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| Title | **Initiate heating, ventilation and air conditioning (HVAC) work** | | |
| Level | **2** | **Credits** | **4** |

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| Purpose | This Competency Standard identifies the competencies required to initiate HVAC work. A person will be expected to follow dress code, clean up service vehicle, job site, and perform maintenance of tools, test equipment, delegate work to subordinate, obtain material from store, report safety violation. This unit covers the knowledge regarding safety rule, personal protective equipment, and primary maintenance procedure, code, standards for initialize HVAC work to provide you the basis for your work. |

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| Classification ISCED | 0714 Electronics and automation |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
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| **A- 1 Follow dress code** | ***Trainee* must be able to**   1. Follow Personal Protective Equipment(PPE) before initiate work 2. Wear protective clothing as described to meet standard dress code 3. Gentle haircut, or covered properly for safely work 4. Cut nail as described | *Trainee* need to know and understand   1. Define safety rules of personal and work safety. 2. Describe Personal Protective Equipment |
| **A-2 Clean up service vehicle** | ***Trainee* must be able to**   1. Check vehicle fuel to attain job site 2. Check breaking system accordingly 3. Check cooling system of vehicle to maintain vehicle performance 4. Inspect electrical system of vehicle accordingly 5. Check vehicle mechanical system for operation | *Trainee* need to know and understand   1. Define basic rule and regulation of light transport vehicle driving skills 2. Describe route of traveling to jobsite 3. Define Primary maintenance procedure of HVAC |
| **A-3 Clean up Job site** | ***Trainee* must be able to**   1. clean slippery material from workplace & surrounding for clean operation 2. Remove extra material from workplace to reduce uncertainty 3. Prepare platform for clean and safe job done 4. Clear workplace after work done to organization | *Trainee* need to know and understand   1. Explain safety rules of jobsite cleanness 2. Describe PPE 3. Express work ethics |
| **A-4 Perform maintenance on tools**  **(maintain tools)** | ***Trainee* must be able to**  P1. Clean tools as described  P2. Service the tools if required for proper working condition  P3. Place tools properly for safe and correct operation  P3. Handle tools accordingly | *Trainee* need to know and understand   1. Express identification of tool 2. Distinguish tools as categorized 3. Explain adjustment of tools 4. Describe maintenance procedure of tools |
| **A-5 Perform maintenance on test equipment**  **(maintain test equipment)** | ***Trainee* must be able to**  P1. Clean test equipment for correct operation accordingly  P2. Service the equipment if required for accurate operation  P3. Place equipment properly  P4. Handle equipment properly | You need to know and understand   1. Express identification of equipment 2. Distinguish equipment as categorized 3. Explain calibration of equipment 4. Explain basic electrical principles 5. Explain basic mechanical principles 6. Explain basic refrigeration principles |
| **A-6 Report safety violations** | ***Trainee* must be able to**  P1. Collect evidence of safety violations  P2. Check electrical hazards  P3. Check mechanical risks  P4. Fill the job card | You need to know and understand  K1. Understand electrical hazards  K2. Understand mechanical risks  K3. Comprise irregularities |
| **A-7 Delegate work to subordinate** | ***Trainee* must be able to**  P1. Sequence the job  P2. Split the job  P3. Check the work done by subordinates | You need to know and understand  K1. Describe the sequence of operation  k2. Understand the competency of subordinates  K3. Understand the standards |
| **A-8 Obtain material from**  **Store** | ***Trainee* must be able to**  P1. Make list of required materials according to job.  P2. Verify the material as per standards | You need to know and understand  K1. Identify required material according to job  K2. Understand the code and standards |