

ELECTRICAL INSTALLATION SITE MANAGEMENT

UNIT CODE: ENG/CU/EIT/CR/03/6/A

Relationship to Occupational Standards

This unit addresses the unit of competency and meets the requirements specified by the Occupational Standards: Manage Electrical Installation Site

Duration of Unit: 120 hours

Unit Description

This unit specifies the competencies required to manage sites where electrical installation work is undertaken. It covers the competencies in leading and monitoring activities, applying working drawings and EHS standards, preparing reports, establishing work relationship, and organizing site meetings.

Summary of Learning Outcomes

1. Assign and monitor specific site activities
2. Monitor Environment, Health and Safety (EHS) Standards
3. Oversee implementation of working drawings
4. Prepare installation reports
5. Establish work relationship
6. Organize site meetings

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Assign and monitor specific site activities	<ul style="list-style-type: none"><input type="checkbox"/> Identification of site activities<input type="checkbox"/> Interpretation of working drawings<input type="checkbox"/> Confirmation of specifications and quality of materials<input type="checkbox"/> Preparation of wiring systems<input type="checkbox"/> Laying Conduits/trunks/ducts<input type="checkbox"/> Wiring<input type="checkbox"/> Fitting<input type="checkbox"/> Testing and inspection<input type="checkbox"/> Duties and responsibilities of:<ul style="list-style-type: none">➤ Supervisors➤ Technicians➤ Store keepers➤ Assistants e.g. attaches,	<ul style="list-style-type: none"><input type="checkbox"/> Observation<input type="checkbox"/> Oral questioning<input type="checkbox"/> Written tests<input type="checkbox"/> Practical tests

Learning Outcome	Content	Suggested Assessment Methods
	<ul style="list-style-type: none"> ➤ Interns, apprentices ➤ Security officers ☐ Preparation of site activities <ul style="list-style-type: none"> ➤ Monitoring checklist ➤ Timelines ➤ Daily ➤ Weekly ➤ Monthly ➤ Quarterly ➤ Yearly ☐ Parameters to be monitored ☐ Type of materials ☐ Quality and quantity of materials ☐ Tools and equipment ☐ Timelines ☐ Workforce ☐ Safety ☐ Site progress report 	
2. Monitor implementation of Environment, Health and Safety (EHS) standards	<ul style="list-style-type: none"> ☐ Meaning of terms <ul style="list-style-type: none"> ➤ EHS standards ☐ Relevant laws and standards: <ul style="list-style-type: none"> ➤ EMCA ➤ OSHA ➤ County by-laws ➤ KPLC by-laws ➤ KEBS ➤ Energy Act ☐ Safe and correct handling, use, maintenance and storage of different types of PPE ☐ Organizational safety rules and regulations 	<ul style="list-style-type: none"> ☐ Observation ☐ Oral questioning ☐ Written tests ☐ Practical tests
3. Oversee implementation of working drawings	<ul style="list-style-type: none"> ☐ Verification of drawings against installation ☐ Editing of drawings to accommodate changes 	<ul style="list-style-type: none"> ☐ Observation ☐ Oral questioning ☐ Written tests ☐ Practical test
4. Prepare installation	<ul style="list-style-type: none"> ☐ Generation of reports from records ☐ Records 	<ul style="list-style-type: none"> ☐ Observation ☐ Oral questioning

Learning Outcome	Content	Suggested Assessment Methods
reports and records	<ul style="list-style-type: none"> ➤ Meaning ➤ Importance ➤ Types and formats <input type="checkbox"/> Reports <ul style="list-style-type: none"> ➤ Meaning ➤ Formats as per the contract <input type="checkbox"/> Filing 	<ul style="list-style-type: none"> <input type="checkbox"/> Written tests <input type="checkbox"/> Practical tests
5. Establish work relationship	<ul style="list-style-type: none"> <input type="checkbox"/> Organization structure <input type="checkbox"/> Reporting relationships 	<ul style="list-style-type: none"> <input type="checkbox"/> Observation <input type="checkbox"/> Oral questioning <input type="checkbox"/> Written tests <input type="checkbox"/> Practical tests
6. Organize site meetings	<ul style="list-style-type: none"> <input type="checkbox"/> Procedure of holding meetings <input type="checkbox"/> Meeting notification <ul style="list-style-type: none"> ➤ Agenda ➤ Quorum ➤ Minutes <input type="checkbox"/> Report writing 	<ul style="list-style-type: none"> <input type="checkbox"/> Observation <input type="checkbox"/> Oral questioning <input type="checkbox"/> Written tests <input type="checkbox"/> Practical tests

Suggested Methods of Instruction

- Discussions
- Site visits
- On-job-training
- Charts and Audio-visual presentations
- Templates

Recommended Resources

Equipment

- Computers
- Printers
- Cameras
- Phones

Materials and supplies

- Stationery

Reference materials

- Manufacturers' catalogues
- Working drawings
- EMCA Act
- OSHA
- County by-laws

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