

Reference No.																	
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SELF-ASSESSMENT GUIDE

Qualification Title:	COMPUTER SYSTEMS SERVICING NC II															
COC 4 Title	MAINTAIN AND REPAIR COMPUTER SYSTEMS AND NETWORKS															
Instruction: Read each question and check the appropriate box to indicate your answer.																
Can I?															YES	NO
<i>Plan and prepare for maintenance and repair</i>																
• Plan and prepare maintenance and/or diagnosis of faults in line with job requirements*																
• Obtain and check tools, equipment and testing devices for correct operation and safety (hardware and software tools)																
• Obtain and check materials necessary to complete the work in accordance with established procedures and check against job requirements																
• Follow OHS policies and procedures																
• Check computer systems and networks for maintenance against job/service order instructions and specifications*																
<i>Maintain computer systems and networks</i>																
• Use appropriate personal protective equipment in line with standard procedures																
• Check normal function of computer systems and networks based on manufacturer's instructions																
• Perform scheduled/periodic maintenance in accordance with manufacturer's requirements																
• Perform necessary repairs/replacements in accordance with established procedures																
• Respond to unplanned events or conditions in accordance with established procedures																
<i>Diagnose faults of computer systems and networks</i>																
• Diagnose faults or problems in the computer systems and networks according to requirements and in line with the standard procedures*																
• Manage and implement contingency measures in accordance with established procedures																
<i>Rectify/correct defects in computer systems and networks</i>																
• Replace or correct defective components or parts without damage to the surrounding environment or services*																
• Make adjustments, if necessary in accordance with established procedures*																

<i>Inspect and test the computer systems and networks</i>		
• Clean and clear work site of all debris to ensure safety in accordance with company procedures		
• Follow 5S and 4Rs according to environmental policies		
• Undertake final inspections to ensure that the testing conducted on the device conforms with the manufacturer's instructions/manual*		
• Check and test computer systems and networks to ensure safe operation*		
• Prepare and complete reports according to company requirements*		
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 Name & Signature:		Date:

*NOTE: * Critical Aspects of Competency*

Evaluated by: <div style="text-align: center;">_____</div> AC Manager Date:	<input type="checkbox"/> Qualified for Assessment <input type="checkbox"/> Not yet Qualified for Assessment
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