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## Overview

This standard is about your competence in adjusting Electrical equipment in line with the manufacturers and organisations parameters. You will be required to identify the equipment to be adjusted, carryout the adjustment and complete the appropriate documentation. You will be following your organisations safe working practices and working within the work permit procedures.

This standard deals with the following:

1. Adjust electrical plant and equipment to meet operational requirements

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

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## Performance criteria

### *You must be able to:*

- P1 work safely at all times, complying with health and safety and other relevant regulations and guidelines
- P2 follow the appropriate operating specifications for the equipment being maintained including the requirements for isolating and locking off the electrical supply and checking for zero electrical supply to the work area
- P3 carry out adjustments within the limits of your personal authority
- P4 make the required adjustments in the specified sequence and in an agreed time scale
- P5 confirm that the adjusted equipment meets the required operating specification
- P6 report any instances where the equipment fails to meet the required performance after adjustments or where there are identified defects outside the required adjustments
- P7 maintain documentation in accordance with organisational requirements

## Knowledge and understanding

### *You need to know and understand:*

K1 you must have a working knowledge and understanding of what your responsibilities are in respect of Health, Safety and Environment. This should include the limits of your personal responsibility, your legal responsibility for your own health and safety and the health and safety of others

K2 you must have a working knowledge of the relevant regulations and the safe working practices and procedures including the requirements for isolating and locking off the

electrical supply and checking for zero electrical supply within your work area

K3 you must have a working knowledge and understanding of the maintenance schedules and related specifications. This should include where to access operating requirements, and what the specified operating requirements are of specific assets, including internal maintenance schedules

K4 you must have a working knowledge and understanding of the maintenance methods and procedures. This should include how different types of adjustment should be made, how much time is allowed for different types of adjustment, which tools, materials, and methods should be used for maintenance, and how to minimize disruption to other activities

K5 you must have a working knowledge and understanding of maintenance records and documentation procedures in line with company and manufacturers' procedures

K6 you must have a working knowledge and understanding of equipment operating and care and control procedures of the equipment that you use

K7 you must have a working knowledge and understanding of maintenance authorisation procedures and limits of your responsibility and authority in line with company and manufacturer's procedures

K8 you must have a working knowledge and understanding of your responsibilities with regard to the reporting lines and procedures in your environment

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**Scope/range related  
to performance  
criteria**

1 The level and extent of responsibility extends to the interpretation of a specification, selecting and verifying methods, procedures and materials at his/her discretion to achieve the best possible result in the conditions applying. In some cases, you may still be expected to refer to others for final authorisation, even though you remain responsible for identifying and implementing decisions.

2 The type of equipment to be worked on could include

2.1 Rotating equipment and tools

2.2 Protection methods

2.3 Electrical distribution systems

3 The type and complexity of adjustments to be made could include:

3.1 Tightening of connections

3.2 Checking and adjusting movement

3.3 Inspection for movement and cleaning

4 The quality standards and accuracy to be achieved are as set down in the work specifications.

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### Scope/range related to knowledge and understanding

The Knowledge and Understanding levels expressed indicate the minimum level of knowledge and understanding sufficient to perform your role in a manner that would normally be associated with the minimum acceptable performance of a competent person undertaking your role.

The expression "working knowledge and understanding" indicates you are able to:

- 1 Identify and apply relevant information, procedures and practices to your usual role in your expected working environments needing only occasional recourse to reference materials
- 2 Describe, in your own words, the principles underlying your working methods. This does not mean the ability to quote "Chapter and verse". Rather you must know what supporting information is available, how and where to find it and from whom to seek further guidance and information confirm any additional required detail
- 3 Interpret and apply the information obtained to your role, your working practice and in your expected working environment

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## Skills

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