



SOUTH AFRICAN INSTITUTE OF DRAUGHTING

Association not for Gain

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APPLICATION FOR UPGRADING OF MEMBERSHIP

SUPERVISOR'S QUESTIONNAIRE

This questionnaire is intended to assess the technical and supervisory skills of the applicant.

Answer the questions by inserting a numeral for the percentage time the applicant was involved in each category during his/her employment under your supervision.

Never / Less than 10% = 0 Occasionally / 10 - 40% = 1 Often / 50 - 70% = 2 Regularly / 80 - 100% = 3

Last 5 years	Previous 5 years
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A COMMUNICATION

Has the applicant:		
<input type="checkbox"/> prepared written reports or cost estimates?		
<input type="checkbox"/> referred to technical documents to gather information?		
<input type="checkbox"/> liaised with other departments or industries?		
<input type="checkbox"/> contributed to the training of personnel?		
<input type="checkbox"/> actively participated in meetings?		
<input type="checkbox"/> prepared clear logical drawings to recognised standards?		

B MANAGEMENT

Has the applicant:		
<input type="checkbox"/> worked independently and without any supervision?		
<input type="checkbox"/> been engaged in office administration?		
<input type="checkbox"/> been a leader, supervisor, manager of a drawing office or self employed?		
<input type="checkbox"/> been engaged in drawing office quality control?		
<input type="checkbox"/> been responsible for the production output of a drawing office?		
<input type="checkbox"/> attended supervision / management courses?		

C MANIPULATIVE

Has the applicant:		
<input type="checkbox"/> undertaken site measurement or investigations?		
<input type="checkbox"/> prepared sketches for trainees or detail draughtspersons?		
<input type="checkbox"/> prepared complex arrangement/assembly drawings?		
<input type="checkbox"/> prepared detail drawings?		
<input type="checkbox"/> used a Computer Aided Drawing / Design facility?		
<input type="checkbox"/> prepared design models or mock-ups?		

D TECHNOLOGICAL

Has the applicant:		
<input type="checkbox"/> been involved in various types of design projects?		
<input type="checkbox"/> been required to solve technical problems?		
<input type="checkbox"/> kept informed of new technological developments?		
<input type="checkbox"/> been assigned special technical tasks?		
<input type="checkbox"/> prepared specification documents or technical reports?		
<input type="checkbox"/> assisted your peers in solving their technical problems?		

**Last
5 years**

**Previous
5 years**

E

THINKING

Has the applicant:		
<input type="checkbox"/>	been responsible for original planning and design ?	
<input type="checkbox"/>	been responsible for analytical design work - with risk?	
<input type="checkbox"/>	been responsible for practical design work - no risk?	
<input type="checkbox"/>	been responsible for routine/standardised design?	
<input type="checkbox"/>	been responsible for innovative, industrial or experimental design?	
<input type="checkbox"/>	prepared flow / process diagrams or factory layouts?	

DECLARATION BY SUPERVISOR

Company:		
Postal Address:		
Period applicant was employed in company under your supervision	From:	To:
Full Name:		
Capacity:		
Signature:		
Date:		