

**Self-Assessment Checklist**

|                             |   |
|-----------------------------|---|
| <b>Candidate Name</b>       |   |
| <b>Registration No.</b>     |   |
| <b>Qualification</b>        | Mining Process Technology   |
| <b>Competency Standards</b> | <b>Manage Inventory of Mine Material</b>  |
| <b>Assessment Task</b>      | <b>Create Inventory of mine material to</b><br><b>1. Maintain Log Register</b><br><b>2. Measure Raw material available in the stack yard</b><br><b>3. Maintain safe storage of mineral material</b> |

I can.....

| <b>Performance Criteria</b>  | <b>Yes</b>               | <b>No</b>                |
|--|--------------------------|--------------------------|
| 1. Manage the Log Register on daily basis  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Enter the data corresponding to every type of raw material                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Audit the Log register with on the site materials                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Report to incharge in case of any issue   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Prepare the production / dispatch record sheet                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Calculate the quantity of materials available on site                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Cross check with the log register   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Adjust the demands in accordance with the available raw materials               | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Manage the production plan accordingly  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Ensure the material dump yard is safe  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Dump the raw materials as per graded sizes                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Ensure the materials are well placed and safe from environmental hazards       | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Keep cement storage yard well safe from moisture.                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Maintain the log book of materials as per given format                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Check the raw materials quality & quantity visually as per standard procedures | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Estimate the moisture content of clay as per given procedure                   | <input type="checkbox"/> | <input type="checkbox"/> |

Candidate's Signature\_\_\_\_\_

Assessor's Signature\_\_\_\_\_

Date: \_\_\_\_\_

**Instruction Sheet for the Candidate**

|                        |   |
|------------------------|---|
| Qualification          | National Vocational Certificate level 1 to 5, Mining Process Technology |
| Competency Standard(s) | <b>Manage Inventory of mine material</b>                                |

|                           |   |
|---------------------------|---|
| Candidate Details         | <p>Name_____</p> <p>Registration/Roll Number_____</p>   |
| Guidance for Candidate    | <p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <p><b>Create Inventory of mine material to</b></p> <ol style="list-style-type: none"> <li><b>1. Maintain the Log Register</b></li> <li><b>2. Measure the Raw material available in the stack yard</b></li> <li><b>3. Perform the safe storage of mineral material</b></li> </ol>  |
| Time:120 mins             | <p>During a practical assessment, under observation by an assessor, you are required to demonstrating the following criteria:</p> <ol style="list-style-type: none"> <li>1. Manage the Log Register on daily basis</li> <li>2. Enter the data corresponding to every type of raw material</li> <li>3. Audit the Log register with on the site materials</li> <li>4. Report to incharge in case of any issue</li> <li>5. Prepare the production / dispatch record sheet</li> <li>6. Calculate the quantity of materials available on site</li> <li>7. Cross check with the log register</li> </ol>   |
| Minimum Evidence Required | <ol style="list-style-type: none"> <li>8. Adjust the demands in accordance with the available raw materials</li> <li>9. Manage the production plan accordingly</li> <li>10. Ensure the material dump yard is safe</li> <li>11. Dump the raw materials as per graded sizes</li> <li>12. Ensure the materials are well placed and safe from environmental hazards</li> <li>13. Keep cement storage yard well safe from moisture.</li> <li>14. Maintain the log book of materials as per given format</li> <li>15. Check the raw materials quality &amp; quantity visually as per standard procedures</li> <li>16. Estimate the moisture content of clay as per given procedure</li> </ol> |

**Assessors Judgment Guide**

|                               |  |
|-------------------------------|--|
| <b>Qualification</b>          | National Vocational Certificate level 1 to 5, Mining Process Technology  |
| <b>Competency Standard(s)</b> | <b>Manage Inventory of mine material</b>   |
| <b>Candidate Details</b>      | Name: _____<br>Registration/Roll Number: _____ Signature: _____  |
| <b>Assessment Outcome</b>     | COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/><br>Name of the Assessor _____ Assessor's code: _____<br>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**

|   |  |  |           |                |
|---|--|--|-----------|----------------|
| <b>Assessment Task</b>  |  | <b>Create Inventory of mine material to</b><br><b>1. Maintain the Log Register</b><br><b>2. Measure the Raw material available in the stack yard</b><br><b>3. Perform the safe storage of mineral material</b> |           |                |
| <b>During the practical assessment, candidate demonstrated the following:</b> |  | <b>Yes</b>   | <b>No</b> | <b>Remarks</b> |
| 1.  | Managed the Log Register on daily basis  |  |           |                |
| 2.  | Entered the data corresponding to every type of raw material                     |  |           |                |
| 3.  | Audit the Log register with on the site materials                                |  |           |                |
| 4.  | Reported to incharge in case of any issue  |  |           |                |
| 5.  | Prepared the production / dispatch record sheet                                  |  |           |                |
| 6.  | Calculated the quantity of materials available on site                           |  |           |                |
| 7.  | Crossed check with the log register  |  |           |                |
| 8.  | Adjusted the demands in accordance with the available raw materials              |  |           |                |
| 9.  | Managed the production plan accordingly  |  |           |                |
| 10.   | Ensured the material dump yard is safe   |  |           |                |
| 11.   | Dumped the raw materials as per graded sizes                                     |  |           |                |
| 12.   | Ensured the materials are well placed and safe from environmental hazards        |  |           |                |
| 13.   | Kept cement storage yard well safe from moisture.                                |  |           |                |
| 14.   | Maintained the log book of materials as per given format                         |  |           |                |
| 15.   | Checked the raw materials quality & quantity visually as per standard procedures |  |           |                |
| 16.   | Estimated the moisture content of clay as per given procedure                    |  |           |                |
| <b>Competent</b> <input type="checkbox"/>                                     |  | <b>Not Yet Competent</b> <input type="checkbox"/>  |           |                |

| Feedback to the Candidate  |                           |
|----------------------------|---------------------------|
|                            |                           |
|                            |                           |
|                            |                           |
|                            |                           |
|                            |                           |
|                            |                           |
| Candidate's Signature_____ | Assessor's Signature_____ |