Using and communicating technical information

1. The information I use are:

Verbal discussion and physical demonstration
Written letters
Electronic sources such as: Internet, e-mail, SMS text, social networking - Twitter, Facebook, Whatsapp
Newspapers and journals
Circuit diagrams
Stores order forms, site plans, as fitted drawings, test sheets and certificates
Materials lists and as purchase orders
Variation orders, daywork and time sheets.

2. Standardised criteria helps avoid misinterpretation and mistakes when reading diagrams, site plans and technical documentation. There needs to be standards for example:
- Drawing symbols
- Drawing scales eg. 1cm = 1 mm
In Europe we all work to the SI system so all circuit symbols are the same.
We all work to the metric system and its units.

3. I am given drawings to work to for my installation work by my tutor at college. In the work place these would be issued by my supervisor. All documents should be regularly updated for current and validity purposes by criterion referencing against regulatory standards such as BS7671 (IEE Wiring Regulations 17th Edition), Electricity at Work Regulations and the Health and Safety at Work Act. Also validated using the HSE good practice regulations.

4. As an electrician or engineer, I would need to read the following types of drawings and documentation:

- Scale drawings/location
- Site plans/layout drawings/as fitted drawings
- Schematic drawings/motors
- Circuit diagrams/wiring diagrams
- Layout/map of site
- Block diagrams

5. Circuit and wiring diagrams show connections and switching for circuit arrangements, block diagrams are used for fault location, schematic diagrams show component connections.

6. Other sources of information I use are:

- Yellow pages
- People
- Internet
- Library
7. If a drawing or document has been lost or damaged, or I have found some anomalies or discrepancies, I would report it to the supervisor, manager or foreman. The data or documents would then be checked and amended as appropriate. If I was not sure about what to do, I would always ask my supervisor or someone in authority.

8. All my NVQ work and unit assessment task evidence is kept in a folder at college for assessment. All my practical paperwork is kept safe in the workshop classrooms in blue folders in labelled crates. These are all kept in the locked classroom to prevent theft or damage.

9. Technical information is shared via fax, e-mail, photo copy, picture message, post.

10. A drawing needs to be easy to read because I need to scale from it. Sketches are used to detail parts of an installation, they must be drawn so that the persons using these are able to comprehend what is required or needs to change.

11. You need to ensure that sketches are suitable, and use appropriate drawing conventions so that the drawing is clearly understood and when you get to your practical you can read what measurements you need to accuracy. You need to ensure that sketches are in proportion and are legible to others so that it is easily understood.

12. You should act on your own initiative to find, clarify and evaluate information when you don't know about something or if you are sure you know about something you can evaluate information. You should seek help and advice from others when you are unsure about something. All records eg. drawings, must be returned to a main office so that the next person can access them if required.

13. You should always seek clarification if you are in any doubt as the validity or suitability to the information you have gathered because if you get the information wrong, you will need to start all over again or you will fail.

14. You should report problems you are unable to resolve to anyone who may be able to assist or to your employer or supervisor. Any issues should be reported to my tutor, supervisor or in the workplace, the foreman or site manager.