





# Level 2 NVQ Diploma in Performing Engineering Operations (7682)

QCF Unit No: 203

**QCF Credit Value: 4** 

Unit Title: Using and communicating technical information

Candidate	
Candidate No	

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#### **Unit Assessment Plan & Feedback**

Candidate					C	Group	
		Unit 8	& Assessi	ment Plan			
This unit will completion o		taken by c	ross refe		the pra	ctical u	inits and
	Sumn	native Ded	cision & C	andidate F	eedbac	k	
Assessor Na	me						
Assessor Sig						ate	
Candidate Na	ame						
Candidate Si	gnature					ate	

### **Assessment Decision & Verification Declaration**

0 111 ( 5 1 11				
Candidate Declaration I confirm that the evidence my own work.	: listed for this unit is authentic and a true presentation of			
Candidate Name				
Candidate Signature	Date			
Assessment was conducted	e has met the criteria of this unit with the evidence listed. If under the specified conditions and context, and is valid, and sufficient. The signature also relates to pages 12 and			
Assessor Name				
Assessor Signature	Date			
Internal verifier declarated have internally verified the following (please tick):	tion: e assessment work on this unit by carrying out the			
□ sampling candidate and	assessment evidence			
□ observation of assessm	ent practice			
☐ discussion with candida	te			
□ other – please state:				
I confirm that the candidate's sampled work meets the standards specified for this unit and may be presented for external verification and/or certification.  ☐ Signed off by Internal Verifier for certification although not sampled				
Internal Verifier Name				
Internal Verifier Signatu	ire Date			

## Place awarding organisation standards in front of this page.

#### **Assessment Criteria Index**

		Performance Evidence 1	Performance Evidence 2	Performance Evidence 3	Additional Performanc e Evidence (if required)
Evi	dence Type	X-REF/WRITTEN	X-REF/WRITTEN	X- REF/WRITTEN	(managaman)
Dat	9				
		ment Criteria			
1	Used the approved source to obtain the required data, documentation or specifications to include all of the following:				
	Checked the currency and validity of the data and documentation used	Unit 19 Page 11			
	<ul> <li>Exercised care and control over the documents at all times</li> </ul>	Unit 19 Page 29			
	<ul> <li>Correctly extracted all necessary data in order to carry out the required tasks</li> </ul>	Unit 19 Page 19/29			
	<ul> <li>Sought additional information where there are gaps or deficiencies in the information obtained</li> </ul>	Unit 05 page 5			
	Dealt with or reported any problems found with the data	Unit 05 page 5			
	<ul> <li>Made valid decisions based on the evaluation of the engineering information</li> </ul>	Unit 05 Page 25	Unit 19 Page 28	Unit 19 Page 39	
	<ul> <li>Returned all documentation to the approved location on completion of the work</li> </ul>	Unit 19 Page 29			
	<ul> <li>Completed all necessary production documentation</li> </ul>	Unit 19 Page 29			
2	Extracted and interpreted information from engineering drawings and other related documentation	Assessments 1,2,3 Unit 05	Assessments 1,2,3 Unit 19		
3	Used information extracted from engineering documentation, to include one or more of the				
	following:				
	visual display screens				
	general assembly drawings	Unit 19 Page 27	Unit 05 Page 29	Unit 05 Page 15	
	repair drawings			-	
	fluid power drawings				
	wiring/circuit diagrams				
	installation drawings	1			
	approved sketches	1			
	illustrations				
	visual display screens				
	modification drawings				
	sub-assembly drawings	Unit 05 Page 28	Unit 05 Page21		
	schematic diagrams	1	1		
	fabrication drawings	1			
	pattern drawings				
	welding drawings	1			
	casting drawings	1			
	operational diagrams				
	physical layouts				

Unit: 203 Using and Communicating Technical Information

### Joseph Instructions   Unit 19 Page 28		Unit: 203 Using and Commun	icating Technical	Information	1	,
Job instructions	4	Used information extracted from related				
drawing instructions     test schedules     manufactures' instructions     welding procedure specifications     welding procedure specifications     manufactures' instructions     welding procedure specifications     material specifications     material specifications     material specifications     verifications     material specifications     verifications     material specifications     verifications     material specifications     verifications     verifications     verifications     verifications     planning documentation     planning documentation     verifications     planning documentation     verifications     verifications     process specifications     verifications	<u> </u>		Unit 10 Page 26			
test schedules  inanufacturers instructions  welding procedure specifications  instellar specifications  instellar specifications  instellar specifications  instellar specifications  instellar specifications  international and organisational standards  instellar specifications  international international and organisational standards  international international and organisational international international international page 27  International international international international page 27  International international international international page 27  International international international international page 28  International international international international page 30  International international internationa		•		Unit 05 Page 29		
* manufacturers' instructions     * welding procedure specifications     * material specifications     * material specifications     * finishing specifications     * Init 05 Page 15     * Init 05 Page 21     * Init 19 Page 22     * Init 19 Page 23     * Init 19 Page 23     * Init 19 Page 24     * Init 19 Page 25     * Init 19 Page 25     * Init 19 Page 27     * Init 19 Page 27     * Init 19 Page 29     * Init 19 Page 39     * Init 19 Page 30     * Init 19 Page 31     * Init			Unit 05 Page 21	Unit 05 Page26		
welding procedure specifications     material specifications     finishing specifications     finishing specifications     reference tables/charts     national, international and organisational standards     quality control documents     quality control documents     quality control documents     planning documentation     quality control documents     process specifications     process specifications     process specifications     materials or components required     dimensions     tolerances     build quality     installation requirements     connections to be made     connections to be made     surface texture requirements     location/orientalion of parts     process or realments required     inspection requirements     process or requirements     location/orientalion of parts     process or repairements     location/orientalion of parts     process or repairements     location/orientalion of parts     process or repairements     veld type and size     part numbers for replacement parts     surface finish required     shape or profiles     test points to be used     circuit characteristics (such as pressure, flow, current, voltage, speed)     Reported and communicated the technical information by appropriate means to include three of the following methods:     producing latify detailed sketches of work/circuits completed or requirements or producing a list of replacement parts required     preparing work planning documentation     producing latify detailed sketches of work/circuits completed or requirements or producing latify detailed sketches of work/circuits completed or reporting a latify or producing latify detailed sketches of work/circuits completed or required or producing latify detailed sketches of work/circuits completed or required or producing latify and tool requisition documentation     producing latify and tool requisition of could three of the following methods:						
material specifications     inishing specifications     inishing specifications     inishing specifications     inishing specifications     inishing specifications     initial international and organisational standards     initial international documents     indicate internation international standards     initial international documents     initial international standards     initial information obtained to establish work requirements     initial information by appropriate means to include three of the following methods:     international internation standards and tool requisition documentation     in recording data from testing activities     inproducing a list of replacement parts required for a maintenance activity						
Thishing specifications  Trinshing specifications  Treference tables/charts  national, international and organisational standards  planning documentation  planning documentation  poperation sheets  process specifications  Extracted information that included three of the following:  tolerances  build quality  tolerances  tolerances  build quality  build quality  build quality  connections to be made  connections to be made  connections to be made  process or treatments required  connections for eplacement parts  process or treatments required  connection requirements  location/orientation of parts  process or treatments required  process or treatments required  process or treatments required  location/orientation of parts  process or treatments required  part numbers for replacement parts  well type and size  poperations required  shape or profiles  test points to be used  Reported any inaccuracies or discrepancies in the drawings and specifications  producing data from testing activities  producing data from testing activities  producing data from testing activities  producing a list of replacement parts sending and specifications  producing a list of replacement parts sending and specifications  producing galat from testing activities  producing galat from testing activities  producing a list of replacement parts sending and specifications  producing quilty detailed sketches of work/circuits completed  preparing work planning documentation  producing a list of replacement parts required for a maintenance activity			Unit OF Dama 45	Unit OF Days Of	Unit OF Dama OO	
reference tables/charts  national, international and organisational standards  planning documentation  nparing documents  npari			-		-	
• national international and organisational standards     • planning documentation     • quality control documents     • operation sheets     • process specifications  5 Extracted information that included three of the following:     • materials or compenents required     • Init 05 Page 15     • Init 05 Page 27     • Unit 05 Page 28  5 Extracted information that included three of the following:     • International organisms of the following:     • Producing International organisms of the following:     • Producing data from testing activities organisms of the following material and tool requisition of commentation     • Producing a list of replacement parts required for a maintenance activity.  Unit 19 Page 18			Unit 05 Page 15	Unit 05 Page 21	Unit 05 Page 28	
standards  planning documentation  process specifications  process process desired and control documents required  process of tollowing:  process of treatments  process of treatments  process of treatments required  proc						
quality control documents     operation sheets     process specifications  Extracted information that included three of the following:     materials or components required     dimensions     tolerances     build quality     Unit 05 Page 15     Unit 05 Page 21     Unit 05 Page 21     Unit 05 Page 21     Unit 05 Page 28  Unit 05 Page 21     Unit 05 Page 28  Unit 05 Page 20  Unit 05 Page 28  Unit 05 Page 28  Unit 05 Page 28  Unit 05 Page 28  Unit 05 Page 20  Unit 05 Page 28  Unit 05 Page 20  Unit 05 Page 21  Unit 05 Page 20  Unit 05 Page 21  Unit 05 Page 21  Unit 05 Page 21  Unit 05 Page 21  Unit 05 Page 23  Unit 05 Page 27						
operation sheets     process specifications     Extracted information that included three of the following:		<ul> <li>planning documentation</li> </ul>	Unit 05 Page 17	Unit 19 Page 13	Unit 19 Page 22	
Forcess specifications     Extracted Information that included three of the following:		quality control documents	Unit 05 Page 19	Unit 05 Page 27	Unit 19 Page 29	
Stracted information that included three of the following:   • materials or components required   Unit 05 Page 15   Unit 05 Page 21   Unit 05 Page 28     • dimensions   Unit 19 Page 19   Unit 05 Page 28     • build quality   Unit 19 Page 19   Unit 19 Page 19   Unit 19 Page 19     • installation requirements   Unit 19 Page 19   Unit 19 Page 26   Unit 19 Page 27   Unit 19 Page 27   Unit 19 Page 28   Unit 19 Page 28   Unit 19 Page 29   Unit 19 Page 17   Unit 19 Page 29   Unit 19 Page 17   Unit 19 Page 17   Unit 19 Page 18   Unit		operation sheets				
following:  materials or components required dimensions dimensions  tolerances build quality dimit 19 Page 19 connections to be made surface texture requirements location/orientation of parts clocation/orientation of parts process or treatments required assembly sequence surface finish required assembly sequence surface finish required surface finish required surface finish required surface finish required dispersion		process specifications				
materials or components required     dimensions     tolerances     tolerances     build quality     unit 19 Page 19     installation requirements     connections to be made     surface texture requirements     location/orientation of parts     process or treatments required     assembly sequence     inspection requirements     part numbers for replacement parts     surface fish required     surface institute to surface fish required     super total requi	5	Extracted information that included three of the				
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tolerances     build quality     installation requirements     connections to be made     surface texture requirements     location/orientation of parts     process or treatments required     inspection requirements     process or treatments required     inspection requirements     part numbers for replacement parts     surface finish required     part numbers for replacement parts     surface finish required     veid type and size     operations required     shape or profiles     test points to be used     circuit characteristics (such as pressure, flow, current, voltage, speed)     Reported any inaccuracies or discrepancies in the drawings and specifications     Used the information obtained to establish work requirements     Recorded and communicated the technical information by appropriate means to include three of the following methods:     producing fully detailed sketches of work/circuits completed or required     preparing work planning documentation     preparing work planning documentation     recording data from testing activities     producing technical reports on activities they have completed     completing material and tool requisition documentation     completing material and tool requisition documentation     reproducing a list of replacement parts required for a maintenance activity  Unit 19 Page 18		<ul> <li>materials or components required</li> </ul>	Unit 05 Page 15	Unit 05 Page 21	Unit 05 Page 28	
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current, voltage, speed)  Reported any inaccuracies or discrepancies in the drawings and specifications  Used the information obtained to establish work requirements  Recorded and communicated the technical information by appropriate means to include three of the following methods:  producing fully detailed sketches of work/circuits completed or required  preparing work planning documentation  recording data from testing activities  producing technical reports on activities they have completed  completing material and tool requisition documentation  producing a list of replacement parts required for a maintenance activity		test points to be used				
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drawings and specifications  7  Used the information obtained to establish work requirements  8  Recorded and communicated the technical information by appropriate means to include three of the following methods:  • producing fully detailed sketches of work/circuits completed or required  • preparing work planning documentation  • preducing data from testing activities  • producing technical reports on activities they have completed  • completing material and tool requisition documentation  • producing a list of replacement parts required for a maintenance activity  Unit 05 Page 17  Unit 05 Page 13  Unit 05 Page 27  Unit 05 Page 27  Unit 05 Page 27  Unit 19 Page 18	<u> </u>					
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8 Recorded and communicated the technical information by appropriate means to include three of the following methods:  • producing fully detailed sketches of work/circuits completed or required  • preparing work planning documentation  • precording data from testing activities  • producing technical reports on activities they have completed  • completing material and tool requisition documentation  • producing a list of replacement parts required for a maintenance activity  Unit 19 Page 13 Unit 19 Page 17  Unit 19 Page 17	7		Unit 05 Page 11	Unit 05 Page 17	Unit 05 Page 23	
<ul> <li>producing fully detailed sketches of work/circuits completed or required</li> <li>preparing work planning documentation</li> <li>recording data from testing activities</li> <li>producing technical reports on activities they have completed</li> <li>completing material and tool requisition documentation</li> <li>producing a list of replacement parts required for a maintenance activity</li> </ul> Unit 19 Page 13 Unit 19 Page 17 Unit 19 Page 18 Unit 19 Page 18	8	information by appropriate means to include three of				
completed or required  preparing work planning documentation recording data from testing activities producing technical reports on activities they have completed completing material and tool requisition documentation producing a list of replacement parts required for a maintenance activity  unit 19 Page 13 Unit 19 Page 17  Unit 19 Page 17			1			
recording data from testing activities     producing technical reports on activities they have completed     completing material and tool requisition documentation     producing a list of replacement parts required for a maintenance activity  Unit 19 Page 17  Unit 19 Page 17		completed or required				
producing technical reports on activities they have completed     completing material and tool requisition documentation     producing a list of replacement parts required for a maintenance activity       Unit 19 Page 18	<u> </u>			Unit 05 Page 27		
<ul> <li>have completed</li> <li>completing material and tool requisition documentation</li> <li>producing a list of replacement parts required for a maintenance activity</li> </ul> Unit 19 Page 18			Jim 19 Fage 17			
documentation  • producing a list of replacement parts required for a maintenance activity  Unit 19 Page 18		have completed				
a maintenance activity						
completed training records/portfolio reference     Unit 01     Unit 05     Unit 19			Unit 19 Page 18			
		<ul> <li>completed training records/portfolio reference</li> </ul>	Unit 01	Unit 05	Unit 19	

Unit: 203 Using and Communicating Technical Information

9	Dealt promptly and effectively with problems within their control, and seek help and guidance	Unit 006 Page 1	0 Unit 005 Page 25	Unit 19 page 11	

# **Underpinning Knowledge**

Candidate	

1	Describe the information sources used for the data and documentation that they use in their work activities (such as verbal, written, electronic)
2	Explain why technical information is presented in different forms (such as drawings, data sheets, and national and international standards)
	,
	Explain how and where to obtain the various documents that they will be using (such as
3	safety handouts, drawings, planning documentation, work instructions, maintenance records, technical manuals and reference tables/charts), and how to check that they are current and valid

4	Describe the types of engineering drawings used, and how they interrelate (such as isometric and orthographic drawings; assembly, sub-assembly and general arrangement drawings; circuit and wiring diagrams, block and schematic diagrams; fluid power and instrumentation and control diagrams)
5	Describe the meaning of the different symbols and abbreviations found on the documents that they use (such as surface finish to be achieved, linear and geometric tolerances, electronic components, weld symbols and profiles, pressure and flow characteristics, torque values, imperial and metric systems of measurement, tolerancing and fixed reference points)
6	Explain how to use other sources of information to support the data (such as electronic component pin configuration specifications, standard reference charts for limits and fits, tapping drill reference charts, bend allowances required for material thickness, electrical conditions required for specific welding rods, mixing ratios for bonding and finishing materials, metal finishing specifications and inspection requirements)
	Describe the procedures for reporting discrepancies in the data or documents, and for
7	reporting lost or damaged drawings and documents

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8	Describe the care and control procedures for the documents, how damage or graffiti on drawings can lead to scrapped work and the importance of returning them to the designated location on completion of the work activities
9	Describe the typical ways of communicating technical information (such as sketches, test and inspection reports, work planning documents), and the amount of detail that should be included
10	Describe the need to ensure that sketches are of a suitable size, use appropriate drawing conventions, are in proportion and are legible to others
11	Explain why it is important to use a fixed common reference point for dimensioning of drawings and sketches

Unit: 203 Using and Communicating Technical Information			
Explain when to act on their own initiative to find, clarify and evaluate information, and when			
to seek help and advice from others			
Explain why they should always seek clarification if they are in any doubt as to the validity or			
suitability of the information they have gathered			
14 Explain to whom report in the event of problems that they cannot resolve they should			

I confirm that this candidate has met the assessment criteria for underpinning knowledge see declaration page 4