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| Title | **Maintain records in MHP operations** |
| Level | **3** | **Credits** | **8** |

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| Purpose | This competency standard is intended for those who carry out operations in a Micro Hydel Power (MHP) plant. People holding credit for this competency standard are able to: maintain log book and forms; and store and communicate information. |

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| Classification ISCED | 0713 Electricity and energy |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **E1:** **Maintain log book and forms**  | Trainee will be able to:**P1-** Confirm on-site recording requirements**P2-** Record required information from operations and maintenance, including personal observations**P3-** Record material requirements, deviations and interpretation based on personal observations and professional judgement | **K1-** Record keeping procedures |
| **E2:** **Store and communicate information** | Trainee will be able to:**P1-** Store and care forlog book and other records in line with workplace procedures**P2-** Pass-on information to supervisor according to workplace procedures | **K1-** Storing requirements |