

## Task 3C – Handover

You must:

- a) hold a meeting with your supervisor to complete handover procedures, including:
  - confirmation of work completed
  - overview of finding in quality inspection report
  - suggested improvements to design or production process
  - handover of completed bearing assembly and quality inspection report.

### Conditions of assessment:

- the time allocated for this task is **15 minutes**
- you must carry out the task on your own, under **controlled conditions** while being observed
- you must carry out the handover meeting, with the assessor (or another staff member) taking the part of the supervisor
- there will be no interaction required or permitted by your assessor as part of the handover.

### Controlled conditions:

- you must only work on the tasks in the allocated times
- assessment evidence must be handed in at the end of each session for secure storage which cannot be accessed
- all practical work areas and any evidenced produced must be kept secure and only accessible by the assessor
- you must not share or discuss your work with other candidates
- you are not permitted to bring any materials into the assessment session.

### What must be produced for marking:

- assessor observation:
  - handover meeting.

### Additional evidence for this task:

- handover materials consisting of:
  - quality inspection report
  - the completed bearing assembly.

To support the comments made within the Practical Observation the assessor must capture the following video that must be submitted as supporting evidence for each candidate.

### Video evidence which shows:

- handover meeting.

### Resources:

- quality inspection report
- completed bearing assembly from Task 2.

**End of assessment**

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