

Unit ID: 569

Domain

**AIR CONDITIONING AND
REFRIGERATION**

Title:

**Plan, organise and complete work in an
air conditioning and refrigeration work
environment**

Level: 1

Credits: 2

Purpose

This unit standard specifies the competencies required to plan and prepare for work in an air conditioning and refrigeration mechanic work environment. It includes safely and efficiently sequencing of work, working in teams as well as completing work and do housekeeping. This unit standard is intended for those who work as air conditioning and refrigeration mechanics.

Special Notes

1. Entry information:

Prerequisite

- Unit 567 - *Apply health and safety routines in an air conditioning and refrigeration workplace* or demonstrated equivalent knowledge and skills.

2. To demonstrate competence, at a minimum, evidence is required of planning, organising and successfully completing three separate individual or group tasks. Perform these tasks ensuring correct identification of requirements and finishing of the tasks, correct selection and use of appropriate processes, tools and equipment and completing all work to specification.

3. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which Air conditioning and refrigeration mechanic operations are carried out.

4. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with manufacturers' guidelines and instructions.

5. Glossary of terms:

- '*Specifications*' refers to any, or all of the following: manufacturers' specifications and recommendations, workplace specific requirements.

6. Regulations and legislation relevant to this unit standard include the following:

- Labour Act, No. 11, 2007
- Occupational Health and Safety Regulations No. 18, 1997 and all subsequent amendments
- Occupational health and safety regulation No. 101 of the labour Act 1992 (Act. 6 of 1992)

7. This unit standard applies to single-phase and three-phase air conditioning and refrigeration systems.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Plan and prepare for work.

Tools and equipment may include but are not limited to air conditioning and refrigeration mechanic hand tools, special tools and general workshop equipment as specified in the workshop manual.

Performance Criteria

- 1.1 Work instructions, including job card, diagrams, specifications, and operational details are obtained, confirmed and applied.
- 1.2 Workplace inspection, equipment defect identification, assessment of conditions and hazards and determination of work requirements is carried out.
- 1.3 Safety requirements are followed in line with safety plans and policies.
- 1.4 Tools and equipment selected to carry out tasks are consistent with the requirements of the job, checked for serviceability and any faults rectified or reported prior to commencement.
- 1.5 Material requirements are identified and obtained in line with job card and specifications.
- 1.6 Materials are processed and/or safely handled and ready for use.
- 1.7 Technical and/or calibration requirements for tools and equipment are sourced and implemented in line with workplace procedures.
- 1.8 Environmental protection requirements are identified and applied in line with environmental legislative requirements.

Element 2: Sequence work safely.

Range

Work sequencing may include but is not limited to receiving instructions, organising for task, carry out task and clean after completing task.

Performance Criteria

- 2.1 Information required for sequencing the work safely is identified in line with workplace procedures.
- 2.2 Individual steps to perform a given task are determined and performed in a logical and efficient sequence following the workshop manual and workplace specific requirements.
- 2.3 Tasks are completed to meet job card instructions.

Element 3: Work in a team.

Performance Criteria

- 3.1 Tasks for the team are identified.
- 3.2 Tasks allocated to the individual as part of the team are identified.
- 3.3 Allocated tasks are completed within designated time frame.
- 3.4 Assistance is sought from other team members when difficulties in allocated task arise.
- 3.5 Questioning is used to clarify instructions or responsibilities.
- 3.6 Information and feedback provided by others in the work team is acknowledged.

Element 4: Complete work and do housekeeping.

Range

Work completion details may include but are not limited to work schedule or appointment sheet, job card, and sign-out form for equipment.

Performance Criteria

- 4.1 Work is completed and appropriate personnel notified in line with workplace procedures.
- 4.2 Work area is cleared of waste, cleaned, restored and secured in line with workplace procedures.
- 4.3 Reusable material is collected and stored in line with workplace procedures.

- 4.4 Tools and equipment are cleaned, checked and maintained in line with workplace procedures.
- 4.5 Work completion details are finalised in line with workplace procedures.

Registration Data

Subfield:	Mechanical Engineering
Date first registered:	28 March 2018
Date this version registered:	28 March 2018
Anticipated review:	2023
Body responsible for review:	Namibia Training Authority