

SELF-ASSESSMENT GUIDE

Qualification:	AIR DUCT SERVICING NC II	
Unit of Competency covered:	<ul style="list-style-type: none"> • Survey site for installation • Fabricate air ducts • Install air duct system • Perform air duct testing • Insulate air ducts • Repair and maintain air duct system 	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check on each question to indicate your answers. 		
Can I?	YES	NO
• Read and interpret work instructions, plans, drawings for job		
• Identify components required for HVAC-R ductworks system to be installed		
• Prepare required materials for job		
• Survey site according to approved sketch/ plan		
• Prepare alternation/ comments based on the survey conducted		
• Prepare and submit survey result to appropriate personnel		
• Communicate interactively with others*		
• Select appropriate processes, tools and equipment to carry out task		
• Check the equipment selection and application		
• Apply organizational quality procedures and processes within the context of surveying site for installation		
• Perform the processes used in fabrication of air ducts such as cutting/shearing, forming, joining and fastening		
• Apply surface development and triangulation method in fabrication of air ducts.		
• Explain the properties of ducting materials		

<ul style="list-style-type: none"> Identify different types, shapes and sizes of air ducts 		
<ul style="list-style-type: none"> Identify different types of hangers and supports. 		
<ul style="list-style-type: none"> Select and prepare tools, equipment and materials in line with job requirements* 		
<ul style="list-style-type: none"> Fabricate, position and level air duct system in accordance with drawing, designs & specifications* 		
<ul style="list-style-type: none"> Observe/ demonstrate safety practices and regulations* 		
<ul style="list-style-type: none"> Check, install and interpret drawings and components to establish correct location, dimension and level in accordance with standard operating procedures 		
<ul style="list-style-type: none"> Select and install air duct terminals* 		
<ul style="list-style-type: none"> Install ducts system, hangers and supports in accordance with duct construction standards* 		
<ul style="list-style-type: none"> Identify faults and problems and makes necessary action to rectify them in line with duct construction standards* 		
<ul style="list-style-type: none"> Demonstrate compliance with safety regulations applicable to worksite operations* 		
<ul style="list-style-type: none"> Clean worksite and keeps it in safe condition * 		
<ul style="list-style-type: none"> Communicate interactively with others to ensure safe and effective work operation* 		
<ul style="list-style-type: none"> Check air duct system for leaks by applying light/smoke test method 		
<ul style="list-style-type: none"> Check joint and ensures fitness and air tightness 		
<ul style="list-style-type: none"> Check and prepare insulating/sealing/adhesive materials in accordance with specification and insulation requirements 		
<ul style="list-style-type: none"> Insulate air duct 		
<ul style="list-style-type: none"> Seal joints and connections according to air duct 		
<ul style="list-style-type: none"> Dispose waste materials according to established disposal procedures 		
<ul style="list-style-type: none"> Apply duct liners 		

• Check and test air duct for leaks and damages according to system requirements		
• Check air distribution system in accordance with approved design and plan		
• Demonstrate compliance with safety regulations		
• Apply organizational quality procedures and processes within the context of insulating air ducts system		
• Perform visual inspection of air duct system		
• Evaluate condition of existing air duct system		
• Inspect and test system components in accordance with established procedures		
• Identify and diagnose faults and damages in accordance with system requirements		
• Replace repairs faulty components according to design		
• Prepare for preventive maintenance		
• Perform inspection and testing according to air duct system principles and requirements		
• Prepare testing tools and instruments in accordance with system requirements		
• Check air distribution system and balances airflows according to established procedures		
• Accomplish maintenance records/service reports in accordance with standard policies and procedures		
• Demonstrate compliance with safety regulations applicable to worksite operations		
• Communicate interactively with others to ensure safe and effective worksite operations		
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.		
Candidate's Signature:	Date:	