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| 1. Title               | Formulate effective storage and updating system for drawings  |
| 2. Code                | EMCUDE405A  |
| 3. Range               | Formulate effective storage and updating systems for drawings to support electrical and mechanical services for electrical and mechanical organization.   |
| 4. Level               | 4   |
| 5. Credits             | 3   |
| 6. Competency          | <p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Storage system for electrical and mechanical engineering documents</p> <ul style="list-style-type: none"> <li>◆ Understand the entire storage system for electrical and mechanical engineering documents, including the correlational series and classification of typical drawings, and document storage system</li> </ul> <p>6.2 Processing of electrical and mechanical engineering documents</p> <ul style="list-style-type: none"> <li>◆ Arrange drawings and classification of information <ul style="list-style-type: none"> <li>• With engineering senses, classify the correlational series of typical drawings and information effectively for easy management</li> </ul> </li> <li>◆ Formulate system for the issuance of drawings and information, including: <ul style="list-style-type: none"> <li>• Record of drawings and information issued</li> <li>• Marking of versions and dates issued</li> </ul> </li> <li>◆ Formulate retrieval mechanism for old drawings and information <ul style="list-style-type: none"> <li>• Trace the locations of old drawings and information according to the issuance record, and be able to issue the most updated versions of drawings and information</li> <li>• Establish effective communication channels with users of the drawings and information</li> </ul> </li> <li>◆ Make use of information technology to enhance the efficiency of the storage and updating system for drawings and information <ul style="list-style-type: none"> <li>• Use information technology and techniques to formulate systems to enhance the efficiency of storing, issuing, tracing and updating drawings and information</li> </ul> </li> </ul> |
| 7. Assessment Criteria | <p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to formulate an effective storage and updating system for drawings and information to effectively support the electrical and mechanical services.</p>   |
| 8. Remarks             | The credit value of this unit of competency is set on the presumption that the person already possesses basic knowledge of electrical and mechanical drawing plans.   |