

# Observation Report

## Pathway 2: Airconditioning and Refrigeration Mechanic (ANZSCO 342111)

This report provides workplace evidence for the applicant's Trade Skills Assessment. It must be completed by an employer or supervisor who regularly observes the applicant at work.

### Applicant information

When you provide evidence of your workplace skills for your Trade Skills Assessment, you must also provide one completed Employer Observation Report. This report must be from your current employer or most recent employer. A completed Employer Observation Report allows you to provide evidence of the trade skills and knowledge you regularly display at your workplace.

### Employer/supervisor observer information

VETASSESS will review the information you provide in this report as part of the applicant's Trade Skills Assessment. The report allows you to describe the skills and knowledge that the applicant regularly demonstrates in the workplace.

#### **What must I do to complete the report?**

You must:

- hold a supervisor position at your workplace, or work closely with the applicant in a supervisory role
- regularly observe work performed by the applicant
- answer the questions based on the skills you have observed in the workplace
- answer all questions honestly
- be available to discuss this report with VETASSESS if required.

If you have any questions about completing this report, please contact us at [tradeassessment@vetassess.com.au](mailto:tradeassessment@vetassess.com.au). Return the report to the applicant when you have completed and signed it.

## Applicant and observer details

Applicant name:			
Observer name:			
Observer's role in the workplace:			
Observer's contact details:	Telephone:		
	Email:		
	Workplace Name:		
	Workplace Address:		
When did the observer or supervisor work with the applicant?		Start date:	
		End date:	

## Report on the applicant's workplace skills

This section is to be completed by the observer.

Note: Identify the skills you have observed the applicant performing correctly on multiple occasions.

Section 1: Trade skills	Comments
<p>Please describe how the applicant works safely in your business. You may wish to comment on things such as:</p> <ul style="list-style-type: none"> <li>• wearing the correct PPE while working</li> <li>• using machines and tools safely and following workplace procedures</li> <li>• lifting, moving supplies or equipment safely (manual handling)</li> <li>• keeping themselves and others safe during daily tasks</li> <li>• following your safety procedures.</li> </ul>	
<p>While working for you, explain how the applicant maintains the qualities and standards that are required by your business. This may include:</p> <ul style="list-style-type: none"> <li>• regulations and standards that apply to your work</li> <li>• manufacturer's standards and instructions</li> <li>• following plans, drawings or other instructions</li> </ul>	



<b>Trade tasks</b> Please provide feedback on the tasks the applicant undertakes and the standard of their performance.  Tick the box that best describes the applicant's performance and provide feedback. If the applicant does not undertake a task, please tick not observed.	Always	Often	Seldom	Not observed	Comments on their performance of these tasks
<b>Refrigerant</b> , the applicant can: <ul style="list-style-type: none"> <li>Identified the correct refrigerant type, checked the nameplate and job instructions.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Connected manifold gauges and vacuum pump to service ports.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Pulled the system down to the required vacuum level and held.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Isolated pump and confirmed vacuum held for the required period.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Connected the refrigerant cylinder, weighed in the correct charge using scales.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Started the system, checked pressures and temperatures, and leak-tested all joints.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Trade tasks</b> Please provide feedback on the tasks the applicant undertakes and the standard of their performance.  Tick the box that best describes the applicant's performance and provide feedback. If the applicant does not undertake a task, please tick not observed.	Always	Often	Seldom	Not observed	Comments on their performance of these tasks
<b>Installing an air conditioner</b> , the applicant can: <ul style="list-style-type: none"> <li>Confirmed unit location, clearances, and mounting requirements from drawings.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>The mounted air conditioner or its components are level and fixed securely in position.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Installed required pipework, drains, and control or power cabling.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Connected refrigerant pipework, tightened joints, insulated and secured services.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Connected electrical supply, isolator, and controls according to Instructions under direct or indirect supervision by a qualified electrician.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Started the system, checked operation, airflow, and temperatures in different modes.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Trade tasks</b> Please provide feedback on the tasks the applicant undertakes and the standard of their performance.  Tick the box that best describes the applicant's performance and provide feedback. If the applicant does not undertake a task, please tick not observed.	Always	Often	Seldom	Not observed	Comments on their performance of these tasks
<b>Installing a refrigeration system,</b> the applicant can: <ul style="list-style-type: none"> <li>• Read drawings, confirmed cabinet locations, pipe routes, and services.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Set out positions, mount evaporator and condenser units securely.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Installed copper pipework, measured, cut, and supported at spacings.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Installed condensate drains with the correct fall to the approved outlet.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Installed control and power wiring to units as per instructions under direct or indirect supervision by a qualified electrician.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Checked installation was ready for evacuation, charging, and commissioning.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Section 2: Range services the applicant undertakes

Identify the types of services that you have observed the applicant doing:

### Air Conditioning

- Install, connect, and commission air conditioning units.
- Service and clean indoor and outdoor units and filters.
- Diagnose and repair faults in air conditioning and refrigeration systems.
- Install, braze, and pressure test refrigeration pipework.
- Evacuate, charge, and leak test refrigerant systems.
- Install and maintain coolrooms, freezer rooms, and display cabinets.
- Test electrical circuits, controls, and safety devices on systems.
- Check operating pressures, temperatures, and system performance.
- Repair or replace compressors, fan motors, pumps, and control components.
- Complete job sheets, service reports, and explain work to customers.

Comments

<p><b>Refrigeration</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Install, commission, and service commercial refrigeration systems.</li><li><input type="checkbox"/> Install, braze, and pressure test refrigeration pipework.</li><li><input type="checkbox"/> Evacuate, charge, and leak test refrigeration systems.</li><li><input type="checkbox"/> Maintain and repair coolrooms, freezer rooms, and display cabinets.</li><li><input type="checkbox"/> Check operating pressures, temperatures, and product temperatures.</li><li><input type="checkbox"/> Diagnose and repair faults in compressors, fans, and controls.</li><li><input type="checkbox"/> Inspect and clean condensers, evaporators, and drain systems.</li><li><input type="checkbox"/> Replace thermostats, door heaters, valves, and other components.</li><li><input type="checkbox"/> Test electrical circuits, safety devices, and defrost systems.</li><li><input type="checkbox"/> Complete service records and discuss issues with the customer.</li></ul>	
<p><b>Other products (please list in the comments)</b></p>	

Section 3: Workplace skills	Comments
<p>How well does the applicant understand and follow your workplace procedures?</p>	
<p>In your experience, how does the applicant manage supplies and materials in the workplace to keep waste within acceptable levels?</p>	
<p>How well does the applicant communicate at work with clients, supervisors and workmates? Are they able to explain the work they are doing to clients, understand instructions, and discuss any issues with others?</p>	
<p>From your observation, how does the applicant handle unexpected issues or changes in the work? Describe how they identify and fix problems, including maintaining product quality.</p>	

How well does the applicant ensure their work meets industry and workplace standards while completing tasks within required timeframes?	
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## Applicant and observer declaration

### Declaration

By signing the below section, both the applicant and observer confirm the following:

- the observer holds/held a supervisor position, regularly supervises/supervised and/or has worked closely with the applicant
- all information provided by the observer is true and correct
- VETASSESS can contact the observer to gather further information about this report or the applicant's work.

**NOTE:** Providing incorrect or untrue information in this report may result in an UNSUITABLE skills assessment outcome for the applicant.

<b>Applicant signature:</b>		<b>Date:</b>	
<b>Observer signature:</b>		<b>Date:</b>	