Gas Network Maintenance Craftsperson

Electrical and Instrumentation

On Programme Evidence Requirements – Logbook Review

This document is a requirement for the Technical Interview Part 2

On Programme Evidence (pre-gateway), this document needs to be completed by the Apprentice prior to gateway to knowledge and skills written assessment and needs to be confirmed by the Appointed Employer IQA as a factual representation of the logbook.

For each of the following Core Knowledge Skills and Behaviours (KSB's) needs to be evidenced a minimum of twice, the evidence can be based on direct observations, formative assessment and reviews. Other sources that can be included are certificates of training, job cards and work records, maintenance records, risk assessments and photographs of workplace activities, journal entries. The evidence cannot include any methods of self-assessment. Each piece of evidence may demonstrate more than one of the below KSB's.

This document must be fully populated no later than 7 days after the completion of the practical tasks and made available to the EUIAS independent assessor at the interview.

Core Requirements Knowledge	Definition	Evidence Criteria 1	Evidence Criteria 2	Evidence Criteria 3	Evidence Criteria 4	Evidence Criteria 5	Evidence Criteria 6
CK1	Company testing and commissioning procedures needed to establish the condition of gas assets, equipment, network infrastructure and the actions needed as a result of the tests. This includes						

	both practical applications and the use of diagnostic techniques and IT systems						
CK4	Company maintenance practices, processes and procedures associated with gas network systems, controls and equipment						
CK6	Company policies, procedures and engineering instructions as specified by the employer						
CS1	Undertake and document risk assessments in accordance with company procedures						
CS2	Comply with workplace health, safety & environmental practices and regulations, maintaining a safe and secure working environment						
CS3	Follow engineering instructions and company procedures to complete tasks safely and on-time						
CS4	Undertake inspection and examination of network assets in order to maintain the safe and compliant operation of the network to ensure the integrity, safety and security of supply						
CS5	Maintain and/or install gas engineering assets, components and associated equipment						
CS14	Liaise with gas consumers, statutory agencies and members of the public in order to ensure their safety						

CS15	Accurately update company systems with details of work undertaken						
CB2	Deliver a polite, courteous professional service to all customers, stakeholders and members of the public as appropriate						
CB4	Accept accountability when undertaking individual and team tasks						
CB7	Recognise personal limitations and seek advice from managers, experts and specialists when required						
CB9	Receptive to the needs and concerns of others, especially where related to diversity and equality						
CB10	Committed to carrying out and recording Continued Professional Development necessary to maintain and enhance competence						
CB11	Exercises responsibilities in an ethical manner						
CB12	Interacts with people and approaches work activities in a way that contributes to continuous self-improvement						
NMCEi3	Maintain site lighting and fixed and portable equipment which may include generators, batteries and associated equipment						

NMCEi6	Configure telemetry outstation and internal systems						
NMCEi7	Identify and resolve data quality and calibration issues						
NMCEi8	Test, calibrate and validate fixed and portable analogue and digital instrumentation using approved procedures and standards						
NMCEi10	Use standards and specifications to improve the information gathered by telemetry data						
NMCEi11	Inspect and maintain security equipment, telecommunication devices and alarm systems						
NMCEi13	Provide support to day-to-day users of instrumentation and control systems						
NMCEi14	Ensure consistent and valid data is available for business and regulation purposes						
NMCEi17	The permitry requirements when maintaining or configuring telemetry systems or undertaking works that may initiate system alarms						
NMCEi18	Recognise the processes to be followed in order to identify and resolve data quality and calibration issues						

NMCEi19	Understand how to test and calibrate instrumentation and control equipment in accordance with company specific procedures						
NMCEi20	The theories used to maintain, test and calibrate electrical equipment in line with company specific procedures						
NMCEi22	Identify relevant, company specific procedures and know how to access such documentation						

Technical Expert Internal Quality Assurance: I verify the information provided in this document is a true reflection of the Logbook and demonstrates the Core Knowledge Skills and Behaviours required for this pathway.

Technical Expert Internal Quality Assurance – Full Name	
Signature	
Date	