



Australian Government

Department of Education, Employment and Workplace Relations

AHCMOM301A Coordinate machinery and equipment maintenance and repair

Release: 1

AHCMOM301A Coordinate machinery and equipment maintenance and repair

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process of coordinating machinery and equipment maintenance and repair for a small enterprise and defines the standard required to: seek technical advice on scale of repairs required where necessary; establish priorities for work to be carried out; calculate material and resource requirements and place orders; respond to contingencies and take corrective actions where necessary; monitor and document personnel, activities, timelines and materials usage; monitor and report on activities undertaken.
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Application of the Unit

Application of the unit	This unit applies to workers in agriculture, horticulture and land management who ensure that machinery and equipment for the enterprise is maintained and repaired in a way that allows the core business of the enterprise to continue with minimal disruption.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

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

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for maintenance and repair work	<p>1.1. Requirements of the work responsibilities are clarified with the supervisor and according to enterprise guidelines.</p> <p>1.2. Equipment and material resource requirements are identified according to the scope of the coordination work and the supervisor's instructions.</p> <p>1.3. The priorities for maintenance and repair activities and time allocation is identified, documented and presented to the supervisor for verification.</p> <p>1.4. The environmental implications of the proposed maintenance and repair work are identified and the likely outcomes assessed and reported to the supervisor.</p> <p>1.5. Occupational Health and Safety (OHS) hazards are identified, risks assessed and risk controls are implemented.</p> <p>1.6. Personal Protective Equipment (PPE) is selected, used and maintained according to procedures.</p>
2. Maintain and repair machinery and equipment	<p>2.1. Equipment/machinery is maintained and repaired as authorised by the supervisor and according to enterprise guidelines and work place priorities.</p> <p>2.2. Materials to assist in maintenance and repair work are purchased, stored and/or used as required.</p> <p>2.3. Delivery of materials to the site is organised according to workplace priorities.</p> <p>2.4. Machinery and equipment is organised to be on-site in good order when they are required.</p> <p>2.5. Maintenance and repairs requiring specialist attention and work are identified and organised according to enterprise guidelines.</p>
3. Co-ordinate and report on maintenance and repair activities	<p>3.1. Resources are coordinated and timed to suit the maintenance and repair activities and priority of work.</p> <p>3.2. Operators are informed of appropriate use and their responsibilities in respect to operational maintenance requirements of machinery and equipment.</p> <p>3.3. Personnel, activities, timelines and materials usage are monitored and documented according to enterprise guidelines.</p> <p>3.4. Contingency situations are recognised and reported to the supervisor and corrective actions taken according to enterprise guidelines.</p>

ELEMENT	PERFORMANCE CRITERIA
	3.5. A simple report is written to inform management of maintenance and repair activities undertaken and completed.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- implement safe work procedures and ensure a safe workplace
- read and interpret documentation associated with work site activities
- calculate material and resource requirements
- co-ordinate a team to achieve optimum performance
- document results clearly and concisely
- perform an OHS risk assessment
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning techniques, active listening, clarifying information and consulting with supervisors as required
- use numeracy skills to estimate, calculate and record routine workplace measures
- use interpersonal skills to work with and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- work schedule programming
- possible causes of disruption to work activities and their effect on quality and time schedules
- responsibilities and requirements for maintaining and repairing machinery and equipment
- the range, use and availability of materials, equipment and machinery that may be required for the project
- environmental awareness associated with undertaking maintenance and repair work on machinery and equipment to ensure the impact on the environment is minimal
- OHS issues, legislative requirements and codes of practice.

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	<p>The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:</p> <ul style="list-style-type: none"> • seek technical advice on scale of repairs required where necessary • establish priorities for work to be carried out • calculate material and resource requirements and place orders • respond to contingencies and take corrective actions where necessary • monitor and document personnel, activities, timelines and materials usage • monitor and report on activities undertaken.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Hazards may include:	<ul style="list-style-type: none"> • disturbance of services • solar radiation • dust • noise • through traffic • uneven surfaces and holes • moving machinery and machinery parts

RANGE STATEMENT

	<ul style="list-style-type: none">• powered equipment and hand tools• hazards from use of hired equipment• overhead hazards including powerlines.
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Unit Sector(s)

Unit sector	Machinery operation and maintenance
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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