

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Metal Forming & Processing Level 2
Competency Standard	Perform General Maintenance
Purpose of Assessment	Formative Assessment
Candidate Details	Name_____ Registration/Roll Number_____
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within 04 Hrs. time frame (for practical demonstration & assessment):</p> <ul style="list-style-type: none"> • Perform Preventive Maintenance of tools and equipment • Perform Corrective Maintenance of tools and equipment
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>Perform Preventive Maintenance</p> <ol style="list-style-type: none"> 1. Interpret routine maintenance schedule 2. Prepare oiling and greasing schedule chart (daily/weekly as per machine requirement) 3. Maintain machine history record - date of installation, condition, oiling and maintenance 4. Inspect and assess the general condition of an assigned machine on regular basis 5. Observe expected problems and carry out routine maintenance as per given instructions and schedules <p>Perform Maintenance of tools and equipment</p> <ol style="list-style-type: none"> 1. Check functions or working of tools / equipment 2. Identify faulty/damaged/ worn out parts. 3. Repair/replace the faulty/damage parts 4. Rectify safety hazards on all bench-work tools & machines 5. Report faults and problems of the machines, if not controllable, to the person concerned 6. Verify smooth functioning of tool/ equipment through dry run.

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Metal Forming & Processing Level 2
Competency Standard	Perform General Maintenance
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • Perform Preventive Maintenance of tools and equipment • Perform Corrective Maintenance of tools and equipment

I can.....

Performance Criteria	Yes	No
P1. Interpret routine maintenance schedule	<input type="checkbox"/>	<input type="checkbox"/>
P2. Prepare oiling and greasing schedule chart (daily/weekly as per machine requirement)	<input type="checkbox"/>	<input type="checkbox"/>
P3. Maintain machine history record - date of installation, condition, oiling and maintenance	<input type="checkbox"/>	<input type="checkbox"/>
P4. Inspect and assess the general condition of an assigned machine on regular basis	<input type="checkbox"/>	<input type="checkbox"/>
P5. Observe expected problems and carry out routine maintenance as per given instructions and schedules	<input type="checkbox"/>	<input type="checkbox"/>
P6. Check functions or working of tools / equipment	<input type="checkbox"/>	<input type="checkbox"/>
P7. Identify faulty/damaged/ worn out parts.	<input type="checkbox"/>	<input type="checkbox"/>
P8. Repair/replace the faulty/damage parts	<input type="checkbox"/>	<input type="checkbox"/>
P9. Rectify safety hazards on all bench-work tools & machines	<input type="checkbox"/>	<input type="checkbox"/>
P10. Report faults and problems of the machines, if not controllable, to the person concerned	<input type="checkbox"/>	<input type="checkbox"/>
P11. Verify smooth functioning of tool/ equipment through dry run.	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Certificate in Metal Forming & Processing Level 2
Competency Standard	Perform General Maintenance
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Task	<ul style="list-style-type: none"> Perform Preventive Maintenance of tools and equipment Perform Corrective Maintenance of tools and equipment 			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Interpret routine maintenance schedule			
2.	Prepare oiling and greasing schedule chart (daily/weekly as per machine requirement)			
3.	Maintain machine history record - date of installation, condition, oiling and maintenance			
4.	Inspect and assess the general condition of an assigned machine on regular basis			
5.	Observe expected problems and carry out routine maintenance as per given instructions and schedules			
6.	Check functions or working of tools / equipment			
7.	Identify faulty/damaged/ worn out parts.			
8.	Repair/replace the faulty/damage parts			
9.	Rectify safety hazards on all bench-work tools & machines			
10.	Report faults and problems of the machines, if not controllable, to the person concerned			
11.	Verify smooth functioning of tool/ equipment through dry run.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	National Vocational Certificate in Metal Forming & Processing Level 2
Competency Standard	Perform General Maintenance
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-around; align-items: center;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </div> Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)		Satisfactory	Not Satisfactory
1.	Identify types of maintenance		
2.	Enlist faulty/damaged and worn out parts		
3.	Define report writing		

4.	Enlist tools, materials and components required for routine maintenance		
5.	Identify oiling, greasing and function of machine		

Feedback to the Candidate	
Candidate's Signature _____	Assessor's Signature _____