



**Australian Government**

# **AURPTA2009 Service and repair reciprocating cutting systems**

**Release 1**

## AURPTA2009 Service and repair reciprocating cutting systems

### Modification History

Release	Comment
Release 1	Replaces AURP245771B Service and repair reciprocating cutting systems Unit code updated to meet policy requirements Reference to OHS legislation replaced with new WHS legislation

### Unit Descriptor

Unit descriptor	This unit of competency describes the skills and knowledge required to service and repair reciprocating cutting systems fitted to outdoor power equipment. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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### Application of the Unit

Application of the unit	This unit applies to individuals who undertake servicing and repair of reciprocating cutting systems in the outdoor power equipment industry. Reciprocating cutting systems include hedge trimmers, tree loppers and power shears, which may be electric, air, hydraulic or petrol driven.
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

Not applicable.

## Employability Skills Information

<b>Employability skills</b>	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. Assessment of performance is to be consistent with the evidence guide.
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## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for service and repair operation	1.1. Identify and confirm work to be carried out 1.2. Access and interpret service and repair procedures, workshop manuals and manufacturer information 1.3. Identify and prepare tools, equipment and materials required for servicing and repair job 1.4. Set up work area
2. Determine service and repair requirements	2.1. Check customer requirements and equipment specifications following workplace procedures 2.2. Test reciprocating cutting system, identify and document faults following workplace procedures 2.3. Plan and cost service and repair procedure 2.4. Discuss recommended repair process with customer and obtain authorisation to proceed
3. Service and repair reciprocating cutting system	3.1. Identify and observe applicable workplace health safety (WHS) requirements, including state/territory regulatory requirements and personal protection needs 3.2. Select tooling and equipment to meet job requirements and check to ensure they are in good working order 3.3. Remove components for repair procedure and inspect for condition and serviceability 3.4. Discard unusable components and retain reusable and repairable components following workplace procedures 3.5. Determine availability of replacement parts, qualified repair staff or subcontractors and facilities 3.6. Follow service and repair procedures and check work at designated points to determine serviceability of sub-assemblies and conformity to specifications 3.7. Fit reusable, repaired and replacement parts in accordance with manufacturer/component supplier specifications and workplace procedures
4. Check reciprocating cutting system for normal operation	4.1. Operate reciprocating cutting system through full operating range 4.2. Check operation against equipment specifications and customer requirements 4.3. Make any adjustments as required and re-test 4.4. Check adjustments, fluid levels and alignments

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	4.5. Complete workplace documentation and update customer and warranty information as required
5. Complete work and return unit to customer	5.1. Inspect repaired unit to ensure protective guards, cowlings and safety features are in place 5.2. Clean unit to workplace expectations 5.3. Clean work area, dispose of waste, and store tools and equipment in accordance with workplace procedures 5.4. Provide customer report on repairs and replacements and explain follow-up adjustments, use and care of equipment and warranty requirements

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

Required skills include:

- technical skills to the level required to use workplace technology, equipment and tools related to repairing reciprocating cutting systems
- communication skills to the level required to confirm work requirements and specifications, to communicate effectively regarding work requirements with supervisor, other workers and customers, to report work outcomes and problems, and to relate to people from a range of social, cultural and ethnic backgrounds and of varying physical and mental abilities
- literacy skills to the level required to understand information related to work orders and to locate, interpret and apply manufacturer/component supplier information, workplace policies and procedures
- numeracy skills to the level required to correctly calculate time, assess tolerances, apply accurate measurements, calculate material requirements and establish quality checks
- problem-solving skills to the level required to plan and organise activities and establish safe and effective work processes which anticipate and/or resolve problems and downtime, and to systematically develop solutions to avoid or minimise reworking and avoid wastage
- team skills to the level required to work effectively and cooperatively with others to optimise workflow and productivity

#### Required knowledge

Required knowledge includes:

- dangers of working with reciprocating cutting equipment
- dangers of working with 240 V equipment
- operating principles of reciprocating cutting systems
- the relationship of a reciprocating cutting system to power unit, drive, safety and adjustment systems and overload protection device
- classification of reciprocating cutting systems and identification of components
- types and causes of faults in reciprocating cutting systems
- types and layout of service/repair manuals (hard copy and electronic)
- servicing and repair procedures
- types of lubricants, application and methods of lubrication
- selection, checking and use of tooling and equipment
- manufacturer and/or component supplier specifications
- applicable commonwealth, state or territory legislation, regulations, standards and codes of practice, including WHS and environment, relevant to servicing and

**REQUIRED SKILLS AND KNOWLEDGE**

repairing reciprocating cutting systems

- organisational policies and procedures, including quality requirements, reporting and recording procedures, and work organisation and planning processes related to servicing and repairing reciprocating cutting systems

## 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

Assessors must be satisfied that the candidate can competently and consistently:

- observe safety procedures and requirements
- communicate effectively with others involved in or affected by the work
- select servicing methods and techniques appropriate to the circumstances
- complete preparatory activity in a systematic manner
- accurately interpret test results
- complete service and repair of a range of reciprocating cutting systems and associated components within workplace timeframes and to manufacturer specifications
- present reciprocating cutting equipment to customer in compliance with workplace requirements
- complete workplace records.

#### Context of, and specific resources for assessment

- The application of competency is to be assessed in the workplace or a simulated environment that reflects as far as possible the actual working environment.
- Assessment is to occur using standard and authorised work practices, safety requirements and environmental constraints.
- Assessment is to comply with relevant regulatory requirements, including specified Australian standards.
- Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.
- The following resources should be made available:
  - a range of reciprocating cutting systems and components
  - an area for safe testing of reciprocating cutting systems
  - materials relevant to servicing and repair of reciprocating cutting systems
  - equipment, hand and power tooling appropriate to



<b>EVIDENCE GUIDE</b>	
	servicing and repair of reciprocating cutting systems <ul style="list-style-type: none"> <li>• specifications and work instructions.</li> </ul>
<b>Method of assessment</b>	<ul style="list-style-type: none"> <li>• Assessment must satisfy the endorsed Assessment Guidelines of this Training Package.</li> <li>• Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of Required Skills and Knowledge.</li> <li>• Assessment methods must be by direct observation of tasks and include questioning on Required Skills and 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> <li>• Competence in this unit may be assessed in conjunction with other functional units which together form part of the holistic work role.</li> </ul>
<b>Guidance information for assessment</b>	Assessment processes and techniques must be culturally sensitive and appropriate to the language and literacy capacity of the candidate and the work being performed.

## Range Statement

<b>RANGE STATEMENT</b>	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. 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.	
<b>Reciprocating cutting systems</b>	Reciprocating cutting systems may include: <ul style="list-style-type: none"> <li>• electric or petrol driven hedge trimmers</li> <li>• double sided or single sided blades</li> <li>• tree loppers and power shears, which may be</li> </ul>

<b>RANGE STATEMENT</b>	
	electric, air, hydraulic or petrol driven
<b>Servicing and repair methods</b>	<p>Servicing and repair methods may include:</p> <ul style="list-style-type: none"> <li>• on- and off-site servicing and repair</li> <li>• inspection, repair and replacement of components</li> <li>• replacing tungsten-tipped and steel blades and disks</li> <li>• sharpening blades and angles</li> <li>• repairing impact and overload protection device</li> <li>• completing cutting system adjustment</li> <li>• lubricating</li> <li>• testing of repaired unit</li> <li>• communicating with customers</li> <li>• documenting and reporting on service and repair</li> </ul>
<b>Tooling and equipment</b>	<p>Tooling and equipment may include:</p> <ul style="list-style-type: none"> <li>• equipment/floor stands</li> <li>• specific service/repair and general workshop equipment and tooling</li> <li>• sharpening equipment</li> <li>• exhaust gas extraction system</li> <li>• lubricating equipment</li> </ul>
<b>Materials</b>	<p>Materials may include:</p> <ul style="list-style-type: none"> <li>• spare parts and blades</li> <li>• lubricants</li> <li>• cleaning materials</li> </ul>
<b>Information/documents</b>	<p>Information/documents may include:</p> <ul style="list-style-type: none"> <li>• verbal or written and graphical instructions, signage, work schedules/plans/specifications, work bulletins, memos, material safety data sheets (MSDS), diagrams or sketches</li> <li>• safe work procedures related to servicing and repairing reciprocating cutting systems</li> <li>• regulatory/legislative requirements pertaining to reciprocating cutting systems</li> <li>• engineer's design specifications and instructions</li> <li>• organisation work specifications and</li> </ul>

<b>RANGE STATEMENT</b>	
	<p>requirements</p> <ul style="list-style-type: none"> <li>• instructions issued by authorised enterprise or external persons</li> <li>• Australian standards</li> </ul>
<b>WHS requirements</b>	<p>WHS requirements are to be in accordance with applicable commonwealth, state or territory legislation and regulations, and organisational safety policies and procedures, and may include:</p> <ul style="list-style-type: none"> <li>• personal protective equipment and clothing</li> <li>• safety equipment</li> <li>• first aid equipment</li> <li>• hazard and risk control</li> <li>• elimination of hazardous materials and substances</li> <li>• manual handling, including shifting, lifting and carrying</li> <li>• emergency procedures</li> </ul>
<b>Legislative requirements</b>	<p>Legislative requirements are to be in accordance with applicable commonwealth, state or territory legislation, regulations, certification requirements and codes of practice, and may include:</p> <ul style="list-style-type: none"> <li>• award and enterprise agreements</li> <li>• industrial relations</li> <li>• Australian standards</li> <li>• Australian Design Rules</li> <li>• confidentiality and privacy</li> <li>• WHS</li> <li>• the environment</li> <li>• equal opportunity</li> <li>• anti-discrimination</li> <li>• relevant industry codes of practice</li> <li>• duty of care</li> </ul>
<b>Environmental requirements</b>	<p>Environmental requirements may include:</p> <ul style="list-style-type: none"> <li>• waste management</li> <li>• pollution</li> <li>• noise</li> <li>• dust</li> <li>• clean-up management</li> </ul>
<b>Quality requirements</b>	<p>Quality requirements may include:</p>

<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>• regulations, including Australian Standards</li> <li>• internal organisational quality policies and procedures</li> <li>• enterprise operations and procedures</li> </ul>
<b>Organisational policies and procedures</b>	<p>Organisational policies and procedures may include:</p> <ul style="list-style-type: none"> <li>• quality policies and procedures, including Australian Standards</li> <li>• WHS, sustainability, environment, equal opportunity and anti-discrimination</li> <li>• manufacturer specifications and industry codes of practice</li> <li>• safe work procedures</li> <li>• reporting and recording procedures</li> </ul>

### Unit Sector(s)

<b>Unit sector</b>	Outdoor Power Equipment
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### Co-requisite units

Not applicable.

### Competency field

<b>Competency field</b>	Technical
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