

SELF APPRAISAL OF SKILLS - STANDARD FOR ALL DISCIPLINES

Applicant Name: _____

Date: _____

Position(s) Applied For: _____

Application Reg. No: _____

To The Applicant:

The following questionnaire is designed to indicate the range of skills you will bring to the company. The company does not expect you to have a detailed knowledge of all areas covered in this questionnaire, but rather needs an indication of what experience and knowledge you do have, so that you may be most effectively deployed in company operations.

The information is grouped in 3 sections:

1. **General Skills:** those skills that are spread over a wide range of company activities
2. **General Trade Skills:** applicable across most of the company trade-related activities
3. **Specific Trade Skills:** applicable in specific areas of company operation

Please check all sections - there may well be skills you have that apply to all areas

Please take time to read and understand the following instructions carefully before starting:

- (a) Where there is box on the right hand side of the page associated with a statement or question, please give an indication of your knowledge and experience in that particular area by entering **a number in the box** as follows:

Blank = no knowledge or experience

1 = limited knowledge/experience would need further instruction and close supervision

2 = basic knowledge of principles; no real experience; would need supervision

3 = fair knowledge of principles; some experience; supervision needed at times

4 = good knowledge/experience able to perform task completely with minimal supervision

5 = excellent knowledge/experience able to perform tasks to a high level of competency without supervision

- (b) Where there is a choice of answers indicated e.g. Yes No **tick the box that applies**

- (c) Where there is space provided to write, **provide the information** requested, or give relevant comments if you have any.

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DRIVING SKILLS How familiar are you with driving the following:

- motorcar
- heavy motor vehicle
- forklift 1-2 tonne capacity
- forklift 6-7 tonne capacity
- T-lift
- mobile yard crane

Current licences held: _____

Outline any formal driver training undertaken: _____

2. GENERAL TRADE SKILLS

CALCULATION Indicate your abilities in the following:

- add, subtract, multiply, divide whole numbers, fractions, decimals
- calculate simple areas, volumes
- calculate complex areas, volumes
- solve simple algebraic equations
- apply basic geometry and trigonometry
- use a standard electronic calculator

Comments: _____

MEASUREMENT How familiar are you with the following:

- the basic units of engineering measurement
- simple engineering measuring devices (rule, tape, etc)
- complex engineering measuring devices (vernier, micrometer etc.)
- calibration of engineering measuring devices

Comments: _____

ENGINEERING DRAWING Indicate your level of ability in the following:

- draw simple engineering sketches
- interpret simple engineering sketches
- interpret engineering working drawings
- calculate material take-offs from engineering drawings
- draw complex engineering drawings
- use computer aided draughting (CAD) equipment

Comments: _____

ENGINEERING MATERIALS Indicate your level of knowledge of the following:

- basic engineering sections (angles, channels, RHS, pipe, etc)
- characteristics of engineering materials (steel, alloys, aluminium etc)
- appropriate materials to use in various applications
- heat treatment of engineering materials
- testing the physical properties of engineering materials

Comments: _____

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THERMAL CUTTING PROCESSES

How familiar are you with the following:

- thermal cutting with oxygen/fuel gas
 - manual
 - creeper cutter
 - mechanical profile cutter
 - magic eye profile cutter
- thermal cutting with plasma arc
 - manual
 - profile cutter

Comments: _____

3. SPECIFIC TRADE SKILLS

GENERAL ENGINEERING

Indicate your level of knowledge, skill and experience in the following:

- Pipefitting - lay up and prep of materials
- Interpret and build to Isometric drawings
- Inspection requirements
- QA systems - understand and use
- Pipefitting - materials - types - grades _____

WELDING

Indicate your level of knowledge, skill and experience in the following:

- safe work practices in welding
- selection and care of welding consumables
- welding using any of the following
 - general and structural steel with MMAW (stick)
 - general and structural steel with GMAW (Mig)
 - Alloy Steels (Inconel, Chrome Moly) with GTAW/MMAW
 - pressure pipes/vessels to BS5500 or similar with GTAW/MMAW
 - Submerged Arc Welding (SAW) — tractor
 - Submerged Arc Welding (SAW) — boom
 - Stainless Steel plate
 - Stainless Steel tube (dairy work)
 - Stainless Steel pressure pipes and vessels
 - Duplex materials
 - Aluminium

List any other processes you are experienced in: _____

Current Welding Qualifications: _____

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ENGINEERING FABRICATION

Indicate your level of knowledge, skill and experience in the following:

- forming and shaping basic sections (pipe, RHS, channel etc.)
- forming and shaping medium plate (3mm - 16mm)
- forming and shaping heavy plate (over 16mm)
- use of dumpy level/theodolite
- use of string lines and wires
- alignment and assembly of structural steel sections
- alignment and assembly of cylindrical vessels
- joining and assembling pipe spool systems
- storage tanks

Comments: _____

ENGINEERING MACHINING

Indicate your level of knowledge, skill and experience in the following:

- use of machining equipment - lathe
 - milling machine
 - horizontal borer
 - vertical borer
 - tool and cutter grinder
 - reciprocating planer/shaper
 - gear cutting equipment
- set up machinery for production runs
- set up Computer Numerical Controlled machining equipment

Comments: _____

MAINTENANCE AND DIAGNOSTICS

Indicate your level of knowledge, skill and experience in the following:

- diagnosing faults in machinery and equipment
- dismantling, inspection and assembly of machinery and equipment
- identifying and replacing bearings
- identifying and replacing lubrication seals
- lubrication systems
- preventative maintenance systems
- testing machines and equipment for vibration
- static balancing
- dynamic balancing
- installation and alignment of machines and equipment
- testing/commissioning machines and equipment
- alignment of pumps and motors
- servicing of simple fluid power systems
- servicing of complex fluid power systems
- bolt tensioning
 - manual
 - hydraulic

Comments: _____

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HYDROTESTING

Indicate your level of knowledge, skill and experience in the following:

- testing of pressure systems
- identification and selection of pipe fittings
- identification and selection of valves, blinds, etc
- identification of appropriate pressure gauges
- calibration of pressure gauges
- operating digital chart recorders

Comments: _____

LIFTING AND SLINGING

Indicate your level of knowledge, skill and experience in the following:

- use and care of basic rigging equipment
 - web sling
 - chain sling
 - chain block
 - lever block
 - turfor
- simple engineering rigging techniques
- advanced engineering rigging techniques

Certification:

Dogman: Yes Registered Number: _____

Rigger: Yes Registered Number: _____

Level 5 Certificate (Basic; Intermediate; Advanced) _____

SCAFFOLDING

Indicate your level of knowledge, skill and experience in the following:

- basic scaffolding skills for erecting simple work platforms
- advanced scaffolding skills for systems over 5m high
- erection of containment systems for industrial painting
- hanging scaffolding

Certification:

Scaffolder: Yes Registered Number: _____

Level 5 Certificate (Basic; Intermediate; Hanging) _____

INDUSTRIAL COATINGS

Indicate your level of knowledge, skill and experience in the following:

- water blasting
- sand blasting
- grit blasting
- industrial coating using
 - brush
 - conventional spray
 - airless spray
- identification and selection of appropriate industrial coating systems
- safe handling and storage of organic solvents

Comments: _____

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ENGINEERING STORES

Indicate your level of knowledge, skill and experience in the following:

- general engineering tools and equipment
- engineering fasteners
- identification of Personal Protective Equipment
- safe handling and storage of dangerous goods
- inwards/outwards goods recording systems
- engineering stores/parts inventory systems
 - manual
 - computerised
- store issues systems
 - manual
 - computerised

Comments: _____

Note any further comments you wish to make in relation to the skills and experience you may bring to the company:

Return this information to:

Energyworks Ltd
 PO Box 346
 New Plymouth, 4340
 New Zealand