



Australian Government

Department of Education, Employment and Workplace Relations

FPICOT5204B Organise enterprise maintenance programs

Release: 1

FPICOT5204B Organise enterprise maintenance programs

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to establish, organise and implement preventative and reactive maintenance programs and capabilities required to optimise operational and production performance

General workplace legislative and regulatory requirements apply to this unit; however there are no specific licensing or certification requirements at the time of publication

This unit replaces FPICOT5204A Organise enterprise maintenance programs

Application of the Unit

Application of the unit

The unit involves organising enterprise maintenance programs in a forest office setting

The skills and knowledge required for competent workplace performance are to be used within the scope of the person's job and authority

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills This unit contains employability skills

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Verify maintenance requirements	<p>1.1. Applicable <i>occupational health and safety</i> (OHS), <i>environmental</i>, <i>legislative</i> and <i>organisational requirements</i> relevant to organising enterprise maintenance programs are identified and followed</p> <p>1.2. <i>Equipment</i> specifications, service requirements and workplace procedures are checked for recommended <i>maintenance</i> intervals and processes</p> <p>1.3. Special requirements for maintenance are separated from normal lubrication, adjustment and day-to-day maintenance schedules</p> <p>1.4. Comparisons with previous maintenance, intended equipment use, production requirements and standard operating procedures are made</p> <p>1.5. Outline <i>plan</i> for maintenance and related work <i>schedule</i> are developed and specified</p> <p>1.6. <i>Communication</i> with others is established and maintained in line with OHS requirements</p>
2. Establish maintenance systems	<p>2.1. Costs for process are identified and followed, based on work schedule, equipment manufacturer recommendations, and charges for materials, equipment, consumables and labour</p> <p>2.2. Production interruptions, processes and procedures are documented and recorded</p> <p>2.3. Internal and external <i>maintenance providers</i> are specified</p> <p>2.4. Maintenance system options are analysed and recommendations are reported to the <i>appropriate personnel</i></p> <p>2.5. Approvals for maintenance system concepts and resources are obtained</p>
3. Organise maintenance activities	<p>3.1. Production schedules and staff rosters are checked to verify time when the maintenance process may be scheduled, including optimal timing for <i>shutdown</i></p> <p>3.2. Permission from appropriate personnel is obtained for timing of maintenance to optimise the maintenance process and production</p> <p>3.3. Detailed work plans are developed in line with production schedules, availability of expertise, scheduling of resource availability, and environmental requirements</p> <p>3.4. Employees with the required competencies are</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>allocated to maintenance activities</p> <p>3.5. Approvals for production schedule, employee work pattern and maintenance schedule adjustments are obtained</p> <p>3.6. Work plan is refined to ensure the maintenance program will maintain workplace outputs in line with organisational and environmental requirements</p> <p>3.7. <i>Consumables</i>, equipment and <i>expertise</i> are located and coordinated to meet maintenance work schedule</p> <p>3.8. Externally sourced equipment, consumables and expertise are located and procured</p>
4. Complete maintenance procedures	<p>4.1. Maintenance work schedule is completed in line with the work plan</p> <p>4.2. Appropriate readings, measurements and recordings are made and compared to equipment, product and other relevant specifications</p> <p>4.3. Areas requiring further testing are identified and monitored and appropriate procedures for testing are recommended to appropriate personnel</p> <p>4.4. Adjustments to the work schedule and plan are made based on experience, and documentation is completed</p> <p>4.5. Maintenance <i>records and reports</i> are completed and forwarded to appropriate personnel</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

- Technical skills sufficient to use and maintain relevant tools, machinery and equipment; efficiently and safely organise enterprise maintenance programs
- Communication skills sufficient to use appropriate communication and interpersonal techniques with colleagues and others
- Literacy skills sufficient to record and maintain information relating to organising enterprise maintenance programs
- Numeracy skills sufficient to measure, estimate and calculate time required to complete a task

REQUIRED SKILLS AND KNOWLEDGE

- Problem solving skills sufficient to identify problems and equipment faults; demonstrate appropriate response procedures

Required knowledge

- Applicable commonwealth, state or territory legislation, regulations, standards, codes of practice and established safe practices relevant to the full range of processes for organising enterprise maintenance programs
- Environmental protection requirements, including the safe disposal of waste material, the safe disposal of waste material (including preservative treated timber), the safe use and storage of chemicals, the minimisation of carbon emissions, and the cleaning of plant, tools and equipment
- Organisational and site standards, requirements, policies and procedures for organising enterprise maintenance programs
- Environmental risks and hazards
- Using energy effectively and efficiently
- Using material effectively and efficiently
- Costs of material, consumables and labour
- Maintenance procedures and methodologies
- Enterprise work schedules
- Established communication channels and protocols
- Problem identification and resolution strategies, and common fault finding techniques
- Types of tools and equipment, and procedures for their safe use and maintenance
- Appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks
- Procedures for recording and reporting workplace information

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

A person who demonstrates competency in this unit must be able to provide evidence that they can safely and efficiently organise enterprise maintenance programs in line with organisational requirements

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

The evidence required to demonstrate competency in this unit must be relevant to, and satisfy, all of the requirements of the elements of this unit and include demonstration of:

- following applicable commonwealth, state or territory legislative and regulatory requirements and codes of practice relevant to organising enterprise maintenance programs
- following organisational policies and procedures relevant to organising enterprise maintenance programs
- organising enterprise maintenance programs in line with organisational requirements

Context of and specific resources for assessment

- Competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of required knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to follow relevant regulatory or Australian Standards requirements
- The following resources should be made available:
 - workplace location or simulated workplace
 - materials and equipment relevant to undertaking work applicable to this unit
 - specifications and work instructions

Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package
- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with

EVIDENCE GUIDE

application of required knowledge

- Assessment must be by direct observation of tasks, with questioning on required knowledge and it must also reinforce the integration of employability skills
- Assessment methods must confirm the ability to access and correctly interpret and apply the required knowledge
- Assessment may be applied under project-related conditions (real or simulated) and require evidence of process
- 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
- Assessment may be in conjunction with assessment of other units of competency
- The assessment environment should not disadvantage the candidate
- Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English
- Where the participant has a disability, reasonable adjustment may be applied during assessment
- Language and literacy demands of the assessment task should not be higher than those of the work role

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. **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.

OHS requirements:

are to be in line with applicable commonwealth, state or territory legislation and regulations, and organisational safety policies and procedures, and may include:

RANGE STATEMENT

- personal protective equipment and clothing
- safety equipment
- first aid equipment
- fire fighting equipment
- hazard and risk control
- fatigue management
- elimination of hazardous materials and substances
- safe forest practices, including required actions relating to forest fire
- manual handling including shifting, lifting and carrying

Environmental requirements may include:

- legislation
- organisational policies and procedures
- workplace practices

Legislative requirements:

are to be in line with applicable commonwealth, state or territory legislation, regulations, certification requirements and codes of practice and may include:

- award and enterprise agreements
- industrial relations
- Australian Standards
- confidentiality and privacy
- OHS
- the environment
- equal opportunity
- anti-discrimination
- relevant industry codes of practice
- duty of care

Organisational requirements may include:

- legal
- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- quality assurance
- procedural manuals
- quality and continuous improvement processes and standards
- OHS, emergency and evacuation procedures
- ethical standards
- recording and reporting requirements
- equipment use, maintenance and storage

RANGE STATEMENT

- requirements
 - environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)
- Equipment** is to include:
- all machinery and equipment available for production purposes
 - subsequent maintenance within the enterprise
- Maintenance** is to include:
- proactive and reactive approaches to maintenance
 - scheduled and emergency maintenance activities
 - shutting down of equipment
 - stripping equipment
 - checking, repairing or replacing parts or consumables
- Plan** is to include:
- maintenance sequence
 - use of consumables
 - labour requirements
- Schedule** may include:
- work schedules for personnel
 - scheduling of processing work
 - scheduling of equipment downtime
- Communication** may include:
- verbal and non-verbal language
 - constructive feedback
 - active listening
 - questioning to clarify and confirm understanding
 - use of positive, confident and cooperative language
 - use of language and concepts appropriate to individual social and cultural differences
 - control of tone of voice
- Maintenance providers** may include:
- internal personnel, including either dedicated maintenance personnel or equipment operators allocated to routine maintenance activities
 - external specialist providers hired by the enterprise
- Appropriate personnel** may include:
- supervisors
 - suppliers
 - clients
 - colleagues
 - managers

RANGE STATEMENT

Shutdown is to include:

- procedures for equipment lock-out, such as:
 - protecting operators and co-workers from accidental injury by isolating equipment from the power source
 - taking equipment off-line from normal production activities

Consumables are to include:

- regular replacement parts
- lubricants and fluids associated with equipment

Expertise may include:

- specialist maintenance organisations
- maintenance consultants
- environmental issues

Records and reports may include:

- equipment type and size
- inspection outcomes
- quality outcomes
- hazards
- incidents
- malfunctions

and may be:

- manual
- a computer-based system
- other appropriate organisational communication system

Unit Sector(s)

Not Applicable

Competency field

Competency field

Common Technical