



**Australian Government**

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

# **AUMGTA3002 Service after assembly**

**Release: 1**

## AUMGTA3002 Service after assembly

### Modification History

Not applicable.

### Unit Descriptor

|                        |   |
|------------------------|---|
| <b>Unit descriptor</b> | This unit describes the skills and knowledge required to service after assembly through the application of fluids and lubricants and the bleeding of air and hydraulic systems.<br>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. |
|------------------------|---|

### 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. |
|--------------------------------|---|

### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

Not applicable.

### Employability Skills Information

|                             |  |
|-----------------------------|--|
| <b>Employability skills</b> | This unit contains Employability Skills. |
|-----------------------------|--|

## Elements and Performance Criteria Pre-Content

|  |   |
|--|---|
| <p>Elements describe the essential outcomes of a unit of competency.</p> | <p>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.</p> |
|--|---|

## Elements and Performance Criteria

| ELEMENT  | PERFORMANCE CRITERIA   |
|--|--|
| <p>1. Prepare for work activity</p>            | <p>1.1. Appropriate practices are identified and followed in accordance with <b><i>OHS requirements</i></b>, standard operating procedures and <b><i>organisation requirements</i></b><br/>           1.2. Tools and equipment are selected to meet job requirements<br/>           1.3. Tools and equipment are checked to ensure they are in working order</p>   |
| <p>2. Select and use lubricants and fluids</p> | <p>2.1. <b><i>Lubricants</i></b> and fluids are selected and matched to the vehicle by codes and numbers as stated on the lubrication data sheets/materials lists<br/>           2.2. Lubricants and fluids are used on the identified parts of the vehicle<br/>           2.3. Reservoirs and mechanical assemblies are filled with the identified lubricant/fluid to levels specified<br/>           2.4. Excess lubricants and fluids are removed</p> |
| <p>3. Bleed air and hydraulic systems</p>      | <p>3.1. Bleeding points for air and hydraulic systems are located as shown in the company procedures<br/>           3.2. Hydraulic systems are bled in line with organisation procedures<br/>           3.3. Air systems are bled in line with organisation procedures</p>   |
| <p>4. Complete work requirements</p>           | <p>4.1. Appropriate forms are selected for recording and reporting identified faults<br/>           4.2. Faults are reported to appropriate personnel for action<br/>           4.3. Service check lists are completed and signed by <b><i>authorised personnel</i></b><br/>           4.4. Workflow and production schedule are recorded and maintained</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 report faults to appropriate personnel
- apply teamwork to a range of situations to maintain production schedules
- 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 ensure compliance during manufacture
- 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
- enterprise technical work documentation covering procedures, specifications, schedules and work plans or equivalent
- enterprise quality system documentation covering instructions, procedures, performance indicators and review processes or equivalent
- enterprise cost minimisation/waste avoidance policies, procedures and practices
- environmental protection requirements relating to the disposal of waste material
- established communication channels and protocols
- problem identification and resolution techniques
- reading and interpreting materials lists and operating procedures
- types and purpose of air and hydraulic systems and assemblies used within the industry
- types and characteristics of lubricants and fluids used within the operating systems
- application of lubricating systems and their operational procedures
- service lines and components and their purpose within the assembly
- relevant company/manufacturer policies and standard operational assembly and installation procedures
- work flow records - written / electronic
- company OH&S procedures.

## 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 legislative, regulations, standards, codes of practice and establish safe practices and enterprise policies and procedures for managing personal work priorities
- maintaining a working knowledge of current work systems and practices
- 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:
  - achieving production goals
  - achieving work quality goals
  - responding positively to changing work requirements
  - contributing effectively to cost reduction initiatives
  - effectively applying problem solving techniques
- modify activities to cater for variations in workplace context and environment
- read and interpret job sheets and data sheets
- select and use appropriate lubricants, special fluids and coolants
- service air and hydraulic systems/components
- employ of safe working practices
- select and use relevant tools and equipment
- maintain company records - paper based / electronic.

#### 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

**EVIDENCE GUIDE**

|  |   |
|--|---|
|  | <p>performance (over time and in a range of workplace relevant contexts) together with application of underpinning knowledge</p> <ul style="list-style-type: none"><li>• assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application</li><li>• assessment may be applied under project related conditions (real or simulated) and require evidence of process</li><li>• 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.</li></ul> |
|--|---|

## 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>OHS requirements</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</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> |
| <p><b><i>Lubricants</i></b> may include:</p>                | <ul style="list-style-type: none"> <li>• engine oils, heavy duty oils, special fluids and coolants</li> </ul>   |
| <p><b><i>Authorised personnel</i></b> may include:</p>      | <ul style="list-style-type: none"> <li>• clients and managers</li> <li>• supervisors</li> <li>• suppliers</li> <li>• team leaders</li> <li>• team members.</li> </ul>   |

**Unit Sector(s)**

|                    |           |
|--------------------|-----------|
| <b>Unit sector</b> | Technical |
|--------------------|-----------|

**Competency field**

|                         |  |
|-------------------------|--|
| <b>Competency field</b> | Manufacturing - Bus, Truck and Trailer |
|-------------------------|--|

**Co-requisite units**

Not applicable.