SMART METERING INSTALLER

NATIONAL ASSESSMENTs ELECTRICITY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Existing Staff |  | New Entrant (Qualification Route) | |  |
| Candidate Name |  | | NI No. |  |
| Work Based Experience Carried Out? | | | |  |
| Work Experience Employer |  | | | |
| Evidence of Work Experience |  | | | |
| Assessor Name |  | | | |
| Company |  | | | |
| Location |  | | Date |  |
| Special Requirements? |  | | | |
| Smart Metering (Electricity): Single Phase Cut-Out  (Section 1 – 3) | | | |  |
| Smart Metering (Electricity): Single Phase off Multi-Phase Cut-Out (Section 4 – Note: This is an addition to Section 1-3) | | | |  |
| Smart Metering (Electricity): Multi-Phase off Multi-Phase Cut-Out (Section 5 – Note: This is an addition to Section 1-3) | | | |  |

**AssEssment Requirements**

**The assessment MUST meet ALL of the following requirements –**

1. Prior to the practical assessment each delegate must have been assessed as having sufficient underpinning knowledge as outline within the scheme rules.
2. The practical assessment must be completed following completion of a work placement
3. The assessment must be conducted by a person has gained **ALL** of following –
4. Completed, and successfully passed, the National Assessment Specification for the category against which they are assessing.
5. Proven occupational experience of work in the context of the activity for which they are assessing
6. One or more of the following assessor awards or an equivalent -

• Minimum requirement: Understanding the principles or practice of assessment (Unit certificate from any Ofqual regulated Awarding Body, mostly known as TAQA from City and Guilds)

• Level 3 Certificate in Assessing Vocational Achievement

• Level 3 Award in Assessing Competence in the Work Environment

• Working towards one of the above

• or hold one of the predecessor qualifications, which includes:

• A1 Assess candidates using a range of methods

• A2: 'Award in Assessing Candidates' Performance through observation

• D32/33 Assess candidate performance, using differing sources of evidence

SMART METERING INSTALLER

**1.0 Delivering Customer Service in the Smart Metering Sector** (This module may be assessed through simulation where necessary)

**Candidates are required to successfully complete ALL of the following criteria**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Pre Installation Assessment Criteria | Pass  Y/N | Assessor Comments |
| 1 | Introduce and identify self to customers in line with company protocols/ requirements |  |  |
| 2 | Explain to the customer the purpose of the visit in a polite and professional manner |  |  |
| 3 | Explain the work-plan to the customer, providing all relevant information including the required interruption of gas and/or electricity supply |  |  |
| 4 | Listen to the customers queries and respond appropriately to customer requirements |  |  |
|  | Post Installation Assessment Criteria | Pass  Y/N | Assessor Comments |
| 5 | Confirm the completion of smart metering installation work with the customer |  |  |
| 6 | Explain the benefits of the smart installation in terms of energy efficiency and provide guidance in line with Company requirements / procedures |  |  |
| 7 | Listen to any customer queries and respond in a polite and professional manner |  |  |
| 8 | Record relevant information from the work activity in line with Company procedures/requirements |  |  |

**Declaration of completion**

*I confirm that the evidence provided by the learner meets the full requirements for Standard 1.0 Delivering Customer Service in the Smart Metering Sector.*

**Employee/Trainee signature:**

**Name of assessor:**

**Assessor signature:**

**Completion date:**

**2.0 Remove, Test and INSERT Cut-out Fuses**

(This module is assessed in conjunction with the electrical install/change metering modules)

**Candidates are required to successfully complete ALL of the following criteria**

|  | Pre Meter Install/Change Assessment Criteria | Pass  Y/N | Assessor Comments |
| --- | --- | --- | --- |
| 9 | Conduct a site specific risk assessment, identifying potential hazards and implementing suitable control measures in line with Company procedures |  |  |
| 10 | Inspect and wear personal protective equipment (PPE) compatible with the risk assessment and health and safety regulations |  |  |
| 11 | Carry out a visual inspection of the integrity of the apparatus to be worked on and identify and report any distribution service termination equipment damage, defects, condition (e.g. broken carriers, migration of compound, live exposed terminals, loose terminations, smell of burning, discoloration etc.) in accordance with the MOCOPA guidance for service termination issue reporting and/or illegal abstraction in accordance with Company procedures |  |  |
| 12 | Select and check the tools and test equipment in line with the work plan, risk assessment and Company procedures |  |  |
| 13 | Isolate the customers installation and use test equipment to confirm the cut-out casing is at zero potential |  |  |
| 14 | Remove security seals then the cut out fuse/s and store in accordance with risk assessment and Company procedures |  |  |
| 15 | Use test equipment to confirm the effective isolation of all supplies and prove not live at the point of work |  |  |
| 16 | Use test equipment to confirm the correct supply, polarity and phase rotation / sequence at the fuse terminals in accordance with Company procedures |  |  |
| 17 | Shroud exposed live cut-out terminals in accordance with Company procedures |  |  |
| 18 | Confirm the action to take in the event of identifying - a) backfeed b) cross polarity c) illegal abstraction d) service termination equipment report |  |  |
| 19 | Where appropriate provide the customer with a service terminations issue report DNO interventions card |  |  |

|  | Post Meter Install/Change Assessment Criteria | Pass  Y/N | Assessor Comments |
| --- | --- | --- | --- |

|  |  |  |  |
| --- | --- | --- | --- |
| 20 | Conduct a site specific risk assessment, identifying potential hazards and implementing suitable control measures in line with Company procedures |  |  |
| 21 | Inspect and wear personal protective equipment (PPE) compatible with the work plan, risk assessment and health and safety regulations |  |  |
| 22 | Use test equipment to confirm the correct supply, polarity and phase rotation / sequence at the fuse terminals in accordance with Company procedures |  |  |
| 23 | Identify and confirm the correct fuse type and rating for the installation |  |  |
| 24 | Insert the cut out fuse(s)in accordance with Company methods/procedures |  |  |
| 25 | Ensure the security of the installation e.g. cut-out, meter seals and associated equipment |  |  |

**Declaration of completion**

*I confirm that the evidence provided by the learner meets the full requirements for Standard 2.0 Remove, Test, & Insert Cut-Out Fuses.*

**Employee/Trainee signature:**

**Name of assessor:**

**Assessor signature:**

**Completion date:**

**3.0 Install / Change Single Phase Meters and Associated Equipment**

(Assessed in conjunction with the Removal, Testing and Insertion of Cut-Out Fuses modules)

**Candidates are required to successfully complete ALL of the following criteria**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Assessment Criteria | Pass  Y/N | Assessor Comments |
| 26 | Use correct PPE at the appropriate times in line with Company procedures throughout the installation / change activity |  |  |
| 27 | Inspect meter fixing board condition / material and confirm appropriate for use |  |  |
| 28 | Securely install / change **Single Phase** metering equipment offa **Single Phase** **Cut-out** using the correct tools, techniques and Company procedures |  |  |
| 29 | Inspect meter tails and confirm as being the correct size and serviceable condition |  |  |
| 30 | Strip tails and insert into terminals correctly, no conductor damage or externally visible conductors |  |  |
| 31 | Tighten terminals adequately using correct tools |  |  |
| 32 | Position tails suitably to correct bending radius and where necessary protected from mechanical damage |  |  |
| 33 | Conduct all pre and post installation testing procedures in line with Company procedures |  |  |
| 34 | Check the completed installation for compliance with work instructions and Company requirements |  |  |
| 35 | Leave the work area in a safe and tidy condition with waste materials being stored/ disposed of in line with Company procedures |  |  |
| 36 | Complete post activity documentation/records in line with Company procedures, where necessary |  |  |

**Declaration of completion**

*I confirm that the evidence provided by the learner meets the full requirements for Standard 3.0 Install /Change single phase meters & associated equipment.*

**Employee/Trainee signature:**

**Name of assessor:**

**Assessor signature:**

**Completion date:**

**3.0a Install / Change Single Phase MULTI-RATE Meters and Associated Equipment**

(Assessed in conjunction with the Removal, Testing and Insertion of Cut-Out Fuses modules)

**Candidates are required to successfully complete ALL of the following criteria**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Assessment Criteria | Pass  Y/N | Assessor Comments |
| 37 | Use correct PPE at the appropriate times in line with Company procedures throughout the installation / change activity |  |  |
| 38 | Inspect meter fixing board condition / material and confirm appropriate for use |  |  |
| 39 | Securely install / change **Single Phase** **Multi-Rate** metering equipment offa **Single Phase** **Cut-out** using the correct tools, techniques and Company procedures |  |  |
| 40 | Inspect meter tails and confirm as being the correct size and serviceable condition |  |  |
| 41 | Strip tails and insert into terminals correctly, no conductor damage or externally visible conductors |  |  |
| 42 | Tighten terminals adequately using correct tools |  |  |
| 43 | Position tails suitably to correct bending radius and where necessary protected from mechanical damage |  |  |
| 44 | Conduct all pre and post installation testing procedures in line with Company procedures |  |  |
| 45 | Check the completed installation for compliance with work instructions and Company requirements |  |  |
| 46 | Leave the work area in a safe and tidy condition with waste materials being stored/ disposed of in line with Company procedures |  |  |
| 47 | Complete post activity documentation/records in line with Company procedures, where necessary |  |  |

**Declaration of completion**

*I confirm that the evidence provided by the learner meets the full requirements for Standard 3.0a Install and Change Single Phase Multi-Rate Meters and Associated Equipment*

**Employee/Trainee signature:**

**Name of assessor:**

**Assessor signature:**

**Completion date:**

**4.0 Install / Change Single Phase Meters and Associated Equipment off Multi-Phase Cut-Out**

(Assessed in conjunction with the Removal, Testing and Insertion of Cut-Out Fuses modules)

**Candidates are required to successfully complete ALL of the following criteria**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Assessment Criteria | Pass  Y/N | Assessor Comments |
| 48 | Use correct PPE at the appropriate times in line with Company procedures throughout the installation / change activity |  |  |
| 49 | Inspect meter fixing board condition and confirm appropriate for use |  |  |
| 50 | Securely install / change **Single Phase** metering equipment offa **Multi-Phase** **Cut-out** using the correct tools, techniques and Company procedures |  |  |
| 51 | Inspect meter tails and confirm as being the correct size and serviceable condition and identify any looped neutral situation |  |  |
| 52 | Strip tails and insert into terminals correctly, no conductor damage or externally visible conductors |  |  |
| 53 | Tighten terminals adequately using correct tools |  |  |
| 54 | Position tails suitably to correct bending radius and where necessary protected from mechanical damage |  |  |
| 55 | Conduct all pre and post installation testing procedures in line with Company procedures |  |  |
| 56 | Check the completed installation for compliance with work instructions and Company requirements |  |  |
| 57 | Leave the work area in a safe and tidy condition with waste materials being stored/ disposed of in line with Company procedures |  |  |
| 58 | Complete post activity documentation/records in line with Company procedures, where necessary |  |  |

**Declaration of completion**

*I confirm that the evidence provided by the learner meets the full requirements for Standard 4.0 Install / Change single phase meters & associated equipment off multi-phase cut-out.*

**Employee/Trainee signature:**

**Name of assessor:**

**Assessor signature:**

**Completion date:**

**5.0 Install / Change Multi-Phase Meters and Associated Equipment off Multi-Phase Cut-Out**

(Assessed in conjunction with the Removal, Testing and Insertion of Cut-Out Fuses modules)

**Candidates are required to successfully complete ALL of the following criteria**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Assessment Criteria | Pass  Y/N | Assessor Comments |
| 59 | Use correct PPE at the appropriate times in line with Company procedures throughout the installation / change activity |  |  |
| 60 | Inspect meter fixing board condition and confirm appropriate for use |  |  |
| 61 | Securely install / change **Multi-Phase** metering equipment offa **Multi-Phase** **Cut-out** using the correct tools, techniques and Company procedures |  |  |
| 62 | Inspect meter tails and confirm as being the correct size and serviceable condition |  |  |
| 63 | Strip tails and insert into terminals correctly, no conductor damage or externally visible conductors |  |  |
| 64 | Tighten terminals adequately using correct tools |  |  |
| 65 | Position tails suitably to correct bending radius and where necessary protected from mechanical damage |  |  |
| 66 | Conduct all pre and post installation testing procedures in line with Company procedures |  |  |
| 67 | Check the completed installation for compliance with work instructions and Company requirements |  |  |
| 68 | Leave the work area in a safe and tidy condition with waste materials being stored/ disposed of in line with Company procedures |  |  |
| 69 | Complete post activity documentation/records in line with Company procedures, where necessary |  |  |

**Declaration of completion**

*I confirm that the evidence provided by the learner meets the full requirements for Standard 5.0 Install / Change multi-phase meters and associated equipment off multi-phase cut-out.*

**Employee/Trainee signature:**

**Name of assessor:**

**Assessor signature:**

**Completion date:**