

<b>Reference No.</b>																		
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**SELF-ASSESSMENT GUIDE**

Qualification Title:	<b>Hard Disk Drive (HDD) Front-of-Line (FOL) Operations NC II</b>		
Units of Competency Covered:	<ul style="list-style-type: none"> <li>• <b>Set up Front-of-Line (FOL) Operations Workplace for Hard Disk Drive (HDD) Production Line</b></li> <li>• <b>Analyze, Carry out and Monitor Front-of-Line (FOL) Operations for Hard Disk Drive (HDD) Production Line</b></li> <li>• <b>Check Quality Compliance of Front-of-Line (FOL) Operations for Hard Disk Drive (HDD) Production Line</b></li> </ul>		
<b>Instruction:</b> Read each question and check the appropriate column opposite each question to indicate your answer.			
<b>Can I?</b>	<b>YES</b>	<b>NO</b>	
<b>Set up Front-of-Line (FOL) Operations Workplace for Hard Disk Drive (HDD) Production Line</b>			
• *Select and complete appropriate tools and materials based on process requirements and required time			
• *Check quantity and quality of materials based on production specifications			
• *Check completeness and accuracy of documents based on production specifications			
• *Follow safety procedures on handling tools and other safety requirements using the operations manual			
• *Identify irregularity/non-conformance			
• *Set and check HDD FOL machine parameters based on production specifications			
• *Complete HDD FOL checklist/forms			
• *Check HDD FOL machine basic physical condition based on specifications			
• Follow housekeeping procedures in line with 5S's discipline			
<b>Analyze, Carry out and Monitor Front-of-Line (FOL) Operations for Hard Disk Drive (HDD) Production Line</b>			
• *Use appropriate PPE and ESD apparels in the performance of the job			
• *Use appropriate tools and materials based on process requirements			
• *Load HDD FOL sample unit to the equipment in accordance to product orientation and specifications			
• *Check HDD FOL production output in accordance to product criteria			

<ul style="list-style-type: none"> <li>*Follow Out of Control Action Plan (OCAP), as if necessary</li> </ul>		
<b>Check Quality Compliance of Front-of-Line (FOL) Operations for Hard Disk Drive (HDD) Production Line</b>		
<ul style="list-style-type: none"> <li>*Monitor HDD FOL production line</li> </ul>		
<ul style="list-style-type: none"> <li>*Perform visual inspection</li> </ul>		
<ul style="list-style-type: none"> <li>*Complete HDD FOL lot traceability</li> </ul>		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
<b>Candidate's Name &amp; Signature:</b>		<b>Date:</b>

Note: \* Critical aspect of competency