



Australian Government

Department of Education, Employment and Workplace Relations

FDFOP2011A Conduct routine maintenance

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to inspect equipment and carry out routine maintenance and/or adjustment using a limited range of hand tools.
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Application of the Unit

Application of the unit	<p>This unit has application in a food production environment. It typically targets the production worker responsible for conducting simple and routine maintenance tasks to support the operation of machines or equipment.</p> <p>When applied to the pharmaceutical industry, relevant Good Manufacturing Practice (GMP) codes apply in place of the Food Standards Code and reference to food safety is replaced by GMP.</p>
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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

Elements describe the essential outcomes of a unit of competency.	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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Conduct routine inspection of plant and equipment	1.1. Equipment is inspected to identify signs of wear 1.2. Nature of maintenance requirement is assessed
2. Prepare to conduct routine maintenance	2.1. Maintenance task is assessed to determine tools and services required 2.2. Equipment is prepared for maintenance 2.3. Hand tools are selected according to task requirements 2.4. Tools are checked before use and unsafe and/or faulty items are reported within standard procedures 2.5. Maintenance is planned and scheduled in consultation with affected work areas to minimise disruption to production
3. Carry out routine maintenance	3.1. Routine maintenance on equipment is carried out according to workplace procedures 3.2. Maintenance activities are reported according to workplace reporting requirements
4. Complete maintenance tasks	4.1. Equipment is returned to operating order 4.2. Tools and materials are stored according to workplace procedure 4.3. Relevant personnel are notified of maintenance completion 4.4. Housekeeping standards are maintained 4.5. Work is conducted in accordance with workplace environmental guidelines

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- access workplace information such as the equipment history, faults or difficulties
- select, fit and use personal protective clothing and/or equipment
- inspect equipment for signs of wear, such as visual inspections to detect leaks, listening for unusual noises and/or vibrations
- identify and describe maintenance requirements, including the ability to assess the urgency of the maintenance issue, recognise common types of maintenance requirements and run basic checks according to workplace procedures to confirm the need for and type of maintenance support required
- take action to address maintenance requirements, such as carrying out routine maintenance within level of skill and responsibility and/or reporting outstanding maintenance to appropriate personnel using the required forms or request system
- plan and schedule maintenance within level of responsibility, such as consulting affected personnel and/or work areas on timing and notifying of maintenance progress
- prepare equipment and work area for routine maintenance, including cleaning equipment prior to carrying out maintenance and confirming that equipment is safe to work on, and simple isolation or tag out of equipment as required by workplace procedure
- select and use hand tools as required to carry out maintenance task
- select relevant parts and materials as required to carry out maintenance task
- carry out routine maintenance tasks according to workplace procedures
- on completion of maintenance tasks, return equipment to operational order, including confirming that all equipment parts, nuts and bolts are accounted for and correctly tightened, and where required, cleaning and sanitising equipment
- store tools in designated location, including basic tool maintenance, such as oiling
- complete records of maintenance as required
- maintain work area to meet housekeeping standards
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor
- work cooperatively within a culturally diverse workforce

Required knowledge

Knowledge of:

- system in place to manage maintenance of plant and equipment in the workplace, including programs, such as responsive, preventative and proactive maintenance as

REQUIRED SKILLS AND KNOWLEDGE

- appropriate
- responsibilities for participating in the maintenance program, including scope of operator responsibilities, roles of others involved in plant and equipment maintenance and procedures for raising maintenance orders where requirements are outside operator role
 - basic operating principles of equipment to be maintained
 - signs and symptoms of faulty equipment and early warning signs of potential problems
 - basic checks used to confirm the nature of maintenance requirements, including distinguishing between mechanical and electrical faults and identifying probable causes or conditions that may increase maintenance requirements of equipment used
 - procedures for issuing, maintaining and storing tools used
 - safe use of hand tools and measuring instrumentation relevant to maintenance responsibilities
 - lubrication requirements, including requirements to use food grade lubricants as required and consequences of using incorrect type or amount of lubricants
 - safe work procedures, including appropriate signage of maintenance activities as required, use of appropriate personal protective clothing and equipment, and awareness of safety hazards and controls relating to maintenance tasks
 - methods used to render equipment safe to work on or clean including lock out/tag out and isolation procedures (in some cases this may involve liaising with other maintenance operators)
 - procedures and inspections to be carried out to confirm that equipment is in operating order and all parts are accounted for
 - food safety risks arising from poor personal hygiene, cleaning and housekeeping practices and procedures associated with routine maintenance
 - maintenance planning, scheduling and recording 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, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of ability to:

- identify routine maintenance tasks for machine or equipment
- monitor operation and identify need for maintenance tasks
- schedule maintenance tasks and communicate requirements with affected personnel
- select and use appropriate hand tools to undertake routine maintenance
- assess readiness for returning machine or equipment to operation or referring for further attention
- complete maintenance documentation
- apply safe work practices and identify OHS hazards and controls.

Context of and specific resources for assessment

Assessment must occur in a real or simulated workplace where the assessee has access to:

- personal protective clothing and equipment
- tools, equipment and supplies used in minor routine preventative maintenance
- routine maintenance and lubrication schedules and procedures
- equipment to be maintained
- housekeeping standards and procedures
- maintenance information recording system and procedures.

Method of assessment

This unit should be assessed together with core units and other units of competency relevant to the function or work role.

Guidance information for

To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over

EVIDENCE GUIDE**assessment**

a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

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, 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.

Routine maintenance

Routine maintenance is carried out according to company policies and procedures, licensing requirements, legislative requirements and industrial awards and agreements

Workplace information

Workplace information may include:

- standard operating procedures (SOPs)
- specifications
- production log books
- routine maintenance schedules
- manufacturers' advice
- condition monitoring information

Typical routine maintenance tasks

Typical routine maintenance tasks will depend on the workplace and may include:

- replacement of consumable components, such as O-rings, hoses, filters and other 'bolt-on/bolt-off' equipment parts
- lubrication of equipment and maintenance of fluid levels
- simple adjustment, alignment or attachment of equipment components, parts, guides and sensors
- clearing blocked nozzles, such as glue nozzles
- positioning/attaching equipment components
- carrying out basic maintenance on video inkjet machines

Tools and materials

Tools and materials depend on the maintenance function and may include:

- a limited range of hand tools, such as spanners and screwdrivers, grease guns, Allen keys and measuring and alignment equipment

Materials may include:

RANGE STATEMENT	
	<ul style="list-style-type: none"> lubricants and consumables for video inkjet printers
Inspections of equipment	Inspections of equipment may be carried out: <ul style="list-style-type: none"> informally or as part of a structured program associated with proactive maintenance

Unit Sector(s)

Unit sector	Operational
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		