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| 1. Title | Supervise the drafting of engineering drawings |
| 2. Code | EMRADE401A |
| 3. Range | Supervise the drafting of engineering drawings for E & M design so as to ensure quality and efficiency of work and to improve the efficiency of drafting with the application of information technology. |
| 4. Level | 4 |
| 5. Credits | 9 |
| 6. Competency | <p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Procedures, operation modes of units and supervisory skills of supervising the drafting of engineering drawings</p> <ul style="list-style-type: none"> ◆ Master the drafting procedures and processes of all kinds of engineering drawings, relevant quality requirements, and check point selection techniques ◆ Understand the operation modes and culture of units involved in the drafting of engineering drawings ◆ Possess the knowledge and skills of supervising and supporting the drafting work <p>6.2 Methods and procedures of supervising the drafting of engineering drawings and improving the efficiency of drafting with the application of information technology</p> <ul style="list-style-type: none"> ◆ Supervise and support the drafting of engineering drawings to ensure that it complies with the prescribed standards and customer's requirements. Supervisory procedures include: <ul style="list-style-type: none"> • Selecting and monitoring quality check points • Analyzing the causes of non-compliance with standard and formulating improvement measures • Maintaining adequate coordination and communication in the drafting processes ◆ Improve the efficiency of drafting by making use of the databank information, including: <ul style="list-style-type: none"> • Arranging the listing of drawings in accordance with the specifications of the storage and updating system for drawings • Using the information network to obtain outside information to improve the efficiency of drafting • Using the intranet for division of work so as to improve efficiency ◆ Formulate plans for maintaining persistently the quality of drafting work and for improving its efficiency, including: <ul style="list-style-type: none"> • Providing adequate training for staff • Establishing effective communication channels • Planning for updating and upgrading of equipment |

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| 7. Assessment Criteria | The integrated outcome requirement of this unit of competency is: (i) Capable to supervise and support efficiently the drafting of engineering drawings to ensure that the work complies with the standard and requirements; to formulate plans for maintaining persistently the quality of drafting work and for improving its efficiency by using information technology. |
| 8. Remarks | The credit value of this unit of competency is set on the presumption that the person already possesses knowledge of drafting engineering drawings and basic knowledge and skills of supervision. |