



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **AUMATK2002 Prepare, use and operate equipment, tools and machinery**

**Release: 1**

## AUMATK2002 Prepare, use and operate equipment, tools and machinery

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit describes the application of the required skills and knowledge to prepare use or operate equipment, tools and machinery as required for the full range of contexts in the Automotive Manufacturing industry. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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### Application of the Unit

<b>Application of the unit</b>	The unit applies to the automotive and related component manufacturing environment and involves application of skills and knowledge at a production worker level. These skills and knowledge are to be used within the scope of the person's job and authority.
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

Not applicable.

### Employability Skills Information

<b>Employability skills</b>	This unit contains Employability Skills.
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## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.
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## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select equipment, tools and/or machinery required for the operation/process	<p>1.1. Applicable <b><i>legislative, OH&amp;S and organisation requirements and procedures</i></b> relevant to the use/operation of equipment/tools and machinery are verified and complied with</p> <p>1.2. The appropriate equipment, tools and machinery are identified and selected according to the <b><i>job context</i></b></p>
2. Inspect and check equipment, tools and/or machinery prior to use	<p>2.1. <b><i>Equipment, tools and machinery</i></b> are checked to ensure they are in operational order</p> <p>2.2. Defective equipment, tools and machinery are identified and reported according to company procedures</p>
3. Prepare and use equipment, tools and machinery as required by the process/operation	<p>3.1. Equipment, tools and machinery are prepared according to organisation procedures and manufacturer specifications</p> <p>3.2. Equipment, tools and/or machinery are used correctly as required by the process/operation according to organisation procedures, and manufacturer specifications</p>
4. Complete the work	<p>4.1. Equipment, tools and/or machinery are shut down and stored at the conclusion of the operation according to organisation procedures</p> <p>4.2. Work area is cleaned and restored in accordance with organisation procedures</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

#### Required skills

- speak clearly and directly in order to identify appropriate equipment
- apply teamwork to a range of situations
- solve problems particularly in teams in order to meet performance indicators
- show initiative in adapting to changing work conditions or contexts particularly when working across a variety of work areas
- access, interpret and apply information on relevant organisation policies, procedures and instructions, particularly to select and use equipment tools and machinery
- manage time when planning, preparing and organising work priorities
- take responsibility for organising own work priorities.

#### Required knowledge

- relevant Occupational Health and Safety and Environmental regulations and enterprise policies and procedures needed to carry out work in a manner which ensures the safety of people, equipment and the environment. The specific regulations will vary according to the area of operation
- upstream customers and their requirements
- the types, characteristics, uses, limitations and operator techniques for the equipment, tools and machinery relevant to the work area
- relevant product assembly techniques
- correct handling and storage of equipment and tools to comply with OH&S and environmental requirements
- environmental protection requirements relating to the disposal of waste material
- established communication channels and protocols
- problem identification and resolution
- procedures for the recording, reporting and maintenance of workplace records and information.

## Evidence Guide

### EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

#### Overview of assessment

#### Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- compliance with relevant legislation, regulations, standards, codes of practice and established safe practices and enterprise policies and procedures for preparing and using/operating equipment, tools and/or machinery
- maintaining a working knowledge of relevant workplace equipment, tools and machinery
- working and communicating effectively and positively with others involved in the work
- applying, within authority, the requirements of the job or work role in relation to:
  - selecting the equipment/tools/machinery required for the process
  - inspecting and checking equipment/tools/machinery prior to use
  - preparing the equipment/tools/machinery prior to use
  - using the equipment/tools/machinery to enterprise and manufacturers' standards
  - completing work area housekeeping requirements
- modify activities to cater for variations in workplace context and environment.

#### Context of and specific resources for assessment

- assessment of the competency should take place in a safe working environment in a passenger motor vehicle manufacturing plant or simulated environment using tools/equipment/machinery required for the production process without undue disruption to the production process
- assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints.

#### Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of underpinning knowledge

**EVIDENCE GUIDE**

- assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application
- assessment may be applied under project related conditions (real or simulated) and require evidence of process
- assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.

## Range Statement

### RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

<p><b><i>Legislative requirements and procedures</i></b> may include:</p>	<p>Applicable legislation, regulations and codes of practice, including those related to:</p> <ul style="list-style-type: none"> <li>• anti-discrimination</li> <li>• award and enterprise agreements</li> <li>• confidentiality and privacy</li> <li>• duty of care</li> <li>• employee relations</li> <li>• environment protection</li> <li>• equal opportunity</li> <li>• industrial relations</li> <li>• relevant industry codes of practice.</li> </ul>
<p><b><i>OH&amp;S requirements and procedures</i></b> may include:</p>	<p>Legislation and regulations, organisational safety policies and procedures and may include: the use of personal protective equipment and clothing, rescue services, fire fighting organisation and equipment, first aid equipment, hazard and risk control and elimination, systems covering the use of hazardous materials and substances and manual handling procedures including lifting and carrying.</p>
<p><b><i>Organisation requirements and procedures</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• access and equity principles and practices</li> <li>• environmental management (waste disposal, recycling and re-use guidelines)</li> <li>• emergency and evacuation procedures</li> <li>• equipment use procedures</li> <li>• ethical standards</li> <li>• legal obligations</li> <li>• maintenance and storage procedures</li> <li>• OHS requirements</li> <li>• organisational and site guidelines</li> <li>• policies and procedures relating to own role and responsibility</li> <li>• procedural manuals</li> <li>• quality assurance guidelines</li> <li>• quality and continuous improvement processes and standards</li> <li>• recording and reporting guidelines.</li> </ul>

<b>RANGE STATEMENT</b>	
<b><i>Job contexts</i></b> may include:	<ul style="list-style-type: none"> <li>• Work areas including:</li> <li>• body construction, aluminium die casting, iron foundry operations, engine machining, spray painting, automotive plastics, stamping &amp; press operations, fabrication hardware, trim manufacture, vehicle assembly, warehousing, engine assembly, seat frame manufacture</li> </ul> <p>Processes including:</p> <ul style="list-style-type: none"> <li>• welding sub-assemblies, fitting hang-on components, fittings dies to die boxes, pouring aluminium, machining parts, application of paint, cutting blanks, assembly of components to form sub-assemblies, fitting parts to bodies, assembly of parts, parts picking and replenishment.</li> </ul>
<b><i>Equipment, tools and machinery</i></b> may include:	<ul style="list-style-type: none"> <li>• welding equipment</li> <li>• robots</li> <li>• forklift trucks</li> <li>• hand tools</li> <li>• power tools</li> <li>• spray guns</li> <li>• die boxes</li> <li>• furnace</li> <li>• core boxes</li> <li>• lubricating equipment</li> <li>• cutting equipment.</li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	Technical - Tools and Equipment
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## Competency field

<b>Competency field</b>	Manufacturing - Common
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## Co-requisite units

Not applicable.