



Australian Government

Department of Education, Employment and Workplace Relations

HLTGM201D Perform routine servicing of plant, equipment and machinery

Release: 1

HLTGM201D Perform routine servicing of plant, equipment and machinery

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLTGM201C Perform routine servicing of plant, equipment and machinery	HLTGM201D Perform routine servicing of plant, equipment and machinery	ISC upgrade changes to remove references to old OHS legislation and replace with references to new WHS legislation. No change to competency outcome.

Unit Descriptor

Descriptor

This unit of competency describes the skills and knowledge required to regularly service plant, equipment and machinery in accordance with maintenance schedules

Application of the Unit

Application

Work performed required a range of well developed skills where some discretion and judgement is required. Individuals will take responsibility for their own outputs and may participate in work teams

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

1. Carry out routine assessment of plant, equipment and machinery
 - 1.1 Identify service requirements of *plant, equipment and machinery* according to organisation requirements and manufacturer's specifications
 - 1.2 Identify potential repair and routine repair and routine replacement requirements of plant, equipment and machinery according to organisation requirements and manufacturer's guidelines

2. Prepare for *routine servicing* and/or *minor repairs*
 - 2.1 Identify and locate tools, equipment, parts, liquids and materials required to undertake the task
 - 2.2 Locate maintenance manuals and documented servicing routines
 - 2.3 Prepare the area required to undertake the task

3. Perform routine servicing and minor repairs
 - 3.1 Service and/or repair plant, equipment and machinery according to maintenance manuals, manufacturer's guidelines, enterprise procedures and WHS practices
 - 3.2 Inform *appropriate person(s)* upon completion of the task and complete the maintenance record
 - 3.3 Advise appropriate person(s) of faults and major repair and replacement requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Amount of time required to complete routine servicing of plant, equipment and machinery
- Basic knowledge of the organisation's plant, equipment and machinery to be serviced and repaired
- Enterprise maintenance and reporting policies and procedures
- Identification of plant, equipment and machinery faults and problems that will require reference to a tradesperson
- Work health and safety (WHS) policies and procedures including safe working practices

Essential skills:

It is critical that the candidate demonstrate the ability to

- Work safely and follow the organisation's work health and safety practices
- Apply relevant knowledge of the organisation's plant, equipment and machinery to be serviced and repaired
- Identify boundaries of role and when to refer problems and tasks to a tradesperson

REQUIRED SKILLS AND KNOWLEDGE

- Demonstrate correct and safe use of hand and power tools

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Apply problem solving skills - the ability to use available resources and prioritise workload
- Communicate with others in relation to work to be undertaken and potential workplace disruption
- Demonstrate correct and safe use of hand and power tools
- Demonstrate safe working practices
- Follow infection control practices
- Follow maintenance manuals and manufacturer's recommendations for servicing and maintenance
- Maintain workshop and plant room cleanliness
- Use appropriate practices to ensure efficient use of resources
- Use literacy, numeracy and oral communication skills required to fulfil the position in a safe manner as specified by the health care facility

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.

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

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Consistency of performance should be demonstrated over the required range of workplace situations

EVIDENCE GUIDE

Context of and specific resources for assessment:

- Assessment should replicate workplace conditions as far as possible
- Simulations may be used to represent workplace conditions as closely as possible
- Where, for reasons of safety, access to equipment and resources and space, assessment takes place away from the workplace, simulations should be used to represent workplace conditions as closely as possible
- Resources essential for assessment include:
 - Workplace health and safety policies
 - Infection control policy in relation to engineering maintenance
 - Maintenance policy and procedures
 - Maintenance manuals
 - Manufacturers' recommendations for maintenance
 - Job descriptions

Method of assessment

- Observation in the work place (if possible)
- Written assignments/projects
- Case study and scenario as a basis for discussion of issues and strategies to contribute to best practice
- Questioning
- Role play simulation

Access and equity considerations:

- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

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. 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.

Plant, equipment and machinery may include, but is not limited to:

- Air-conditioning systems
- Boilers
- Heating systems
- Chillers
- Motorised machinery
- Cleaning equipment
- Kitchen equipment
- Laundry equipment
- Sterilisers
- Gardening equipment
- Vehicles

Routine servicing tasks may include, but are not limited to:

- Cleaning or changing filters
- Changing spark plugs
- Adjustments and calibrations
- Checking for wear
- Lubrication
- Checking fluid levels and adding fluids
- Cleaning

Minor repair tasks may include, but are not limited to:

- Replacement of fan belts
- Tightening connections
- Wheel replacement

RANGE STATEMENT

Appropriate person(s) may include:

- Tradesperson
- Engineer
- Maintenance supervisor
- Contractor
- Manager

Routine servicing and repair work may be undertaken in the following settings and other similar settings:

- Home/residential settings
- Community centres
- Hospitals
- Other health care facilities

Unit Sector(s)

Not Applicable