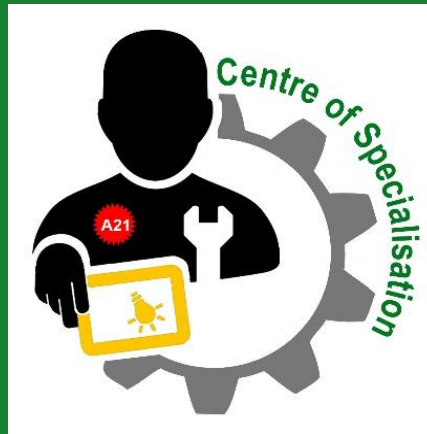




higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



## LOGBOOK (TRAINING RECORD) NOCC-A21 – MECHANICAL FITTER

Name of Apprentice:	
ID Number:	
TVET College:	
Employer:	



## Welcome to the Mechanical Fitter trade!

Over the next three years you will learn the mechanical fitter trade by regularly rotating between a company and a TVET college. You will spend 60-70% of your time at the company and 30-40% of your time at the college. The amount of time you spend at the college reduces over the three year training programme and increases in the workplace, where you will spend more and more time on productive activities.

This is your personal logbook and serves as a record of the workplace training you will receive. It is your responsibility to keep it up-to-date and ensure that your workplace supervisor signs it off every month. ***Be aware that this logbook is proof of your learning and training, and is thus the entrance ticket for your trade test and becoming a fully qualified artisan.***

If you lose it or do not keep it up to date – no one will be able to assist you as you will have lost the most significant evidence of your training process. **So make sure that you keep this logbook tidy, safe and up-to-date.**

**No  
logbook  
= no trade  
test!**

On the following pages you will find a number of forms. Please fill each form in fully and correctly. It is essential that the personal information you include is correct as it will be used to identify this logbook as yours. If your contact details change during your apprenticeship, be sure to up-date these in your logbook.

**Thanks and enjoy your training!**



**Fill in WEEKLY!**

**Get supervisor to sign-off MONTHLY!**

**No Logbook = No Trade Test!**

**PERSONAL INFORMATION**

**APPRENTICE PROFILE, TRADE AND CONTACT INFORMATION**

Surname				First name(s)	
Apprentice contact number (cell)					
Residential Address					
Name of parent / guardian (if applicable)				Contact number parent / guardian	
ID number				Age	
Name of medical aid (if you have one)				Medical aid no.	
Driver's license (if applicable)	Yes		No		Means of transport
Trade Title				Curriculum code	
Apprentice Contract No.					

**EMERGENCY CONTACT**

**In case of an emergency who would you like to be contacted?**

Name of emergency contact: .....

Phone number .....

**HOST COMPANY CONTACT INFORMATION**

Name of host company		
Physical address of employer		
P.O. Box address of employer		
Company phone number and email		
Main company contact person (Supervisor/HR)	Name	
	Contact number	
Second company contact person (Mentor)	Name	
	Contact number	

**TVET COLLEGE CONTACT INFORMATION**

Name of TVET college		
Information on the college campus at which the apprentice is based	Name of campus	
	Physical campus address	
	Campus phone number	
TVET college campus manager	Name	
	Contact number	
TVET college lecturer	Name	
	Contact number	

## WHAT YOU NEED TO KNOW ABOUT THIS LOGBOOK

**This logbook represents the master record for all work experience** completed, and thus needs to be presented when applying for the trade test. It consequently needs to be kept safe at all times.

The logbook contains **three sections**.

- **Section 1:** Contains an **overview of all learning** you will be covering over the entire programme period (**NOCC-A21 Overview**) as well as your **rotation plan** between college and company training blocks.
- **Section 2:** Contains a **weekly journal for company training blocks** where you will keep a daily record of all the things that you are working on/exposed to in the workplace.
- **Section 3:** Contains **all the tasks that you will need to complete in the workplace over the entire training time**.

**It is very important that you ensure that Section 2 and Section 3 of this logbook are completed regularly.** If you do not keep this logbook up-to-date you will not be eligible to take the trade test at the end of your training programme.

# **Section 1: NOCC-A21 Overview & Rotation Plan**

## NOCC-A21 OVERVIEW

Your training programme is called the **National Occupational Curriculum Content for the Artisan of the 21<sup>st</sup> Century (NOCC-A21)**. The NOCC-A21 is work-driven and practical, and thus organised around real life work situations in the mechanical fitter trade.

The following overview shows you all the learning areas and work situations that are covered in the programme.



Learning areas		Work Situations					
<b>A</b>	<b>Practice the occupation and behave responsibly and professionally in the workplace</b>	<b>A1</b> Receive an induction and orientation to the occupation and the training programme	<b>A2</b> Behave ethically and communicate professionally in the workplace	<b>A3</b> Manage personal finances	<b>A4</b> Plan for work activities and manage time effectively	<b>A5</b> Use personal computer systems	<b>A6</b> Prepare for job search, CV writing and job interviews
<b>B</b>	<b>Conduct preparatory and quality assurance activities</b>	<b>B1</b> Read, interpret and produce freehand as well as accurate basic 2 and 3 dimensional engineering drawings of mechanical components	<b>B2</b> Identify, handle and store relevant engineering materials	<b>B3</b> Apply trade calculations in job tasks	<b>B4</b> Understand and apply basic mechanical theory	<b>B5</b> Work to company and industry quality standards	<b>B6</b> <b>ELECTIVE:</b> Read and produce computer aided design (CAD) drawings
<b>C</b>	<b>Comply with health and safety practices</b>	<b>C1</b> Adhere to OHS and perform risk assessment and lock-out and tag out procedures	<b>C2</b> Perform first aid and fire fighting	<b>C3</b> Work safely and correctly with basic hoisting & lifting equipment (up to 2.5 tons)	<b>C4</b> Work safely at heights and in confined spaces as well as in & near excavations	<b>C5</b> Perform house-keeping & resource efficient & environmentally friendly waste removal (incl. storage of hazardous materials)	
<b>D</b>	<b>Select, care for and use hand tools, power tools and machinery</b>	<b>D1</b> Handle, care for basic hand tools	<b>D2</b> Handle, care for engineering power tools (portable and fixed)	<b>D3</b> Identify and care for marking and mechanical measuring equipment			
<b>E</b>	<b>Fabricate a range of simple mechanical components or work pieces</b>	<b>E1</b> Mark-off, saw and file various simple components and materials	<b>E2</b> Sharpen drill bits according to application & drill material to specifications using a portable and fixed drilling machine	<b>E3</b> Saw material to specification using a power saw	<b>E4</b> Grind material to specifications using a pedestal grinder	<b>E5</b> Cut threads with stocks, dies, taps and ream parallel and tapered holes	

<b>F</b>	<b>Fabricate complex mechanical components or work pieces</b>	<b>F1</b> Fabricate and fit a gasket	<b>F2</b> Fabricate and fit keys and locking devices	<b>F3</b> Fabricate a flange and other suitable components				
<b>G</b>	<b>Perform basic welding, cutting, brazing on engineering materials</b>	<b>G1</b> Gas cut metal to specification	<b>G2</b> Arc weld metal to specification	<b>G3</b> Gas weld, silver solder and braze metal to specification				
<b>H</b>	<b>Perform work activities on gearboxes and drives</b>	<b>H1</b> Perform routine maintenance, fault finding, repair and alignment on gearboxes	<b>H2</b> Perform routine maintenance, fault finding, repair and alignment on drives	<b>H3</b> Install, align and commission gearboxes to specification	<b>H4</b> Install, align and commission drives to specification	<b>H5</b> <b>ELECTIVE:</b> Perform laser alignment on drives and gear boxes		
<b>I</b>	<b>Perform work activities on pumps for water systems and water related valves</b>	<b>I1</b> Perform routine maintenance fault finding, repair and reassembly activities on pumps for water systems	<b>I2</b> Perform routine maintenance fault finding, repair and reassembly activities on water related valves	<b>I3</b> Install, align and commission pumps for water systems and water related valves				
<b>J</b>	<b>Perform work activities on brakes and clutches</b>	<b>J1</b> Perform routine maintenance, fault finding, repair, reassembly and alignment activities on brakes and clutches	<b>J2</b> Perform installation and commissioning activities on brakes and clutches					
<b>K</b>	<b>Perform work activities on bearings and lubrication systems</b>	<b>K1</b> Perform routine maintenance, fault find, repair and align bearings	<b>K2</b> Perform routine maintenance, fault find, repair and align lubrication systems	<b>K3</b> Perform installation and commissioning activities lubrication systems	<b>K4</b> Perform installation and commissioning activities on bearings			

<b>L</b>	<b>Perform work activities on hydraulic systems</b>	<b>L1</b> Build and test basic hydraulic flow circuits	<b>L2</b> Perform routine maintenance, fault finding, repair and reassembly activities on hydraulic systems	<b>L3</b> Perform installation and commissioning activities on hydraulic systems	<b>L4</b> <b>ELECTIVE:</b> Perform basic activities on electro hydraulic systems			
<b>M</b>	<b>Perform work activities on pneumatic systems</b>	<b>M1</b> Build and test basic pneumatic circuits	<b>M2</b> Perform routine maintenance, fault finding, repair and reassembly activities on pneumatic systems	<b>M3</b> Perform installation and commissioning activities on pneumatic systems	<b>M4</b> <b>ELECTIVE:</b> Perform basic activities on electro pneumatic systems			
<b>N</b>	<b>Inspect, maintain and fault find on conveyor systems</b>	<b>N1</b> Inspect, maintain conveyor systems (incl. rolling elements, structure and belts) and inspect safety guards and shout	<b>N2</b> Track conveyor belts	<b>N3</b> <b>ELECTIVE:</b> Remove and replace conveyor belts / splicing (excluding vulcanization & fusing)				
<b>Reinforce skills and prepare for the trade test</b>								

**ROTATION PLAN**

The constant **rotation between learning in a TVET college and gaining real life experience in the world of work** is one of the key factors for a successful apprenticeship programme. In each block of training at the college and work experience at the company, you will be learning new things as well as revising and practicing things learned in previous blocks. This will allow you to build on and improve your expertise as you proceed through the programme.

You can fill in the dates for each of your college and company blocks in the table below.

**Rotation scheme for Year 1**

	College Block 1	Company Block 1	College Block 2	Company Block 2	College Block 3	Company Block 3
Start Date						
End Date						

**Rotation scheme for Year 2**

	College Block 1	Company Block 1	College Block 2	Company Block 2	College Block 3	Company Block 3
Start Date						
End Date						

**Rotation scheme for Year 3**

	College Block 1	Company Block 1	College Block 2	Company Block 2	College Block 3	Company Block 3
Start Date						
End Date						

# Section 2: Weekly Journal

## WEEKLY JOURNAL – COMPANY BLOCKS

On the following pages you will find your weekly journal for the time you are at the company. It provides the critical evidence of the work experience have received. **Keep and store these records safely, since if you lose them no one will be able to assist you in retrieving this evidence.**

**Important: How to fill in your Weekly Journal:**

- Fill in your journal on a weekly basis and have it **signed-off once per week by your employer**. Your **college lecturer should NOT** sign your logbook. The logbook is a record of the work that you performed in the workplace and as such **your college lecturer does not have the authority to sign it**.
- You will find one page per working week. Each week is divided into six days. You need to write a short description of the tasks/activities that you have been involved in and specifically mention the tools, equipment and machinery that you used. **Below is an example** of what is expected in terms of completing your weekly journal.
- **Be specific and detailed.** The example below shows what is meant by being specific. **The journal needs to be a true reflection of what you did. If you have only done housekeeping on the specific day, note this. Do not make up activities.**
- Many apprentices complain that they are not receiving relevant exposure to the trade, but this can only be proved, if you have kept an accurate record of what you do in the workplace on a daily basis.

Day	Insert main work experience obtained for each work experience day
Monday	<p><b>DO NOT WRITE: Used power tools and equipment</b></p> <p>RATHER      Performed a single fillet weld in position 1F on copper using a MIG welding machine</p> <p>OR</p> <p style="padding-left: 100px;">Cleaned out a MAG weld using a chipping hammer</p>
Tuesday	<p><b>DO NOT WRITE: Sales Department only</b></p> <p>RATHER      Sales Department: Comparison of different offers of service providers for welding/electrical materials in terms of quality, price and delivery time</p> <p>OR</p> <p style="padding-left: 100px;">Placed orders for electrical supplies</p>
Wednesday	Sick leave/leave
Thursday	<p><b>DO NOT WRITE: Non-relevant work for welders</b></p> <p>RATHER      Swept workshop and washed company cars</p> <p>OR</p> <p style="padding-left: 100px;">Supporting plumbing department with installation of drainages</p> <p>OR</p> <p style="padding-left: 100px;">Did nothing and sat around the whole day</p>

**WEEKLY JOURNAL**

<b>Week:</b> (from / to)	<b>Department(s)/Area(s):</b>
--------------------------	-------------------------------

Date	Insert main work experience obtained for each day in the company	Hours

<u>Name of apprentice:</u> _____	<u>Name of supervisor:</u> _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor:

# Section 3: Logbook



## LOGBOOK

**Section three is your formal logbook and proof of experience gained.** Once you have performed a task to the required standard your supervisor will sign the task off in your logbook. After all the tasks have been completed, you and your supervisor will both sign-off.

In performing each of the tasks it is essential that you do the following:

- **Wear** appropriate PPE
- **Adhere** to occupational health and safety standards
- **Work according to company policies and procedures**
- Perform a **risk assessment**
- **Safely use and care** for hand, power, measuring tools and equipment according to manufacturer's specifications and workplace procedures
- **Evaluate** your work to ensure that it meets quality standards
- **Perform** housekeeping

When you are learning a task, you will move through a learning process which gradually increases in complexity. The steps usually are:

- 1) Observing and assisting with a task**
- 2) Performing the task with assistance and under supervision**
- 3) Undertake all task activities without assistance, but under supervision**

Your logbook includes space for comments and feedback. Please encourage your supervisor to complete this section. This will help you to know how you are progressing, and where you can improve further.

**Completed tasks should be ideally signed off once a month or at the very latest at the end of each company block.**

**Your employer may not be able to provide you with experience in all the tasks stated in the training record.**

**Should this be the case then ask your employer to make arrangements for you to obtain the required experience either at a training provider or at a different employer.**

**Learning Area A: Practice the occupation and behave responsibly and professionally in the workplace**

**Work situation:** A1 Receive an induction and orientation to the occupation and the training programme

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference: None</b>	
Participate in a company induction that includes <ul style="list-style-type: none"> <li>○ Company vision and mission, operations, specific structures and procedures</li> <li>○ Company specific expectations with regards to work ethics and values of the business and signing of agreed values to be adhered to</li> <li>○ Appropriate dress code and behaviour in the workplace</li> <li>○ Contractual obligations for apprentice and employer (including leave policy, hours of work, shift and weekend work, remuneration and steps to be taken by the apprentice if he/she is unable to come to work)</li> <li>○ Steps the apprentice should follow in order to raise a grievance</li> <li>○ The workplace training plan for work experience for apprentices, including rotation scheme and allocated mentors</li> <li>○ Roles and responsibilities of coaches and mentors in the workplace</li> <li>○ Roles and responsibilities of the apprentice in the workplace</li> <li>○ Reporting structures</li> <li>○ An introduction to co-workers and supervisor</li> <li>○ Becoming a successful mechanical fitter and progression paths in the company</li> </ul>	<input type="checkbox"/>
Attend medical assessment (pre-placement) and physical assessment	<input type="checkbox"/>
Obtain the relevant PPE	<input type="checkbox"/>

<u>Name of apprentice:</u> _____	<u>Name of supervisor:</u> _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor:

**Learning Area A: Practice the occupation and behave responsibly and professionally in the workplace**

**Work situation:** A2 Behave ethically and communicate professionally in the workplace

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference: WM-01-WE03 and WA-06-WE01</b>	
Identify and clarify the work ethics applicable to the company	<input type="checkbox"/>
Identify and clarify organisational requirements and workplace procedures related to internal and external communication	<input type="checkbox"/>
Answer telephone calls and take messages (if possible)	<input type="checkbox"/>
Works as a member of a team	<input type="checkbox"/>
Shares job instructions and coordinates tasks with colleagues	<input type="checkbox"/>
Provide support to co-employees when required or requested	<input type="checkbox"/>
Act as a team leader for at least two specific projects in the workplace	<input type="checkbox"/>
Report on work progress and achievement within target dates for specific problems	<input type="checkbox"/>
Demonstrate the ability to respond constructively to problems experienced in the workplace and to provide guidance when required	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor:

**Learning Area A: Practice the occupation and behave responsibly and professionally in the workplace**

**Work situation:** A3: Manage personal finances

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference:</b> <b>None</b>	
Review salary slip and have a structured discussion on the items listed	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

<p>Name of apprentice: _____</p>	<p>Name of supervisor: _____</p>
<p>Signature of apprentice: _____</p>	<p>Signature of supervisor: _____</p>
<p>Date: _____</p>	<p>Date: _____</p>
<p>Comment apprentice:</p>	<p>Comment supervisor:</p>

**Learning Area A: Practice the occupation and behave responsibly and professionally in the workplace**

**Work situation:** A4: Plan work activities and manage time effectively

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference: WM-01-WE03, WM-03-WE01, WM-03-WE02, WM-03-WE03, WM-06-WE02 and WM-08-WE01</b>	
Plan work activities based on job cards provided	<input type="checkbox"/>
Diarise or schedule work activities in accordance with priorities and work targets	<input type="checkbox"/>
<b>Communicate on &amp; solve problems related to performance of maintenance requests</b>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Take responsibility and initiative to solve work related problems within the scope of standard procedures</li> <li>• Recognise and report trends of re-occurring problems</li> </ul>	
<b>Participate and contribute to workplace meetings:</b> Attend at least 4 planning meetings and contribute to planning of and reporting on work activities	<input type="checkbox"/>
<b>Participate and contribute to workplace meetings:</b> Attend and contribute to at least one meeting where workplace costs are addressed	<input type="checkbox"/>
<b>Conduct workshop administration and reporting for one month:</b> Job card administration and daily workshop reports	<input type="checkbox"/>
Complete timesheets	<input type="checkbox"/>
Complete work within accepted turnaround times	<input type="checkbox"/>
Obtain feedback on level of time management perceived by company, including areas for further improvement	<input type="checkbox"/>
	<input type="checkbox"/>

(as part of workshop administration and reporting, which should be conducted for one month)

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice: _____	Signature of supervisor: _____
Date: _____	Date: _____
Comment apprentice: _____	Comment supervisor: _____

**Learning Area A: Practice the occupation and behave responsibly and professionally in the workplace**

**Work situation: A5: Use personal computer systems**

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference: None</b>	
Complete an induction to the company's computer system, its main applications and usage-related policies	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

<p>Name of apprentice: _____</p>	<p>Name of supervisor: _____</p>
<p>Signature of apprentice:</p>	<p>Signature of supervisor:</p>
<p>Date:</p>	<p>Date:</p>
<p>Comment apprentice:</p>	<p>Comment supervisor:</p>

**Learning Area A: Practice the occupation and behave responsibly and professionally in the workplace**

**Work situation:** A6: Prepare for job search, CV writing and job interviews

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference:</b> <b>None</b>	
Structured discussion with supervisor and / or human resources department about employment opportunities within the company and how to apply for these	<input type="checkbox"/>
Prepare a CV according to company requirements	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____  Signature of apprentice: _____	Name of supervisor: _____  Signature of supervisor: _____
Date: _____ Comment apprentice: _____          	Date: _____ Comment supervisor: _____          

**Learning Area B: Conduct preparatory and quality assurance activities**

**Work situation:** B1: Read, interpret and produce freehand as well as accurate basic 2 and 3 dimensional engineering drawings of mechanical components

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference: None</b>	
Access, select and view engineering drawings related to a specific work scenario	<input type="checkbox"/>
Interpret basic engineering drawings to determine scope of work	<input type="checkbox"/>
Discuss appropriateness/correctness of engineering drawing with supervisor	<input type="checkbox"/>
Identify and interpret component requirements	<input type="checkbox"/>
Interpret dimensions, instructions, symbols and conventions	<input type="checkbox"/>
Extract dimensions from engineering drawings for work to be undertaken	<input type="checkbox"/>
Modify drawings by hand where necessary	<input type="checkbox"/>
Use drawings to explain and communicate the information content	<input type="checkbox"/>
Draw a freehand sketch of a component	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice: _____	Signature of supervisor: _____
Date: _____	Date: _____
Comment apprentice:	Comment supervisor:



**Learning Area B: Conduct preparatory and quality assurance activities**

**Work situation:** B2: Identify, handle and store relevant engineering materials

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference: WM-03-WE03, WM-08-WE01 and WM-08-WE02</b>	
Identify and handle relevant engineering materials	<input type="checkbox"/>
Keep material and stores records in prescribed formats	<input type="checkbox"/>
Safely store engineering materials	<input type="checkbox"/>
Report on any materials defects	<input type="checkbox"/>
Control workshop store for a period of two weeks: <ul style="list-style-type: none"> <li>• Control the movement of tools</li> <li>• Monitor condition of tools</li> <li>• Consumable stock movement and levels</li> </ul>	<input type="checkbox"/>
Order consumable material and receive goods (as part of workshop administration and reporting, which should be conducted for one month)	<input type="checkbox"/>
Participate in stocktaking of the consumable materials store on one occasion (as part of workshop administration and reporting, which should be conducted for one month)	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor:

**Learning Area B: Conduct preparatory and quality assurance activities**

**Work situation: B3: Apply trade calculations in job tasks**

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference: None</b>	
Calculate relevant production parameters utilising trade calculations for various jobs (including length, area, volume and diameter)	<input type="checkbox"/>
Apprentices is given various work scenarios in which he/she needs to measure and calculate: <ul style="list-style-type: none"> <li>• Length</li> <li>• Area</li> <li>• Volume</li> <li>• Diameter</li> <li>• Other important trade calculations related to work scenarios</li> </ul>	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

<p>Name of apprentice: _____</p>	<p>Name of supervisor: _____</p>
<p>Signature of apprentice:</p>	<p>Signature of supervisor:</p>
<p>Date:</p>	<p>Date:</p>
<p>Comment apprentice:</p>	<p>Comment supervisor:</p>

**Learning Area B: Conduct preparatory and quality assurance activities**

**Work situation:** B4: Understand and apply basic mechanical theory

Work Experience Module QCTO Reference: None	Experience gained
None	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____  Signature of apprentice: _____  Date: _____ Comment apprentice: _____	Name of supervisor: _____  Signature of supervisor: _____  Date: _____ Comment supervisor: _____
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Learning Area B: Conduct preparatory and quality assurance activities

**Work situation:** B5: Work to company and industry quality standards

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference: WM-03-WE01</b>	
Identify codes and standards applicable to materials, systems and components and work tasks	<input type="checkbox"/>
Adhere to SOP and quality standards whilst executing work assignments	<input type="checkbox"/>
Explain reasons for necessity of adhering to quality standards and potential negative consequences in case of non-compliance	<input type="checkbox"/>
Complete work within accepted quality standards	<input type="checkbox"/>
Check completed work for adherence to applicable standards, tolerances and specifications and report back	<input type="checkbox"/>
Propose remedial action in the case of non-compliance	<input type="checkbox"/>
Plan the execution of maintenance requests with production staff to minimise down time or production losses	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice: _____	Signature of supervisor: _____
Date: _____	Date: _____
Comment apprentice:          	Comment supervisor:          

Learning Area B: Conduct preparatory and quality assurance activities

**Work situation:** B6: Read and produce computer aided design (CAD) drawings (ELECTIVE)

Work Experience Module	Experience gained
<b>QCTO Reference:</b> <b>None</b>	
Use CAD to produce basic 2D drawings under supervision in the drawing office: <ul style="list-style-type: none"> <li>• Read and interpret technical specifications and drawings</li> <li>• Determine the scope of work sequences</li> <li>• Apply fundamental problem solving skills in order to comply with technical design and operational worksite standards</li> <li>• Produce basic 2D drawings</li> </ul>	<input type="checkbox"/>
Use CAD to produce basic 3D drawings under supervision in the drawing office: <ul style="list-style-type: none"> <li>• Read and interpret technical specifications and drawings</li> <li>• Determine the scope of work sequences</li> <li>• Apply fundamental problem solving skills in order to comply with technical design and operational worksite standards</li> <li>• Produce basic 3D drawings</li> </ul>	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice: _____	Signature of supervisor: _____
Date: _____	Date: _____
Comment apprentice:	Comment supervisor:

Learning Area C: Comply with health and safety practices

**Work situation:** C1: Adhere to OHS and perform risk assessments

Work Experience Module QCTO Reference: <b>WM-06-WE03</b>	Experience gained
Select and use correct PPE	<input type="checkbox"/>
Participate in toolbox talks	<input type="checkbox"/>
Perform a hazard inspection and risk assessment of an engineering workshop, report findings and make recommendations	<input type="checkbox"/>
Secure a work area with the applicable safety signage	<input type="checkbox"/>
Perform basic isolation, lock out and tag out procedures as per applicable industry standard	<input type="checkbox"/>
Inspect the statutory registers for an engineering workshop, report findings and recommendations	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice: _____	Signature of supervisor: _____
Date: _____	Date: _____
Comment apprentice:	Comment supervisor:

Learning Area C: Comply with health and safety practices

**Work situation:** C2: Perform first aid and fire fighting

Work Experience Module  QCTO Reference: WM-01-WE02	Experience gained
Be inducted to the company's first aid policies and procedures	<input type="checkbox"/>
Be appointed as a temporary first aider at the workplace	<input type="checkbox"/>
Be inducted to the company's fire fighting policies and procedures	<input type="checkbox"/>
Exercise fire fighting measures in a mock exercise (if applicable)	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____  Signature of apprentice: _____  Date: _____ Comment apprentice: _____	Name of supervisor: _____  Signature of supervisor: _____  Date: _____ Comment supervisor: _____
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**Learning Area C: Comply with health and safety practices**

**Work situation:** C3: Work safely and correctly with basic hoisting and lifting equipment (up to 2.5 tons)

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference: WM-01-WE02</b>	
Select the correct lifting and hoisting equipment for the work task at hand	<input type="checkbox"/>
Perform risk assessment on lifting and hoisting task in the respective environment	<input type="checkbox"/>
Move equipment/materials (up to 2500kg) as per company specific requirements	<input type="checkbox"/>
Move equipment/materials on the work site with hoisting and lifting equipment (under various stages of supervision)	<input type="checkbox"/>
Inspect equipment and check registers	<input type="checkbox"/>
Store hoisting and lifting equipment, record and report any defects	<input type="checkbox"/>
Maintain hoisting and lifting equipment	<input type="checkbox"/>
Apply safety and housekeeping standards related to lifting and hoisting	<input type="checkbox"/>
Provide work documentation, verbal and written reports as required by the company	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____  Signature of apprentice: _____  Date: _____ Comment apprentice: _____	Name of supervisor: _____  Signature of supervisor: _____  Date: _____ Comment supervisor: _____
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**Learning Area C: Comply with health and safety practices**

**Work situation:** C4: Work safely at heights and in confined spaces as well as in and near excavations

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference: WM-01-WE02</b>	
Participate in the application and adherence to working at heights procedures whilst performing work at elevated positions	<input type="checkbox"/>
Use ladders safely <ul style="list-style-type: none"> <li>• Carry out risk assessments prior to climbing ladders and select the appropriate PPE for use prior to climbing ladders</li> <li>• Select the correct type of ladder for work requirements</li> <li>• Check ladders for compliance, reject non-compliant ones and initiate repair/replacement process</li> <li>• Use ladders on inside/outside structures for applicable work</li> <li>• Complete ladder register prior to storing of the ladders</li> <li>• Store ladders in accordance with manufactures / workplace specifications</li> </ul>	<input type="checkbox"/>
Use scaffolding safely <ul style="list-style-type: none"> <li>• Erect scaffolding and install components correctly for the stabilisation of the scaffolding to install inside and outside of structures up to 2m</li> <li>• Erect scaffoldings in various work environments and for various work scenarios</li> <li>• Complete scaffolding register prior to storing of scaffold</li> <li>• Store scaffolding in accordance with manufactures / workplace specifications</li> </ul>	<input type="checkbox"/>
Participate in the application and adherence to working in confined space procedures whilst working in constricted areas	<input type="checkbox"/>
Participate in the application and adherence to working in or near excavations in accordance to worksite standards	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice: _____	Signature of supervisor: _____
Date: _____	Date: _____
Comment apprentice:	Comment supervisor:

Learning Area C: Comply with health and safety practices

**Work situation:** C5: Perform housekeeping and resource efficient and environmentally friendly waste removal (incl. storage of hazardous materials)

<b>Work Experience Module</b>	<b>Experience gained</b>
QCTO Reference: <b>WM-06-WE04</b>	
Perform regular housekeeping activities and receive feedback on standards performed	<input type="checkbox"/>
Conduct toolbox checks, clean tools and safely store as per industry standard	<input type="checkbox"/>
	<input type="checkbox"/>
Lift, carry and handle hazardous substances	<input type="checkbox"/>
Store hazardous substances following safety procedures	<input type="checkbox"/>
Inspect the waste handling practices of an engineering workshop, report findings and make recommendations	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

<p>Name of apprentice: _____</p>	<p>Name of supervisor: _____</p>
<p>Signature of apprentice:</p>	<p>Signature of supervisor:</p>
<p>Date:</p>	<p>Date:</p>
<p>Comment apprentice:</p>	<p>Comment supervisor:</p>

Learning Area D: Select, care for and use hand tools, power tools and machinery

**Work situation:** D1: Handle, care for basic hand tools

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference: WM-08-WE02</b>	
Care for and maintain own toolbox and tools	<input type="checkbox"/>
Assist with the use of hand tools on basic work tasks	<input type="checkbox"/>
Control workshop store for a period of two weeks: Control the movement of hand tools	<input type="checkbox"/>
Control workshop store for a period of two weeks: Monitor condition of hand tools	<input type="checkbox"/>
Report on any defects and store hand tools safely and correctly	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor:

Learning Area D: Select, care for and use hand tools, power tools and machinery

**Work situation:** D2: Handle, care for engineering power tools (portable and fixed)

Work Experience Module  QCTO Reference: WM-08-WE02	Experience gained
Assist with the use of power tools on basic work tasks	<input type="checkbox"/>
Control workshop store for a period of two weeks: Control the movement of power tools	<input type="checkbox"/>
Control workshop store for a period of two weeks: Monitor condition of power tools	<input type="checkbox"/>
Assist with care and maintenance of power tools	<input type="checkbox"/>
Report on any defects and store power tools safely and correctly	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor:

Learning Area D: Select, care for and use hand tools, power tools and machinery

**Work situation:** D3: Identify and care for marking and mechanical measuring equipment

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference: WM-08-WE02</b>	
Perform a variety of tasks using measuring and marking off instruments	<input type="checkbox"/>
Maintain and care for measuring and marking off instruments	<input type="checkbox"/>
Control workshop store for a period of two weeks: Control the movement of measuring and marking off instruments	<input type="checkbox"/>
Control workshop store for a period of two weeks: Monitor condition of measuring and marking off instruments	<input type="checkbox"/>
Report on any defects and store measuring and marking off instruments safely and correctly	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____  Signature of apprentice: _____  Date: _____ Comment apprentice: _____	Name of supervisor: _____  Signature of supervisor: _____  Date: _____ Comment supervisor: _____
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**Learning Area E: Fabricate a range of simple mechanical components or work pieces**

**Work situation:** E1: Mark-off, saw and file various simple components and materials

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference: WM-01-WE01</b>	
Mark-off and fabricate a minimum of two flanges to given specifications	<input type="checkbox"/>
Mark-off, cut and fit a minimum of two gaskets to specifications using different materials	<input type="checkbox"/>
Mark-off, cut and fit a minimum of two spacers/shims to specifications	<input type="checkbox"/>
Saw and file a minimum of two work pieces to specifications	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

<p>Name of apprentice: _____</p>	<p>Name of supervisor: _____</p>
<p>Signature of apprentice:</p>	<p>Signature of supervisor:</p>
<p>Date:</p>	<p>Date:</p>
<p>Comment apprentice:</p>	<p>Comment supervisor:</p>

**Learning Area E: Fabricate a range of simple mechanical components or work pieces**

**Work situation:** E2: Sharpen drill bits according to application and drill material to specifications using a portable and fixed drilling machine

Work Experience Module QCTO Reference: WM-01-WE02	Experience gained
Drill holes in a minimum of two work pieces as per specifications using portable and fixed drilling machines	<input type="checkbox"/>
Sharpen a minimum of two drill bits using fixed grinding machines	<input type="checkbox"/>
Sharpen a minimum of two chisels using fixed grinding machines	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor:

**Learning Area E: Fabricate a range of simple mechanical components or work pieces**

**Work situation:** E3: Saw material to specification using a power saw

Work Experience Module  QCTO Reference: WM-01-WE02	Experience gained
Saw a minimum of two work pieces to specification	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor:



**Learning Area E: Fabricate a range of simple mechanical components or work pieces**

**Work situation:** E4: Grind material to specifications using a pedestal grinder

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference: WM-01-WE02</b>	
Sharpen a minimum of two chisels using fixed grinding machines	<input type="checkbox"/>
Sharpen a range of cutting tools using fixed grinding machines	<input type="checkbox"/>
Replace and dress a grinding wheel	<input type="checkbox"/>
Cut and grind a minimum of two work pieces to specification	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

<p>Name of apprentice: _____</p>	<p>Name of supervisor: _____</p>
<p>Signature of apprentice: _____</p>	<p>Signature of supervisor: _____</p>
<p>Date: _____</p>	<p>Date: _____</p>
<p>Comment apprentice:</p>	<p>Comment supervisor:</p>

**Learning Area E: Fabricate a range of simple mechanical components or work pieces**

**Work situation:** E5: Cut threads with stocks, dies, taps and ream parallel and tapered holes

Work Experience Module  QCTO Reference: WM-01-WE01	Experience gained
Tap and ream a minimum of two different sized holes to specifications	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor:

Learning Area F: Fabricate complex mechanical components or work pieces

**Work situation:** F1: Fabricate and fit a gasket

Work Experience Module QCTO Reference: WM-01-WE01	Experience gained
Mark-off, cut and fit a minimum of two gaskets to specifications using different materials	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor:

Learning Area F: Fabricate complex mechanical components or work pieces

**Work situation:** F2: Fabricate and fit keys and locking devices

Work Experience Module QCTO Reference: WM-01-WE01	Experience gained
Mark-off and fabricate a minimum of two keys to specification	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor:

Learning Area F: Fabricate complex mechanical components or work pieces

**Work situation:** F3: Fabricate a flange and other suitable components

Work Experience Module QCTO Reference: WM-01-WE01	Experience gained
Mark-off and fabricate a minimum of two flanges to given specifications	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor:

Learning Area G: Perform basic welding, cutting, brazing on engineering materials

**Work situation:** G1: Gas cut metal to specification

Work Experience Module  QCTO Reference: WM-01-WE02	Experience gained
Gas cut a minimum of two work pieces to specification using gas cutting equipment	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor:

Learning Area G: Perform basic welding, cutting, brazing on engineering materials

**Work situation:** G2: Arc weld metal to specification

Work Experience Module	Experience gained
QCTO Reference: WM-01-WE02	
Arc weld a minimum of two work pieces to specification using an arc welding machine	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor:

Learning Area G: Perform basic welding, cutting, brazing on engineering materials

**Work situation:** G3: Gas weld, silver solder and braze metal to specification

Work Experience Module QCTO Reference: WM-01-WE02	Experience gained
Gas weld a minimum of two work pieces to specification using gas welding equipment	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor:



Learning Area H: Perform work activities on gearboxes and drives

**Work situation:** H1: Perform routine maintenance, fault finding, repair and alignment on gearboxes

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference: WM-02-WE01 – WE04; WM-04-WE01 – WE04 and WM-05-WE01 – WE03</b>	
<b>ROUTINE MAINTENANCE</b>	
Conduct inspection processes, safety procedures, lock out, tagging and site preparation procedures required for routine maintenance of gearboxes	<input type="checkbox"/>
Interact with production personnel and report on routine maintenance of gearboxes	<input type="checkbox"/>
Conduct a range of routine maintenance tasks of varying complexity on gearboxes (including checks for abnormal noise, vibration, excessive heat and missing components, and replacing safety guards)	<input type="checkbox"/>
Perform gearbox maintenance tasks within accepted standards of performance under work pressure	<input type="checkbox"/>
Perform housekeeping as per industry standards	<input type="checkbox"/>
<b>FAULT FINDING AND REPAIR</b>	
Conduct inspection processes, safety procedures, lock out, tagging and site preparation procedures required for fault finding on and repair of gearboxes	<input type="checkbox"/>
Interact with production personnel and report on gearboxes fault finding and repair activities	<input type="checkbox"/>
Perform a range of mechanical fault-finding and repair tasks on gearboxes (experience must include a variety of breakdowns)	<input type="checkbox"/>
Perform gearbox fault finding and repair tasks within accepted standards of performance under work pressure	<input type="checkbox"/>
Perform housekeeping as per industry standards	<input type="checkbox"/>
<b>OVERHAULING</b>	
Perform overhaul planning processes and pre-overhauling inspection procedures on gearboxes	<input type="checkbox"/>
Perform a range of overhauling tasks on gearboxes	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice: _____	Signature of supervisor: _____
Date: _____	Date: _____
Comment apprentice: _____	Comment supervisor: _____

Learning Area H: Perform work activities on gearboxes and drives

**Work situation:** H2: Perform routine maintenance, fault finding, repair and alignment on drives

<b>Work Experience Module</b>		<b>Experience gained</b>
<b>QCTO Reference: WM-02-WE01 – WE04 and WM-04-WE01 – WE04</b>		
<b>ROUTINE MAINTENANCE</b>		
Conduct inspection processes, safety procedures, lock out, tagging and site preparation procedures required for routine maintenance of drives		<input type="checkbox"/>
Interact with production personnel and report on routine maintenance of drives		<input type="checkbox"/>
Conduct a range of routine maintenance tasks of varying complexity on drives (including checks for abnormal noise, vibration, excessive heat and missing components, and replacing safety guards)		<input type="checkbox"/>
Perform drive maintenance tasks within accepted standards of performance under work pressure		<input type="checkbox"/>
Perform housekeeping as per industry standards		<input type="checkbox"/>
<b>FAULT FINDING AND REPAIR</b>		
Conduct inspection processes, safety procedures, lock out, tagging and site preparation procedures required for fault finding on and repair of drives		<input type="checkbox"/>
Interact with production personnel and report on drives fault finding and repair activities		<input type="checkbox"/>
Perform a range of mechanical fault-finding and repair tasks on drives (experience must include a variety of breakdowns)		<input type="checkbox"/>
Perform gearbox fault finding and repair tasks within accepted standards of performance under work pressure		<input type="checkbox"/>
Perform housekeeping as per industry standards		<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice: _____	Signature of supervisor: _____
Date: _____	Date: _____
Comment apprentice: _____	Comment supervisor: _____

Learning Area H: Perform work activities on gearboxes and drives

**Work situation:** H3: Install, align and commission gearboxes to specification

Work Experience Module  QCTO Reference: WM-04-WE03	Experience gained
Perform inspection processes, safety procedures, lock out, tagging and site preparation procedures for installation, alignment and commissioning of gearboxes	<input type="checkbox"/>
Interact with and report to production personnel on the installation, alignment and commissioning of gearboxes	<input type="checkbox"/>
Gather necessary technical information and develop plan for installing and commissioning gearboxes, and list and obtain the required parts and materials	<input type="checkbox"/>
Install gearboxes as per manufacturers' and workplace specifications	<input type="checkbox"/>
Align gearboxes as per manufacturers' and workplace specifications	<input type="checkbox"/>
Conduct post-installation inspection and functionality tests on gearboxes and commission	<input type="checkbox"/>
Complete all relevant installation and commissioning documentation for gearboxes	<input type="checkbox"/>
Perform housekeeping as per industry standards	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor:

Learning Area H: Perform work activities on gearboxes and drives

**Work situation:** H4: Install, align and commission drives to specification

Work Experience Module	Experience gained
<b>QCTO Reference: WM-04-WE03</b>	
Perform inspection processes, safety procedures, lock out, tagging and site preparation procedures for installation, alignment and commissioning of drives	<input type="checkbox"/>
Interact with and report to production personnel on the installation, alignment and commissioning of drives	<input type="checkbox"/>
Gather necessary technical information and develop plan for installing and commissioning drives, and list and obtain the required parts and materials	<input type="checkbox"/>
Install drives as per manufacturers' and workplace specifications	<input type="checkbox"/>
Align drives as per manufacturers' and workplace specifications	<input type="checkbox"/>
Conduct post-installation inspection and functionality tests on drives and commission	<input type="checkbox"/>
Complete all relevant installation and commissioning documentation for drives	<input type="checkbox"/>
Perform housekeeping as per industry standards	<input type="checkbox"/>

<p>Name of apprentice: _____</p>	<p>Name of supervisor: _____</p>
<p>Signature of apprentice:</p>	<p>Signature of supervisor:</p>
<p>Date:</p>	<p>Date:</p>
<p>Comment apprentice:</p>	<p>Comment supervisor:</p>

Learning Area H: Perform work activities on gearboxes and drives

**Work situation:** H5: Perform laser alignment on drives and gear box (ELECTIVE)

Work Experience Module	Experience gained
QCTO Reference: None	
Install and align a single belt-drive	<input type="checkbox"/>
Install and align match-set belt drives	<input type="checkbox"/>
Install and align chain drives	<input type="checkbox"/>
Install jockey on V-belt and chain drive units	<input type="checkbox"/>
Horizontal and vertical alignment of driver and driven pulley within 0.1mm	<input type="checkbox"/>
Tension and deflection according to chart or calculations 16mm per meter span (use back of instruction sheet for calculations)	<input type="checkbox"/>
Shims neat and square to the base	<input type="checkbox"/>
Adjusting bolts must be loose	<input type="checkbox"/>
Base bolts torque to specifications	<input type="checkbox"/>
Align driver to driven within $\pm 0.1$ mm horizontally	<input type="checkbox"/>
Align driver to driven within $\pm 0.1$ mm vertically	<input type="checkbox"/>
Align tension sprocket to main sprockets to within $\pm 0.1$ mm	<input type="checkbox"/>
Master link must be in the correct direction	<input type="checkbox"/>
Chain tension adjusted correctly	<input type="checkbox"/>
Shims neat and square to the base	<input type="checkbox"/>
Adjusting bolts must be loose	<input type="checkbox"/>
Set up and use a laser alignment equipment correctly	<input type="checkbox"/>
Handle and store laser alignment equipment correctly	<input type="checkbox"/>
Ensure calibration is valid	<input type="checkbox"/>
Record and use the results of the laser reading correctly	<input type="checkbox"/>
Align a gearbox using couplings or drives (alignment to be within 0.05mm on couplings)	<input type="checkbox"/>
Safety procedure followed for laser alignment	<input type="checkbox"/>
Perform housekeeping as per industry standards	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice: _____	Signature of supervisor: _____
Date: _____	Date: _____
Comment apprentice: _____	Comment supervisor: _____

**Learning Area I: Perform work activities on pumps for water systems and water related valves**

**Work situation:** I1: Perform routine maintenance fault finding, repair and reassembly activities on pumps for water systems

<b>Work Experience Module</b>		<b>Experience gained</b>
<b>QCTO Reference: WM-02-WE01 – WE04; WM-04-WE01 – WE04 and WM-05-WE01 – WE03</b>		
<b>ROUTINE MAINTENANCE</b>		
Conduct inspection processes, safety procedures, lock out, tagging and site preparation procedures required for routine maintenance of water system pumps		<input type="checkbox"/>
Interact with production personnel and report on routine maintenance of water system pumps		<input type="checkbox"/>
Conduct a range of routine maintenance tasks of varying complexity on water system pumps		<input type="checkbox"/>
Perform pump maintenance tasks within accepted standards of performance under work pressure		<input type="checkbox"/>
Perform housekeeping as per industry standards		<input type="checkbox"/>
<b>FAULT FINDING AND REPAIR</b>		
Conduct inspection processes, safety procedures, lock out, tagging and site preparation procedures required for fault finding on and repair of water system pumps		<input type="checkbox"/>
Interact with production personnel and report on pump fault finding and repair activities		<input type="checkbox"/>
Perform a range of mechanical fault-finding and repair tasks on water system pumps (experience must include a variety of breakdowns)		<input type="checkbox"/>
Perform pump fault finding and repair tasks within accepted standards of performance under work pressure		<input type="checkbox"/>
Perform housekeeping as per industry standards		<input type="checkbox"/>
<b>OVERHAULING</b>		
Perform overhaul planning processes and pre-overhauling inspection procedures on water system pumps		<input type="checkbox"/>
Perform a range of overhauling tasks on water system pumps		<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice: _____	Signature of supervisor: _____
Date: _____	Date: _____
Comment apprentice: _____	Comment supervisor: _____

**Learning Area I: Perform work activities on pumps for water systems and water related valves**

**Work situation:** I2: Perform routine maintenance fault finding, repair and reassembly activities on water related valves

<b>Work Experience Module</b>		<b>Experience gained</b>
<b>QCTO Reference: WM-02-WE01 – WE04 and WM-04-WE01 – WE04</b>		
<b>ROUTINE MAINTENANCE</b>		
Conduct inspection processes, safety procedures, lock out, tagging and site preparation procedures required for routine maintenance of water system related valves		<input type="checkbox"/>
Interact with production personnel and report on routine maintenance of water system related valves		<input type="checkbox"/>
Conduct a range of routine maintenance tasks of varying complexity on water system related valves		<input type="checkbox"/>
Perform valve maintenance tasks within accepted standards of performance under work pressure		<input type="checkbox"/>
Perform housekeeping as per industry standards		<input type="checkbox"/>
<b>FAULT FINDING AND REPAIR</b>		
Conduct inspection processes, safety procedures, lock out, tagging and site preparation procedures required for fault finding on and repair of water system related valves		<input type="checkbox"/>
Interact with production personnel and report on valve fault finding and repair activities		<input type="checkbox"/>
Perform a range of mechanical fault-finding and repair tasks on water system related valves (experience must include a variety of breakdowns)		<input type="checkbox"/>
Perform valve fault finding and repair tasks within accepted standards of performance under work pressure		<input type="checkbox"/>
Perform housekeeping as per industry standards		<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor:

**Learning Area I: Perform work activities on pumps for water systems and water related valves**

**Work situation:** I3: Install, align and commission pumps for water systems and water related valves

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference: WM-04-WE03</b>	
Perform inspection processes, safety procedures, lock out, tagging and site preparation procedures for installation and commissioning of pumps and valves for water systems	<input type="checkbox"/>
Interact with and report to production personnel on the installation and commissioning of pumps and valves for water systems	<input type="checkbox"/>
Gather necessary technical information and develop plan for installing and commissioning pumps and valves for water systems, and list and obtain the required parts and materials	<input type="checkbox"/>
Install pumps as per manufacturers' and workplace specifications	<input type="checkbox"/>
Install valves as per manufacturers' and workplace specifications	<input type="checkbox"/>
Align water system pumps as per manufacturers' and workplace specifications	<input type="checkbox"/>
Align water system valves as per manufacturers' and workplace specifications	<input type="checkbox"/>
Conduct post-installation inspection and functionality tests on pumps and commission	<input type="checkbox"/>
Conduct post-installation inspection and functionality tests on valves and commission	<input type="checkbox"/>
Complete all relevant installation and commissioning documentation for pumps and valves	<input type="checkbox"/>
Perform housekeeping as per industry standards	<input type="checkbox"/>

<u>Name of apprentice:</u> _____	<u>Name of supervisor:</u> _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor:



Learning Area J: Perform work activities on brakes and clutches

**Work situation:** J1: Perform routine maintenance, fault finding, repair, reassembly and alignment activities on brakes and clutches

Work Experience Module	Experience gained
<b>QCTO Reference: WM-02-WE01 – WE04; WM-04-WE01 – WE04 and WM-05-WE01 – WE03</b>	
<b>ROUTINE MAINTENANCE</b>	
Conduct inspection processes, safety procedures, lock out, tagging and site preparation procedures required for routine maintenance of <b>breaks and clutches</b>	<input type="checkbox"/>
Interact with production personnel and report on routine maintenance of <b>breaks and clutches</b>	<input type="checkbox"/>
Conduct a range of routine maintenance tasks of varying complexity on <b>breaks</b> (including checks for abnormal noise, vibration, excessive heat and missing components, and replacing safety guards)	<input type="checkbox"/>
Conduct a range of routine maintenance tasks of varying complexity on <b>clutches</b> (including checks for abnormal noise, vibration, excessive heat and missing components, and replacing safety guards)	<input type="checkbox"/>
Perform <b>break and clutch</b> maintenance tasks within accepted standards of performance under work pressure	<input type="checkbox"/>
Perform housekeeping as per industry standards	<input type="checkbox"/>
<b>FAULT FINDING AND REPAIR</b>	
Conduct inspection processes, safety procedures, lock out, tagging and site preparation procedures required for fault finding on and repair of <b>breaks and clutches</b>	<input type="checkbox"/>
Interact with production personnel and report on <b>break and clutch</b> fault finding and repair activities	<input type="checkbox"/>
Perform a range of mechanical fault-finding and repair tasks on <b>breaks</b> (experience must include a variety of breakdowns)	<input type="checkbox"/>
Perform a range of mechanical fault-finding and repair tasks on <b>clutches</b> (experience must include a variety of breakdowns)	<input type="checkbox"/>
Perform <b>break and clutch</b> fault finding and repair tasks within accepted standards of performance under work pressure	<input type="checkbox"/>
Perform housekeeping as per industry standards	<input type="checkbox"/>
<b>OVERHAULING</b>	
Perform overhaul planning processes and pre-overhauling inspection procedures on <b>breaks</b>	<input type="checkbox"/>
Perform overhaul planning processes and pre-overhauling inspection procedures on <b>clutches</b>	<input type="checkbox"/>
Perform a range of overhauling tasks on <b>breaks</b>	<input type="checkbox"/>
Perform a range of overhauling tasks on <b>clutches</b>	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice: _____	Signature of supervisor: _____
Date: _____	Date: _____
Comment apprentice: _____	Comment supervisor: _____

**Learning Area J: Perform work activities on brakes and clutches**

**Work situation:** J2: Perform installation and commissioning activities on brakes and clutches

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference: WM-04-WE03</b>	
Perform inspection processes, safety procedures, lock out, tagging and site preparation procedures for installation and commissioning of breaks and clutches	<input type="checkbox"/>
Interact with and report to production personnel on the installation and commissioning of breaks and clutches	<input type="checkbox"/>
Gather necessary technical information and develop plan for installing and commissioning breaks and clutches, and list and obtain the required parts and materials	<input type="checkbox"/>
Install breaks as per manufacturers' and workplace specifications	<input type="checkbox"/>
Install clutches as per manufacturers' and workplace specifications	<input type="checkbox"/>
Conduct post-installation inspection and functionality tests on breaks and commission	<input type="checkbox"/>
Conduct post-installation inspection and functionality tests on clutches and commission	<input type="checkbox"/>
Complete all relevant installation and commissioning documentation for breaks and clutches	<input type="checkbox"/>
Perform housekeeping as per industry standards	<input type="checkbox"/>

Name of apprentice: _____  Signature of apprentice: _____  Date: _____ Comment apprentice:	Name of supervisor: _____  Signature of supervisor: _____  Date: _____ Comment supervisor:
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Learning Area K: Perform work activities on bearings and lubrication systems

**Work situation:** K1: Perform routine maintenance, fault find, repair and align bearings

<b>Work Experience Module</b>		<b>Experience gained</b>
<b>QCTO Reference: WM-02-WE01 – WE04 and WM-04-WE01 – WE04</b>		
<b>ROUTINE MAINTENANCE</b>		
Conduct inspection processes, safety procedures, lock out, tagging and site preparation procedures required for routine maintenance of bearings		<input type="checkbox"/>
Interact with production personnel and report on routine maintenance of bearings		<input type="checkbox"/>
Conduct a range of routine maintenance tasks of varying complexity on bearings (including checks for abnormal noise, vibration, excessive heat and missing components, and replacing safety guards)		<input type="checkbox"/>
Perform bearing maintenance tasks within accepted standards of performance under work pressure		<input type="checkbox"/>
Perform housekeeping as per industry standards		<input type="checkbox"/>
<b>FAULT FINDING AND REPAIR</b>		
Conduct inspection processes, safety procedures, lock out, tagging and site preparation procedures required for fault finding on and repair of bearings		<input type="checkbox"/>
Interact with production personnel and report on bearings fault finding and repair activities		<input type="checkbox"/>
Perform a range of mechanical fault-finding and repair tasks on bearings (experience must include a variety of breakdowns)		<input type="checkbox"/>
Perform bearing fault finding and repair tasks within accepted standards of performance under work pressure		<input type="checkbox"/>
Perform housekeeping as per industry standards		<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice: _____	Signature of supervisor: _____
Date: _____	Date: _____
Comment apprentice: _____	Comment supervisor: _____

Learning Area K: Perform work activities on bearings and lubrication systems

**Work situation:** K2: Perform routine maintenance, fault find, repair and align lubrication systems

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference: WM-02-WE01 – WE04 and WM-04-WE01 – WE04</b>	
<b>ROUTINE MAINTENANCE</b>	
Conduct inspection processes, safety procedures, lock out, tagging and site preparation procedures required for routine maintenance of lubrication systems	<input type="checkbox"/>
Interact with production personnel and report on routine maintenance of lubrication systems	<input type="checkbox"/>
Conduct a range of routine maintenance tasks of varying complexity on lubrication systems (including checks for abnormal noise, vibration, excessive heat and missing components, and replacing safety guards)	<input type="checkbox"/>
Perform lubrication system maintenance tasks within accepted standards of performance under work pressure	<input type="checkbox"/>
Perform housekeeping as per industry standards	<input type="checkbox"/>
<b>FAULT FINDING AND REPAIR</b>	
Conduct inspection processes, safety procedures, lock out, tagging and site preparation procedures required for fault finding on and repair of lubrication systems	<input type="checkbox"/>
Interact with production personnel and report on lubrication system fault finding and repair activities	<input type="checkbox"/>
Perform a range of mechanical fault-finding and repair tasks on lubrication systems (experience must include a variety of breakdowns)	<input type="checkbox"/>
Perform lubrication systems fault finding and repair tasks within accepted standards of performance under work pressure	<input type="checkbox"/>
Perform housekeeping as per industry standards	<input type="checkbox"/>

<u>Name of apprentice:</u> _____	<u>Name of supervisor:</u> _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor:

Learning Area K: Perform work activities on bearings and lubrication systems

**Work situation:** K3: Perform installation and commissioning activities lubrication systems

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference: WM-04-WE03</b>	
Perform inspection processes, safety procedures, lock out, tagging and site preparation procedures for installation and commissioning of lubrication systems	<input type="checkbox"/>
Interact with and report to production personnel on the installation and commissioning of lubrication systems	<input type="checkbox"/>
Gather necessary technical information and develop plan for installing and commissioning lubrication systems, and list and obtain the required parts and materials	<input type="checkbox"/>
Install lubrication systems as per manufacturers' and workplace specifications	<input type="checkbox"/>
Conduct post-installation inspection and functionality tests on lubrication systems and commission	<input type="checkbox"/>
Complete all relevant installation and commissioning documentation for lubrication systems	<input type="checkbox"/>
Perform housekeeping as per industry standards	<input type="checkbox"/>

Name of apprentice: _____  Signature of apprentice: _____  Date: _____ Comment apprentice: _____	Name of supervisor: _____  Signature of supervisor: _____  Date: _____ Comment supervisor: _____
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Learning Area K: Perform work activities on bearings and lubrication systems

**Work situation:** K4: Perform installation and commissioning activities on bearings

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference: WM-04-WE03</b>	
Perform inspection processes, safety procedures, lock out, tagging and site preparation procedures for installation and commissioning of bearings	<input type="checkbox"/>
Interact with and report to production personnel on the installation and commissioning of bearings	<input type="checkbox"/>
Gather necessary technical information and develop plan for installing and commissioning bearings, and list and obtain the required parts and materials	<input type="checkbox"/>
Install bearings as per manufacturers' and workplace specifications	<input type="checkbox"/>
Conduct post-installation inspection and functionality tests on bearings and commission	<input type="checkbox"/>
Complete all relevant installation and commissioning documentation for bearings	<input type="checkbox"/>
Perform housekeeping as per industry standards	<input type="checkbox"/>

Name of apprentice: _____  Signature of apprentice: _____  Date: _____ Comment apprentice: _____	Name of supervisor: _____  Signature of supervisor: _____  Date: _____ Comment supervisor: _____
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Learning Area L: Perform work activities on hydraulic systems

**Work situation:** L1: Build and test basic hydraulic flow circuits

Work Experience Module QCTO Reference: None	Experience gained
Read and interpret symbols, diagrams and schematics and identify the related components	<input type="checkbox"/>
Build and test basic hydraulic circuits	<input type="checkbox"/>
Remove, test and replace hydraulic components	<input type="checkbox"/>
Identify typical hydraulic faults	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor:

**Learning Area L: Perform work activities on hydraulic systems**

**Work situation:** L2: Perform routine maintenance, fault finding, repair and reassembly activities on hydraulic system

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference: WM-02-WE01 – WE04; WM-04-WE01 – WE04 and WM-05-WE01 – WE03</b>	
<b>ROUTINE MAINTENANCE</b>	
Conduct inspection processes, safety procedures, lock out, tagging and site preparation procedures required for routine maintenance of hydraulic systems	<input type="checkbox"/>
Interact with production personnel and report on routine maintenance of hydraulic systems	<input type="checkbox"/>
Conduct a range of routine maintenance tasks of varying complexity on hydraulic systems	<input type="checkbox"/>
Perform hydraulic system maintenance tasks within accepted standards of performance under work pressure	<input type="checkbox"/>
Perform housekeeping as per industry standards	<input type="checkbox"/>
<b>FAULT FINDING AND REPAIR</b>	
Conduct inspection processes, safety procedures, lock out, tagging and site preparation procedures required for fault finding on and repair of hydraulic systems	<input type="checkbox"/>
Interact with production personnel and report on hydraulic system fault finding and repair activities	<input type="checkbox"/>
Perform a range of mechanical fault-finding and repair tasks on hydraulic systems (experience must include a variety of breakdowns)	<input type="checkbox"/>
Perform fault finding and repair tasks on hydraulic systems within accepted standards of performance under work pressure	<input type="checkbox"/>
Perform housekeeping as per industry standards	<input type="checkbox"/>
<b>OVERHAULING</b>	
Perform overhaul planning processes and pre-overhauling inspection procedures on hydraulic systems	<input type="checkbox"/>
Perform a range of overhauling tasks on hydraulic systems	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice: _____	Signature of supervisor: _____
Date: _____	Date: _____
Comment apprentice: _____	Comment supervisor: _____



**Learning Area L: Perform work activities on hydraulic systems**

**Work situation:** L3: Perform installation and commissioning activities on hydraulic systems

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference: WM-04-WE03</b>	
Perform inspection processes, safety procedures, lock out, tagging and site preparation procedures for installation and commissioning of hydraulic systems	<input type="checkbox"/>
Interact with and report to production personnel on the installation and commissioning of hydraulic systems	<input type="checkbox"/>
Gather necessary technical information and develop plan for installing and commissioning hydraulic systems, and list and obtain the required parts and materials	<input type="checkbox"/>
Install hydraulic systems as per manufacturers' and workplace specifications	<input type="checkbox"/>
Conduct post-installation inspection and functionality tests on hydraulic systems and commission	<input type="checkbox"/>
Complete all relevant installation and commissioning documentation for hydraulic systems	<input type="checkbox"/>
Perform housekeeping as per industry standards	<input type="checkbox"/>

Name of apprentice: _____  Signature of apprentice: _____  Date: _____ Comment apprentice: _____	Name of supervisor: _____  Signature of supervisor: _____  Date: _____ Comment supervisor: _____
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Learning Area L: Perform work activities on hydraulic systems

**Work situation:** L4: Perform basic activities on electro hydraulic systems (ELECTIVE)

Work Experience Module QCTO Reference: None	Experience gained
Assist a competent person in working on an electro-hydraulic system	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor:

Learning Area M: Perform work activities on pneumatic systems

**Work situation:** M1: Build and test basic pneumatic circuits

Work Experience Module QCTO Reference: None	Experience gained
Read and interpret symbols, diagrams and schematics and identify the related components	<input type="checkbox"/>
Build and test basic pneumatic circuits	<input type="checkbox"/>
Remove, test and replace pneumatic components	<input type="checkbox"/>
Identify typical pneumatic faults	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor:

**Learning Area M: Perform work activities on pneumatic systems**

**Work situation:** M2: Perform routine maintenance, fault finding, repair and reassembly activities on pneumatic systems

<b>Work Experience Module</b>		<b>Experience gained</b>
<b>QCTO Reference: WM-02-WE01 – WE04; WM-04-WE01 – WE04 and WM-05-WE01 – WE03</b>		
<b>ROUTINE MAINTENANCE</b>		
Conduct inspection processes, safety procedures, lock out, tagging and site preparation procedures required for routine maintenance of pneumatic systems		<input type="checkbox"/>
Interact with production personnel and report on routine maintenance of pneumatic systems		<input type="checkbox"/>
Conduct a range of routine maintenance tasks of varying complexity on pneumatic systems		<input type="checkbox"/>
Perform pneumatic system maintenance tasks within accepted standards of performance under work pressure		<input type="checkbox"/>
Perform housekeeping as per industry standards		<input type="checkbox"/>
<b>FAULT FINDING AND REPAIR</b>		
Conduct inspection processes, safety procedures, lock out, tagging and site preparation procedures required for fault finding on and repair of pneumatic systems		<input type="checkbox"/>
Interact with production personnel and report on pneumatic system fault finding and repair activities		<input type="checkbox"/>
Perform a range of mechanical fault-finding and repair tasks on pneumatic systems (experience must include a variety of breakdowns)		<input type="checkbox"/>
Perform fault finding and repair tasks on pneumatic systems within accepted standards of performance under work pressure		<input type="checkbox"/>
Perform housekeeping as per industry standards		<input type="checkbox"/>
<b>OVERHAULING</b>		
Perform overhaul planning processes and pre-overhauling inspection procedures on pneumatic systems		<input type="checkbox"/>
Perform a range of overhauling tasks on pneumatic systems		<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice: _____	Signature of supervisor: _____
Date: _____	Date: _____
Comment apprentice: _____	Comment supervisor: _____

Learning Area M: Perform work activities on pneumatic systems

**Work situation:** M3: Perform installation and commissioning activities on pneumatic systems

<b>Work Experience Module</b>	<b>Experience gained</b>
<b>QCTO Reference: WM-04-WE03</b>	
Perform inspection processes, safety procedures, lock out, tagging and site preparation procedures for installation and commissioning of pneumatic systems	<input type="checkbox"/>
Interact with and report to production personnel on the installation and commissioning of pneumatic systems	<input type="checkbox"/>
Gather necessary technical information and develop plan for installing and commissioning pneumatic systems, and list and obtain the required parts and materials	<input type="checkbox"/>
Install pneumatic systems as per manufacturers' and workplace specifications	<input type="checkbox"/>
Conduct post-installation inspection and functionality tests on pneumatic systems and commission	<input type="checkbox"/>
Complete all relevant installation and commissioning documentation for pneumatic systems	<input type="checkbox"/>
Perform housekeeping as per industry standards	<input type="checkbox"/>

<p>Name of apprentice: _____</p>	<p>Name of supervisor: _____</p>
<p>Signature of apprentice:</p>	<p>Signature of supervisor:</p>
<p>Date:</p>	<p>Date:</p>
<p>Comment apprentice:</p>	<p>Comment supervisor:</p>

Learning Area M: Perform work activities on pneumatic systems

**Work situation:** M4: Perform basic activities on electro pneumatic systems (ELECTIVE)

Work Experience Module QCTO Reference: None	Experience gained
Assist a competent person in working on an electro pneumatic system	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor:

Learning Area N: Inspect, maintain and fault find on conveyor systems

**Work situation:** N1: Inspect, maintain conveyor systems (incl. rolling elements, structure and belts) and inspect safety guards and shout

Work Experience Module	Experience gained
QCTO Reference: WM-02-WE01 – WE04	
<b>ROUTINE MAINTENANCE</b>	
Conduct inspection processes, safety procedures, lock out, tagging and site preparation procedures required for routine maintenance of conveyor systems	<input type="checkbox"/>
Interact with production personnel and report on routine maintenance of conveyor systems	<input type="checkbox"/>
Conduct a range of routine maintenance tasks of varying complexity on <b>at least three different conveyor systems</b>	<input type="checkbox"/>
Perform conveyor systems maintenance tasks within accepted standards of performance	<input type="checkbox"/>
Perform housekeeping as per industry standards	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____  Signature of apprentice: _____  Date: _____ Comment apprentice: _____	Name of supervisor: _____  Signature of supervisor: _____  Date: _____ Comment supervisor: _____
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Learning Area N: Inspect, maintain and fault find on conveyor systems

**Work situation:** N2: Track conveyor belts

Work Experience Module QCTO Reference: None	Experience gained
Conduct inspection processes, safety procedures, lock out, tagging and site preparation procedures required	<input type="checkbox"/>
Conduct pre-maintenance inspections and identify and report any problems	<input type="checkbox"/>
Track conveyor belts ( <b>at least three different conveyor belt systems</b> )	<input type="checkbox"/>
Conduct post-maintenance inspection	<input type="checkbox"/>
Interact with production personnel as necessary	<input type="checkbox"/>
Perform housekeeping as per industry standards	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____  Signature of apprentice: _____  Date: _____ Comment apprentice:	Name of supervisor: _____  Signature of supervisor: _____  Date: _____ Comment supervisor:
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Learning Area N: Inspect, maintain and fault find on conveyor systems

**Work situation:** N3: Remove and replace conveyor belts / splicing (excluding vulcanization & fusing) (ELECTIVE)

Work Experience Module	Experience gained
QCTO Reference: None	
Plan and prepare for the maintenance, repair and/ or removal of the conveyor system/s in accordance with work instructions	<input type="checkbox"/>
Perform removal and replacement of conveyor system/s	<input type="checkbox"/>
Perform routine servicing of conveyor system/s	<input type="checkbox"/>
Perform stripping and assembly, overhauling and fault finding of conveyor system/s	<input type="checkbox"/>
Perform housekeeping as per prescribed industry standard	<input type="checkbox"/>
	<input type="checkbox"/>

Name of apprentice: _____	Name of supervisor: _____
Signature of apprentice:	Signature of supervisor:
Date:	Date:
Comment apprentice:	Comment supervisor: