PERFORM INSTALLATIN OF MOTOR CONTROL SYSTEM

NTQF Level II

Learning Guide #24

Unit of Competence: **Perform installation of motor controller system**

Module Title: **Performing installation of motor controller system**

LG Code: EEL EMD2 M02LO5-LG24

TTLM Code: EEL EMD2 M02TTLM 0919v1

LO5: Notify completion of work

Instruction Sheet	Learning Guide #05

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics–

- Immediate Superior work completion
- work Performance Test

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to –

- Notify immediate superior upon completion of work.
- Made Performance tests to ensure that work conforms to instructions and job Requirements

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information "Sheet 1and Sheet 6,-" **in page 3-4 and 6-7** respectively.
4. Accomplish the "Self-check 1, Self-check 2 **in page 5 and 8** respectively
5. If you earned a satisfactory evaluation from the "Self-check" proceed to "Operation Sheet 1, Operation Sheet 2 and Operation Sheet 3 " **in page**
6. Do the "LAP test" **in page**

Information Sheet-1	Notify immediate superior upon completion of work.

1. Notify completion of work

1.1 Introduction to notify completion of work

Definition: Written notice issued by the owner of a project (or his or her agent) to notify concerned parties that all work on the project has been completed. This notice also sets the period within which concerned parties may exercise their lien rights against one another. OR

Notice of Completion:

A document recorded by a property owner to notify potential Mechanics Lien claimants that a specific construction project has been completed. The effect of a properly recorded Notice of Completion is to reduce the time in which a subcontractor, material supplier or general contractor can record a Mechanics Lien against a private works construction project.

1.2 Works completion

This concept is not defined nor is there any set date but it follows from practical completion. The process starts with the principal agent issuing a works completion list to the contractor which details defective and incomplete work present at practical completion but which are not required to achieve practical completion. The contractor must remedy the defects in this list in order to achieve works completion.

Once the contractor has addressed all incomplete and defective items on the 'works completion list' he must notify the principal agent to inspect these items, and if satisfied, issue a certificate of works completion. If the principal agent remains unsatisfied then he is required to identify which items have not been completed or rectified to his satisfaction and the contractor must carry out the rectification and completion procedure again in accordance with sub-clause. This procedure may be repeated several times until the principal agent is satisfied that all the items on the work completion list have been appropriately addressed.

Alternatively, should the principal agent not issue a works completion list within 5 working days of the date of practical completion the contractor is obliged to notify both the employer and principal agent in this regard and the principal agent is required to submit a works completion list within 5 working days of receipt of the contractor's notice. Should the principal agent fail to submit the works completion list thereafter, works completion shall be deemed to have been achieved on the expiry of the initial 5 working day period after the issue of the certificate of practical completion.

The only evident incentives that exist for the contractor in relation to works completion is that the contractor has 20 working days to complete and / or rectify the items on the works completion list in order not to forego compensatory interest on the value of outstanding work . The issue of the works completion certificate marks the commencement of the 90 calendar day defects liability period. (NB The Contractor is not entitled to compensatory interest on the value of outstanding work).

1.3 Final completion

At the end of the defects liability period, or when the contractor believes the defects liability period has come to an end, he must submit a notice to the principal agent who is obliged to inspect the works within the period specified in order to determine whether any defects are present. Should any defects be identified, the principal agent is obliged to provide the contractor with a defects list, which have arisen during the defects liability period and which the contractor must rectify in order to achieve final completion of the works.

Similarly, as provided for under works completion, if the principal agent does not issue a defects list within the period prescribed of 5 working days from the end of the defects liability period, the contractor is obliged to notify both the employer and principal agent in this regard and the principal agent is required to submit the defects list within 5 working days of receipt of the contractor's notice. Should the principal agent fail to submit the works completion list thereafter, final completion shall be deemed to have been achieved on the expiry of the initial 5 working day period after the end of the defects liability period.
The achievement of final completion by the contractor has the following consequences:

- all the contractor's liabilities and obligations in relation to a subcontractor's defects comes to an end and any remaining portion of the subcontractor's defects period is agreed and assumed by the employer ;
- All guarantees, warranties and indemnities provided by the contractor, subcontractors and suppliers are ceded to the employer on the date which the certificate of final completion is issued; and
- The certificate of final completion constitutes conclusive evidence as to the sufficiency of the works and that the contractors obligations have been fulfilled other than latent defects.

1.5 Conclusion

Practical completion, works completion and final completion deal exclusively with the construction period. Once the contractor has achieved final completion he still retains certain obligations in relation to the latent defects liability period. The latent defects liability period commences when construction begins and ends 5 years after the date when final completion was achieved.

Self-Check 1	Written Test

Part I: Enumeration

Direction: Write on blank space/List down the following

. 1. List the achievement of final completion by the contractor:

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

Information Sheet-2	Work Performance Test

2. Work Performance Test

2.1 Purpose

This procedure establishes the minimum requirements for lockout of energy sources that could cause injury to personnel. All employees shall comply with the procedure.

2.2 Responsibility

The responsibility for seeing that this procedure is followed is binding upon all employees. All employees shall be instructed in the safety significance of the lockout procedure by (designated individual). Each new or transferred affected employee shall be instructed by (designated individuals) in the purpose and use of the lockout procedure.

2.3 Preparation for Lockout

Employees authorized to perform lockout shall be certain as to which switch, valve, or other energy isolating devices apply to the equipment being locked out. More than one energy source (electrical, mechanical, or others) may be involved. Any questionable identification of sources shall be cleared by the employees with their supervisors. Before lockout commences, job authorization should be obtained.

2.4 Sequence of Lockout Procedure

1. Notify all affected employees that a lockout is required and the reason therefore.
2. If the equipment is operating, shut it down by the normal stopping procedure (such as: depress stop button,
   Open toggle switch).
3. Operate the switch, valve, or other energy isolating devices so that the energy source(s) (electrical, Mechanical, hydraulic, other) is disconnected or isolated from the equipment.
4. Lockout energy isolating devices with an assigned individual lock.
5. Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam or water pressure, must also be dissipated or retained by methods such as grounding, repositioning, blocking, bleeding down.
6. After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not

operate. CAUTION: Return operating controls to neutral position after the test.

7. The equipment is now locked out.

2.5 Restoring Equipment to Service

1. When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed.
2. When equipment is clear, remove all locks. The energy isolating devices may be operated to restore energy to equipment.

2.6 Procedure Involving More Than One Person

In the preceding steps, if more than one individual is required to lock out equipment, each shall place his/her own personal lock on the energy isolating device(s). One designated individual of a work crew or a supervisor, with the knowledge of the crew, may lock out equipment for the whole crew. In such cases, it may be the responsibility of the individual to carry out all steps of the lockout procedure and inform the crew when it is safe to work on the equipment. Additionally, the designated individual shall not remove a crew lock until it has been verified that all individuals are clear.

2.7 Rules for Using Lockout Procedure

All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device bearing a lock.

Self-Check 2	Written Test

Part II: Enumeration

Direction: Write/List down the following

1. List two types of Restoring Equipment to Service.

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

	OTHER REFERENCES	**For notify compilation work**

1. SAMPLE 1 - GENERAL LOCKOUT/TAGOUT PROCEDURE