



**Australian Government**

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

# **AHCMOM402A Supervise maintenance of property machinery and equipment**

**Release: 1**

## AHCMOM402A Supervise maintenance of property machinery and equipment

### Modification History

Not Applicable

### Unit Descriptor

<b>Unit descriptor</b>	This unit covers supervising maintenance of property machinery and equipment and defines the standard required to: schedule and cost the maintenance requirements of machinery; order materials, allocate resources and schedule maintenance; carry out maintenance with regard to timelines, costs and safety; deal with contingencies and reschedule maintenance where necessary; dispose of waste products according to environmental legislation and enterprise procedures.
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### Application of the Unit

<b>Application of the unit</b>	This unit applies to those whose job role includes supervising the maintenance of property, machinery and equipment.
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### Licensing/Regulatory Information

Not Applicable

### Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

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

Not Applicable

## Elements and Performance Criteria

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>

ELEMENT	PERFORMANCE CRITERIA
1. Prepare maintenance plan	<p>1.1. Maintenance requirements for property, machinery and equipment are identified from relevant information sources.</p> <p>1.2. Maintenance costs are identified and quantified.</p> <p>1.3. Maintenance requirements are checked against warranty, insurance agreements and indemnity provisions.</p> <p>1.4. Maintenance plan is developed to promote and sustain performance and production systems in line with enterprise requirements.</p> <p>1.5. Effective workplace communication strategies are established with regard to maintenance plan, environmental and Occupational Health and Safety (OHS) policies, and enterprise requirements.</p>
2. Implement maintenance plan	<p>2.1. Resource and supply requirements are identified, secured and included in enterprise budgets and operational considerations.</p> <p>2.2. Prepared maintenance schedules and procedures are effectively communicated to staff, contractors and suppliers to minimise negative impacts on production and costs.</p> <p>2.3. Maintenance plan is implemented and scheduled to minimise disruption to enterprise operations.</p> <p>2.4. Potential risks are assessed with regard to staff and supply problems, and contingency plans prepared accordingly.</p> <p>2.5. Tasks required are aligned to staff capability, and training is provided where required.</p> <p>2.6. Machinery and equipment are operated to manufacturer's specifications, OHS and enterprise requirements.</p>
3. Monitor maintenance plan	<p>3.1. Maintenance activities and performance are monitored against maintenance plan for efficiency and effectiveness.</p> <p>3.2. Workplace hazards and environmental implications associated with maintenance procedures are monitored and controlled in line with OHS and enterprise requirements.</p> <p>3.3. Costs are monitored and controlled within enterprise budget requirements.</p> <p>3.4. Relevant information with regard to the maintenance plan is documented in accordance with enterprise</p>

ELEMENT	PERFORMANCE CRITERIA
	requirements. 3.5. Property, machinery and equipment are maintained in clean and safe operational conditions.

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- identify hazards and oversee safe work practices
- plan, cost and schedule maintenance requirements
- establish and monitor performance targets for maintenance team
- monitor and assess performance of maintenance activities
- observe the emergence and supervise the removal of workplace hazards and risks
- use literacy skills to read, interpret and follow organisational policies and procedures, develop sequenced written instructions, record accurately and legibly information collected and select and apply procedures to a range of tasks
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use numeracy skills to estimate, calculate and record routine and more complex workplace measures and data
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

#### Required knowledge

- types of maintenance requirements with regard to property, machinery and equipment
- maintenance and servicing cycles for property, machinery and equipment
- relevant State/Territory legislation, regulations and Codes of Practice with regard to workplace OHS and environmental protection requirements, and the use and control of hazardous substances
- hazards and risks and respective control measures
- training and instruction techniques for directing the learning of staff.

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
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.	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<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"> <li>• schedule and cost the maintenance requirements of machinery</li> <li>• order materials, allocate resources and schedule maintenance</li> <li>• carry out maintenance with regard to timelines, costs and safety</li> <li>• deal with contingencies and reschedule maintenance where necessary</li> <li>• dispose of waste products according to environmental legislation and enterprise procedures.</li> </ul>
<b>Context of and specific resources for assessment</b>	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

<b>RANGE STATEMENT</b>	
The range statement relates to the unit of competency as a whole.	
Supervision may include:	<ul style="list-style-type: none"> <li>• the range of maintenance programs performed in agriculture horticulture industry enterprises.</li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	Machinery operation and maintenance
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### Co-requisite units

<b>Co-requisite units</b>		

### Competency field

<b>Competency field</b>	
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