



Australian Government

Department of Education, Employment and Workplace Relations

LMFFT5005B Organise enterprise maintenance programs

Revision Number: 1

LMFFT5005B Organise enterprise maintenance programs

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the competency to establish, organise and implement preventative and reactive maintenance programs and capabilities required to optimise operational and production performance.
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>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.</p>
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Clarify maintenance requirements	1.1. Equipment specifications, service requirements and workplace procedures are checked for recommended maintenance intervals and processes 1.2. Special requirements for maintenance are separated from normal lubrication, adjustment and maintenance schedules 1.3. Comparisons with previous experience, future equipment use, production requirements and standard operating procedures are made 1.4. An outline plan for maintenance and a related work schedule is identified and developed
2. Establish maintenance systems	2.1. Costings for process are identified based on work schedule (equipment/staff off-line), equipment manufacturers' recommendations, charges for materials, equipment and consumables and external/internal labour charges 2.2. Required production interruptions, processes and procedures are documented and recorded 2.3. Maintenance providers, internal/external, are identified 2.4. Maintenance systems options are analysed and recommendations processed to management 2.5. Approvals for the maintenance systems concepts and resources are obtained
3. Organise maintenance activities	3.1. Workplace health and safety requirements, including personal protection needs, are observed throughout the work 3.2. Production schedules and staff rosters are checked to identify times when the maintenance process may be scheduled, including optimum timing for shut down 3.3. Permission from supervisory personnel is obtained for timing of maintenance to optimise the maintenance process and production 3.4. Detailed work plans are developed in accordance with: <ul style="list-style-type: none"> 3.4.1. production schedules 3.4.2. availability of expertise 3.4.3. scheduling of resource availability 3.5. Employees with the required competencies are identified and where necessary appropriate training

ELEMENT	PERFORMANCE CRITERIA
	<p>and assessment is facilitated</p> <p>3.6. Approvals for production schedule, employee work pattern and maintenance schedule adjustments are obtained</p> <p>3.7. Work plan is refined to ensure the maintenance program will maintain workplace outputs in terms of workplace policy</p>
4. Resource maintenance requirements	<p>4.1. Consumables, equipment and expertise are located and coordinated to meet maintenance work schedule</p> <p>4.2. Externally sourced equipment, consumables and expertise are identified and appropriate arrangements made for procurement</p>
5. Complete maintenance procedures	<p>5.1. The maintenance work schedule is completed following the work plan</p> <p>5.2. Appropriate readings, measurements and recordings are made and compared to equipment, product and other relevant specifications</p> <p>5.3. Areas requiring further testing are identified and appropriate procedures for testing recommended to supervisory staff</p> <p>5.4. Appropriate adjustments to the work schedule plan are made based on experience and documentation completed</p> <p>5.5. Maintenance records are completed and forwarded to appropriate personnel</p> <p>5.6. Areas where changes to equipment operation or routine maintenance are required to maintain optimum work output and equipment life are noted</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- research, collect, organise and understand information related to equipment maintenance systems, including the relevant technical, regulatory, cultural, environmental and safety requirements
- communicate ideas and information to enable the documentation and clarification of the maintenance requirements, coordination of work with site managers and supervisors, workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the allocation of human resources and the obtaining of equipment, systems and materials to avoid any backtracking, workflow interruptions or wastage
- work with others to foster the team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly identify and establish the statistical basis for the management and monitoring of maintenance programs
- create and apply systematic problem solving techniques to anticipate maintenance problems, avoid re-working and avoid wastage
- use the workplace technology related to maintenance, including machinery, tools and equipment, calculators and measuring devices and computing/ computer-aided systems

Required knowledge

- contemporary equipment maintenance theories covering benefits and costs
- the effects of production schedules, time and resource requirements when scheduling the maintenance process
- risk analysis processes
- company operating procedures, including procedures for maintenance
- operation requirements of equipment and work systems in the work area
- competency requirements of the work activities
- relevant OHS requirements

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.

Critical aspects of evidence

- Locate, interpret and apply relevant technical and production information
- Apply safety requirements throughout the work sequence, including the use of personal protective clothing and equipment
- To establish the maintenance program for a real or simulated significant production operation, including:
 - coordination of maintenance within the context of production schedules
 - identification of resource requirements for maintenance, including skills of employees involved
 - recording and reporting requirements to provide system visibility and accountability potential
- Complete a benefit analysis of an existing and significant maintenance program
- Suggest improvements to maintenance operations and where authorised, negotiate changes
- Modify activities to cater for variations in workplace cultures and environment
- Work effectively with others

Resource implications

Access to production information and schedules, equipment specifications and workshop manuals for production process equipment requiring maintenance.

Method of assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and may be in conjunction with assessment of other units of competency.

Context of assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.

Range Statement

RANGE STATEMENT	
<p>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.</p>	
Unit scope	<ul style="list-style-type: none"> • This unit covers the work involved in establishing, organising and implementing both preventative and reactive maintenance programs in a furnishing enterprise • The competency entails the provision of maintenance with regard for the production schedule and of the plant, equipment and facilities operated by the enterprise
Unit context	<ul style="list-style-type: none"> • OHS requirements include legislation, building codes, material safety management systems, hazardous substances and dangerous goods codes and safe operating procedures • Work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, authorised handling procedures and organisation insurance requirements • Work requires individuals to demonstrate organisational ability, discretion, judgement and problem solving skills
Workplace environment	<ul style="list-style-type: none"> • The coordination of maintenance is undertaken in accordance with established enterprise procedures and practices and may include manufacturers' recommendations • Work is generally performed with little external assistance and with minimal supervision or direction • Work activities of other employees are supervised and assistance to others is provided • Customers are normally internal
Machines/equipment may include:	<ul style="list-style-type: none"> • any machine typically used in the furnishing sector concerned • microprocessor or computer-controlled machines • both production and facility equipment used in

RANGE STATEMENT	
	the enterprise
Personal protective equipment	Personal protective equipment is to include that prescribed under legislation, regulations and enterprise policies and practices
Information and procedures	<ul style="list-style-type: none"> • Work procedures/instructions • Manufacturer specifications and instructions • Organisation work specifications and requirements • Legislation/regulations/national and industry codes and practices relevant to maintenance systems • Quality and Australian standards and procedures

Unit Sector(s)

Unit sector	Furnishing Technology
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		