



Australian Government

AURTTK2002 Use and maintain workplace tools and equipment

Release 1

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Modification History

Release	Comment
Release 1	<p>Replaces AURT270278A Use and maintain workplace tools and equipment</p> <p>Unit code updated to meet policy requirements</p> <p>Reference to OHS legislation replaced with new WHS legislation</p> <p>Licensing statement added to unit descriptor</p>

Unit Descriptor

Unit descriptor	<p>This unit covers the competence required to select, safely use and maintain workplace tooling and equipment.</p> <p>Licensing, legislative, regulatory or certification requirements may apply to this unit in some jurisdictions. Users are advised to check with the relevant regulatory authority.</p>
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Application of the Unit

Application of the unit	<p>The unit includes identification and confirmation of work requirement, preparation for work, selection, use, servicing, maintenance and storage of tooling and equipment and completion of work finalisation processes, including clean-up and documentation.</p> <p>Work requires individuals to demonstrate judgement and problem-solving skills in managing own work activities and contributing to a productive team environment.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills	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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and 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 correct tooling and equipment for workplace application	1.1.Tooling and equipment are selected to meet job requirements 1.2.Suitable tooling and equipment are selected for use within the workplace environment 1.3.Tooling and equipment are selected according to enterprise procedures/policies
2. Use of tooling and equipment	2.1.Tooling and equipment are used in a safe manner to prevent injury to self and others 2.2.Tooling and equipment are used in a manner that does not cause damage to other workplace equipment 2.3.Observations are noted during the use of tooling/equipment
3. Service and maintain workplace tooling and equipment	3.1.Tooling and equipment are regularly checked against manufacturer/component supplier recommendations to ensure safe operating condition 3.2.Damaged/worn tooling and equipment are tagged and removed from the workplace for repair or replacement and reported in accordance with enterprise requirements 3.3.Tooling/equipment are serviced, adjusted and/or maintained as per manufacturer/component supplier schedule to ensure safe and correct operation, within the scope of responsibility 3.4.Servicing and maintenance operations are carried out according to industry regulations/guidelines, WHS legislation, legislation and enterprise procedures/policies
4. Store and secure tooling and equipment	4.1.Tooling and equipment are cleaned, checked and stored 4.2.Tooling and equipment are securely stored 4.3.Documents are completed according to enterprise policies and procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

REQUIRED SKILLS AND KNOWLEDGE**Required skills**

- apply research and interpretive skills sufficient to locate, interpret and apply manufacturer/component supplier procedures, workplace policies and procedures
- apply analytical skills required for identification and analysis of technical information
- apply plain English literacy and communication skills in relation to dealing with customers and team members
- apply questioning and active listening skills for example when obtaining information from customers
- apply oral communication skills sufficient to convey information and concepts to customers
- apply planning and organising skills to own work activities, including making good use of time and resources, sorting out priorities and monitoring one's own performance
- interact effectively with other persons both on a one-to-one basis and in groups, including understanding and responding to the needs of a customer and working effectively as a member of a team to achieve a shared goal
- establish safe and effective work processes which anticipate and/or resolve problems and downtime, to systematically develop solutions to avoid or minimise reworking and avoid wastage
- use mathematical ideas and techniques to correctly calculate time, assess tolerances, apply accurate measurements, calculate material requirements and establish quality checks
- use workplace technology related to the use and maintenance of workplace tooling and equipment, including the use of measuring equipment, computerised technology and communication devices and the reporting/documenting of results

Required knowledge

A working knowledge of:

- WHS regulations/requirements, equipment, material and personal safety requirements
- tool and equipment selection procedures
- basic maintenance procedures for tooling and equipment
- tool and equipment safety and operating procedures
- types, characteristics, uses and limitations of hand tooling
- types, characteristics, uses and limitations of power tooling
- types, characteristics, uses and limitations of workplace equipment
- work organisation and planning processes
- enterprise quality processes

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, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

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

It is essential that competence in this unit signifies ability to transfer competence to changing circumstances and to respond to unusual circumstances in the critical aspects of:

- selection and safe use of hand tooling
- selection and safe use of workplace equipment
- basic maintenance of tooling and equipment within the scope of operator responsibility
- selection and safe use of personal protective equipment

Context of, and specific resources for assessment

Application of competence is to be assessed in the workplace or simulated worksite

Assessment is to occur using standard and authorised work practices, safety requirements and environmental constraints

Assessment is to comply with regulatory requirements, including Australian Standards

The following resources should be made available:

- workplace location or simulated workplace
- material relevant to the use and maintenance of workplace tooling and equipment
- equipment, hand and power tooling appropriate to the use and maintenance of workplace tooling and equipment
- activities covering mandatory task requirements
- specifications and work instructions

Method of assessment

Assessment must satisfy the endorsed assessment guidelines of the automotive industry's RS&R Training Package

Assessment methods must confirm consistency and accuracy of performance together with application of underpinning knowledge

Assessment must be by direct observation of tasks, with questioning on underpinning knowledge and it must also reinforce the integration of key competencies

Assessment may be applied under project related conditions and require evidence of process

EVIDENCE GUIDE

	<p>Assessment must confirm a reasonable inference that competence is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances</p> <p>It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying quality circumstances. Evidence of performance may be provided by customers, team leaders/members or other persons subject to agreed authentication arrangements</p> <p>Competence in this unit may be assessed in conjunction with other functional units which together form part of the holistic work role</p>
Guidance information for assessment	

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, if used in the performance criteria, is detailed below. 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) may also be included.

Tooling and equipment

Tooling and equipment may include computer hardware/ software, calculators, general office equipment, hand and power tooling, specialist tooling for removal/adjustment, storage racks, protective covers, measuring devices, plastics repair equipment, sealing equipment, adhesive equipment, heating equipment, templates, welding equipment, including oxy, arc, MIG and TIG, vehicle cleaning equipment, service workshop manuals, product manuals, hydraulic breaker tooling, line oilers, filters and gauges, alternator and starting motor bench testers, paint mixers, key cutters, multimeters, load testers, brake and drum lathes, fuel injector cleaners, ignition module test instruments

RANGE STATEMENT	
Maintenance methods	Maintenance methods may include routine maintenance to tooling and equipment as per schedules, labelling faulty tooling and equipment, minor repairs to tooling and equipment, and the chocking, jacking and supporting of machines on level and incline planes
Specific requirements	Specific requirements may include hydraulic jacks, air bags and overhead cranes for lifting heavy machines
Warehouse equipment	Warehouse equipment includes auto picker, bag palletiser, barcode printer and scanner, belt conveyors, bolt cutter, cages, carton sealer, computers, forklifts, battery chargers, pallets, picking trolleys, sprinkler system, strapping machine, fire extinguishers, first aid box, safety signs, security alarm, safety harness, carton crushers, disposal bins, seals and ties, shrink wrap
WHS	WHS requirements are to be in accordance with legislation/regulations/codes of practice and enterprise safety policies and procedures. This may include protective clothing and equipment, use of tooling and equipment, workplace environment and safety, handling of material, use of fire fighting equipment, enterprise first aid, hazard control and hazardous materials and substances
Personal protective equipment	Personal protective equipment is to include that prescribed under legislation/regulations/codes of practice and workplace policies and practices
Emergency procedures	Emergency procedures related to this unit are to include, but are not limited to emergency shutdown and stopping of equipment, extinguishing fires, enterprise first aid requirements and site evacuation
Safe operating procedures	Safe operating procedures are to include, but are not limited to the conduct of operational risk assessment and treatments associated with vehicular movement, toxic substances, electrical safety, machinery movement and operation, manual and mechanical lifting and shifting,

RANGE STATEMENT	
	working in proximity to others and site visitors
Environmental requirements	Environmental requirements are to include but are not limited to waste management, noise, dust and clean-up management
Quality requirements	Quality requirements are to include, but are not limited to regulations, including Australian Standards, internal company quality policy and standards and enterprise operations and procedures
Statutory/regulatory authorities	Statutory/regulatory authorities may include Federal, State/Territory and local authorities administering acts, regulations and codes of practice
Communications	Communications are to include, but are not limited to verbal and visual instructions and fault reporting and may include site specific instructions, written instructions, plans or instructions related to job/task, telephones and pagers
Information/documents	<p>Sources of information/documents may include:</p> <ul style="list-style-type: none"> • verbal or written and graphical instructions, signage, work schedules/plans/specifications, work bulletins, memos, material safety data sheets, diagrams or sketches • safe work procedures related to the use and maintenance of workplace tooling and equipment • regulatory/legislative requirements pertaining to the automotive industry • engineer's design specifications and instructions • organisation work specifications and requirements • instructions issued by authorised enterprise or external persons • Australian Standards

Unit Sector(s)

Unit sector	Mechanical Miscellaneous
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Co-requisite units

Co-requisite units		

Competency field

Competency field	Technical - Tools and Equipment
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