

ASSESSMENT CHECKLIST

Unit: CAP 1.4 **MANAGE RESOURCES**

Element: CAP 1.4.3 **Maintain effective utilisation of equipment, tools and materials**

PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	Q/A		
a	Optimum quantities of equipment, tools, materials and spares are kept and maintained for anticipated operational requirements.	Examine evidence (e.g. tools / equipment & materials inventory list, materials requisition communiqué), to confirm alignment with responsibility and accountability. Check via questioning that the candidate recognises the economics of optimisation.	✓			C	
b	Equipment, tools, materials and spares are kept and maintained in a serviceable condition.	Examine evidence (e.g. tools / equipment servicing and maintenance logs/records, spares requisition communiqué), to confirm : - that tools / equipment servicing and maintenance are done on a regular basis to ensure their functional integrity. Check via questioning that the candidate understands the importance of regular or periodic servicing and maintenance and site inspection to confirm compliance.	✓			C	
c	Equipment, tools, materials and spares deemed not applicable to location are removed and dispatched appropriately.	Examine evidence (e.g. updated tools / equipment inventory list, relevant consignment of goods), to confirm compliance to operational requirements: Check via questioning that the candidate understands the appropriate process and site observation to confirm compliance.	✓			C	

DIMENSION BID

Element: CAP 1.4.3 Maintain effective utilisation of equipment, tools and materials

PC	Description of Performance Criteria	Description of Evidence	Source of evidence			Competence	Remarks
			O/I	SD	Q/A	C / NYC	
d	Equipment, tools, materials and spares deemed not repairable at location are returned to the workshop for follow-up actions.	Examine evidence, (e.g. tools / equipment servicing and maintenance logs/records, consignment of goods), to confirm compliance to operational requirements. Check via questioning that the candidate understands the appropriate process and site observation to confirm compliance.	✓			C	
e	Inventory lists are regularly updated.	Examine evidence, (e.g. updated tools / equipment inventory lists), to confirm compliance to operational requirements.	✓			C	
f	Good house keeping is observed.	Work site inspection. Check via questioning that the candidate understands the importance of good house keeping.	✓			C	

Legend:

Source of Evidence: O/I Observation / Interview

SD Supporting Document

Q / A Written Questions & Answers

Competence C Competent

NYC Not Yet Competent

OVERALL SCORE	STRONG			ADEQUATE			IMPROVEMENT NEEDED		
	10	9	8	7	6	5	4	3	2

DIMENSION BID

Assessed by:	Agreed by:	Verified by:
ALLEYSON AKIN DIMENSION BID (M) SDN BHD East Malaysia Operation	(TSO)	(HOD)
(Name) <i>Alleyson</i>	<i>Amm/Pl A</i>	Afiq Ammar
Signature <i>Alleyson</i>	(Name) <i>A.</i>	(Name) <i>Afiq</i>
<i>20.9.24</i>	Signature	Signature
Date	<i>20.9.21</i>	10th Oct 2024
	Date	Date

QUESTIONS TO ASSESS UNDERPINNING KNOWLEDGE (Written/Oral Answers Required)

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No.	Question	Relevant PC
1	Explain the economics of maintaining optimum quantities of tools/equipment and related spares and materials in your work location. What are the documents you can refer to in your planning against anticipated operational requirements.	a, b, c, d, e, f
2	Explain how you would endeavour to maintain tools and equipment in serviceable condition in your work location and state the benefits for doing so.	b
3	Describe in sequence the steps you would take to remove and dispatch tools/equipment and related spares and materials that are irrelevant from your location.	c
4	Describe in sequence the steps you would take to remove and return irreparable tools & equipment to the workshop for follow-up actions. For each piece of tool or equipment returned to the workshop, what document, besides the consignment of goods, should accompany it. What should be highlighted in the document?	d
5	Why is it important to have a proper, comprehensive and up to date inventory of all the tools/equipment and related spares and materials at your work location? How often should you update the inventory? Why?	e
6	House keeping should be inculcated as work behaviour. Do you agree with this statement? State your reasons and list down the benefits of maintaining good house keeping at your work site.	c, d, f
7	What do you understand by the word 'optimum' or 'to optimise' in relation to resource utilisation?	a, b, c, d, e, f
8	Why is it essential to maintain tools/equipment and related spares and materials in serviceable condition? How can we achieve this?	b, d, e, f
9	By what means can you check whether equipment/tools and related spares and materials are pertinent or irrelevant to the location?	c, d, e, f
10	When returning tools/equipment to the workshop for follow-up actions, what are the main things that should be highlighted or brought to the attention of the workshop personnel?	d, e, f
11	What is the purpose of an inventory list?	e
12	What do you understand by the term 'house keeping' in the work site environment?	c, d, f