in accordance with organisational procedures
7. the relevant **technical information sources** appropriate for the activity
8. the relevant **diagrammatic and pictorial information** sources appropriate for the activity
9. how to use and interpret **technical information** to carry out the work activity
10. the materials, formats, codes and conventions that are used in presenting technical information
11. the control procedures for ensuring that the technical information is maintained up-to-date
12. the procedures for reporting discrepancies in data or documents, and reporting lost or damaged drawings and documents
13. the importance of communicating the right information at the right time
14. the importance of communicating the technical requirements of the work to all affected parties throughout the activity
15. to whom you should report in the event of problems that you cannot resolve
16. how to leave the work area secure and the importance of doing so

Scope/range

The range relating to the knowledge and understanding

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technical information sources** appropriate for the activity covering ALL the following:

- job instructions
- testing schedules e.g. Portable Appliance Testing (PAT)
- organisational information procedures
- material specification, procedures and standards
- risk assessment
- method statements, when required

diagrammatic and pictorial information sources:

- general assembly drawings
- wiring or circuit diagrams
- installation drawings
- fabrication drawings
- manufacturers manuals and drawings, where supplied

technical information to carry out the work activity, covering ALL the following:

- de-commissioning procedure
- installation procedure
- commissioning procedure
- test results procedure
- hand over procedure

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Scope/range related to knowledge and understanding

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