



Australian Government

FWPCOT2257 Use hand-held tools

Release: 1

FWPCOT2257 Use hand-held tools

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to select and use a variety of manual and powered hand-held tools for various tasks and complete basic non-specialist maintenance.

The unit applies to production workers, manufacturing assistants, timber manufacturing workers and sawmill workers who undertake specified activities under the direction of more experienced workers.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to use hand-held tools	1.1 Determine job requirements from work order or instruction and, where required, confirm with appropriate person 1.2 Confirm safety requirements for using hand-held tools according to workplace safety procedures 1.3 Select, fit and use personal protective equipment (PPE) 1.4 Select hand-held tools appropriate for tasks and check for serviceability and safe operation according to manufacturer

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	instructions 1.5 Identify unsafe, faulty or damaged tools, remove from service and mark for repair or replacement according to workplace procedures
2. Operate and maintain hand-held tools	2.1 Use hand and power tools according to workplace safety procedures and manufacturer instructions 2.2 Apply appropriate techniques when using tools to produce required production outcomes 2.3 Check tool operation regularly to assess need for sharpening and other maintenance requirements 2.4 Complete basic non-specialist maintenance for hand and power tools according to manufacturer recommendations and workplace safety procedures 2.5 Record and report tool faults, serviceability issues and maintenance requirements to appropriate person
3. Clean up	3.1 Clean work area and dispose of, recycle or reuse leftover material according to workplace environmental policies and procedures 3.2 Clean and maintain hand-held tools, and report any faulty or damaged tools 3.3 Store tools according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Interpret relevant information from workplace and manufacturer documentation to safely use and maintain hand-held tools
Oral communication	Ask questions and actively listen to clarify work orders or job task instructions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2257 Use hand-held tools	FWPCOT2219 Use hand-held tools	Application clarified Element added Performance Criteria Foundation Skills and Assessment Requirements reviewed and updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>