

**Domain METALLURGICAL PROCESSING - CORE**  
**Title: Request materials, tools and equipment**  
**as part of process plant operations****Level: 3****Credits: 8****Purpose**

This unit standard is intended for those who carry out metallurgical processing operations. People holding credit for this unit standard are able to: Determine request requirements, place the request; and receive the requested items.

**Special Notes**

1. Assessment evidence may be collected from a real workplace or a simulated workplace in which metallurgical processing operations are carried out.
2. Safe working practices include day-to-day observation of safety policies and procedures and compliance with emergency procedures.
3. Specifications refer to any, or all of the following: manufacturer's specifications and recommendations, and workplace specific requirements.
4. Performance of all elements in this unit standard must comply with relevant regulatory, legislative, workplace requirements and/or manufacturers' specifications.
5. Regulations and legislation, including subsequent amendments, relevant to this unit standard may include but are not limited to the following:
  - Labour Act, No. 11, 2007
  - Mineral Act, No. 33, 1992
  - Mine Health and Safety Regulations, 1999
  - Regulations relating to the Health and Safety of employees at work, 1997 and all industry specific regulations, legislations, code of practice, or code of conduct.

**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. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website [www.nta.com.na](http://www.nta.com.na).

**Elements and Performance Criteria****Element 1: Determine request requirements****Performance Criteria**

- 1.1 Current usage of materials and/or supplies is checked in accordance with workplace requirements.

- 1.2 Anticipated use of materials and supplies is estimated with reference to scheduled work.
- 1.3 A request period and delivery site is determined which reflects known delivery times.
- 1.4 The quantities to be ordered reflect anticipated work after delivery.

**Element 2: Place the request**

**Performance Criteria**

- 2.1 Request is submitted in terms of workplace procedures.
- 2.2 Receipt of the request is confirmed with the relevant personnel.
- 2.3 Placement of order is checked with the relevant personnel.
- 2.4 Anticipated delivery date and delivery site are confirmed with the relevant personnel.

**Element 3: Receive the requested items**

**Performance Criteria**

- 3.1 Items received are checked in terms of type, quality and quantity requested and confirmed as being delivered in good order.
- 3.2 Variances are reported in terms of workplace procedures.
- 3.3 Items received are stored in a safe place in accordance with workplace requirements.
- 3.4 Inventories are updated in accordance with workplace procedures.
- 3.5 All documents are signed and filed in accordance with workplace procedures.

**Registration Data**

<b>Subfield:</b>	Metallurgy
<b>Date first registered:</b>	28 September 2016
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