



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LMFBA2002A Set up, operate and maintain blinds and awnings sector static machines**

Release: 1

## LMFBA2002A Set up, operate and maintain blinds and awnings sector static machines

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit specifies the outcomes required to set up, operate and maintain static machines used for the production of blinds and awnings.
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### Application of the Unit

<b>Application of the unit</b>	This unit applies to the skills and knowledge required to use blind and awnings sector static machines. The unit applies in a workplace environment and may be conducted in small to large scale enterprises. Applications may include some complex or non routine activities involving individual responsibility or autonomy and/or collaboration with others through members of groups or teams
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>	Nil	

## 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. 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. Prepare for work	1.1.OHS requirements, legislative requirements, workplace practices and personal protection needs are observed throughout the work 1.2.Work orders are checked and confirmed 1.3.Machines, cutting tools and templates are identified, selected and checked for safe operation 1.4.Material for machining is selected and inspected for quality 1.5.Procedures are determined for minimising waste 1.6.Procedures are identified for maximising energy efficiency while completing the job
2. Set up machines	2.1.Safety equipment, including emergency stops, gauges, guards and controls are checked 2.2.Machine settings and adjustments are made in accordance with job requirements and machine and tool manufacturer instructions 2.3.Trial runs are conducted to check machine operation, accuracy and quality of finished work 2.4.Necessary adjustments are made to machine settings
3. Operate a machine	3.1.Pre start-up checks are carried out on equipment following workplace practices 3.2.Material is fed into machine in accordance with manufacturer instructions, safe handling procedures and workplace practices 3.3.Machine is operated in accordance with its designed capacity and purpose, tooling requirements and to manufacturers specifications 3.4.Machine operation is monitored to ensure product quality and output 3.5.Waste quantities are checked and minimised 3.6.Items that do not meet quality requirements are repaired, recycled or discarded according to workplace practices 3.7.Machining process and equipment faults are recorded and reported to the appropriate personnel
4. Conduct operator maintenance	4.1.Equipment lock out procedures are followed in accordance with OHS legislation and workplace practices 4.2.Cutting tools are checked for blunt or damaged condition following workplace practices 4.3.Cutting tools are removed and replaced in accordance with manufacturer specifications 4.4.Machining area is kept clear of dust, off-cuts and

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	debris in accordance with OHS requirements
5. Clean up work area and maintain equipment	5.1. Material that can be re-used is collected and stored 5.2. Waste and scrap are removed following workplace practices 5.3. Equipment and work area are cleaned, maintained and stored following workplace practices 5.4. Operator maintenance is completed in accordance with manufacturer specifications and workplace practices 5.5. Unserviceable equipment is tagged and reported to appropriate personnel 5.6. Workplace documentation is completed

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- communicate with site supervisor to:
  - confirm work orders and instructions
  - identify problems
  - report outcomes of setting up, operating and maintaining static machines
- work with others and in a team to set up, operate and maintain static machines
- use pre-checking and inspection techniques to anticipate production problems, avoid re-working and wastage
- identifying problems and equipment faults and demonstrate appropriate response procedures
- participate in establishing new ideas and work specifications for setting up, operating and maintaining static machines
- plan and organise own work, including the preparation and layout of the work area and obtaining equipment and materials to avoid backtracking
- accurately plan and organise work activities
- efficiently manage own responsibilities and timelines for completion of work
- follow workplace induction principles
- adapt to new skill requirements
- use workplace technology related to the production task, including specified tools, equipment, calculators and measuring devices
- use and maintain relevant tools, machinery and equipment
- efficiently and safely set up, operate and maintain static machines.

#### Required knowledge

- State or Territory OHS legislation, regulations, standards and codes of practice relevant to the full range of processes for using static machines
- organisational and workplace requirements, policies and procedures for using static machines
- reading and interpreting workplace documents, including work orders, work instructions and operator instructions
- environmental protection requirements relating to the disposal of waste material
- established lines of communication and protocols
- types of machines and equipment and procedures for their safe use, operation and maintenance
- set up and operation of static machines
- characteristics of materials processed using static machines
- cutting patterns and sequences

## **REQUIRED SKILLS AND KNOWLEDGE**

- identification of cutting tool condition and fault reporting
- storage systems and labelling
- procedures for the recording, reporting and maintenance of workplace records and information
- procedures for reporting machinery faults and material defects
- mathematical procedures for estimation and measurement
- the range, characteristics, uses and limitations of blinds and awnings sector static machines
- general workplace quality standards and procedures
- workplace guidelines regarding acceptable tolerance levels
- workplace safety policies and 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.

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

- Read and interpret work orders and job specifications to prepare for setting up and operating static machines
- Apply safe handling requirements for equipment, machines, products and materials to:
  - minimise the risk of injury to self or others
  - prevent damage to goods, equipment and products
- Communicate and work with others in the work area
- Identify materials used in static machines
- Select and set up static machines following manufacturer's instructions and workplace practices
- Operate static machines following manufacturer's specifications and safe work practices including the use of safety equipment and personal protective equipment
- Maintain static machines following manufacturer's specifications and workplace practices

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

- The application of competency is to be assessed in the workplace or simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of required knowledge and skills, may be conducted in work place or simulated workplace environments
- The following resources should be made available:
  - workplace location or simulated workplace
  - materials and equipment relevant to setting up, operating and maintaining static machines
  - specifications and work instructions
  - workplace practices including standard operating procedures and work instructions for setting up, operating and maintaining static machines.

#### Method of assessment

Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of required knowledge and skills



<b>EVIDENCE GUIDE</b>	
	Assessment methods should be by direct observation of tasks and include questioning on required knowledge and skills to ensure its correct interpretation and application Assessment should be conducted over time and may be in conjunction with assessment of other units of competency

## Range Statement

<b>RANGE STATEMENT</b>	
<p>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.</p>	
<b>OHS requirements</b>	<ul style="list-style-type: none"> <li>include Commonwealth, State or Territory legislation and regulations, organisational safety policies and procedures. Requirements may include the use of personal protective equipment and clothing, fire fighting equipment, First Aid equipment, hazard and risk control and elimination of hazardous materials and substances, manual handling including lifting and carrying.</li> </ul>
<b>Legislative requirements</b>	<ul style="list-style-type: none"> <li>include applicable legislation from all levels of government that affect organisational operation. Requirements may include award and enterprise agreements, industrial relations, Australian Standards, confidentiality and privacy, the environment, equal opportunity, anti-discrimination, relevant industry codes of practice, duty of care and heritage.</li> </ul>
<b>Workplace practices</b>	<ul style="list-style-type: none"> <li>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, emergency and evacuation, ethical standards, recording and reporting, access and equity principles and practices, equipment use, maintenance and storage, environmental management (waste disposal, recycling and re-use guidelines)</li> </ul>
<b>Personal protection needs</b>	<ul style="list-style-type: none"> <li>includes safety glasses/goggles, hearing protection, safety footwear, protective clothing, respiratory protection</li> </ul>
<b>Work orders</b>	<ul style="list-style-type: none"> <li>includes quotations for work, job cards, customer care cards, worksheets</li> </ul>
<b>Material</b>	<ul style="list-style-type: none"> <li>includes textiles, metal, timber</li> </ul>

<b>RANGE STATEMENT</b>	
<b>Machines</b>	<ul style="list-style-type: none"> <li>includes roller guillotines, lath cutter, Venetian punches, special crimping pliers, drill press, docking saw, sewing machines (plain foot zig zag machine, walker foot zig zag machine, chain stitch machine, tape binding machines, overlocker), computerised fabric cutters (aeronaught /pizza wheel, laser cutters, ultra sonic cutter), RF welder, pelmet blender, press stud machine, fabric slitters, computerised venetian machines (multi-stage punching, single-stage punching), fabric carousel, vertical blind cutters (manual, hydraulic, air, computerised), eyelet machine, tube bender</li> </ul>
<b>Templates</b>	<ul style="list-style-type: none"> <li>include folding creases, scallops, trims</li> </ul>
<b>Waste</b>	<ul style="list-style-type: none"> <li>includes textiles, metals, timber</li> </ul>
<b>Energy efficiency</b>	<ul style="list-style-type: none"> <li>includes using on/off/standby as required, ensuring machine is turned off at completion of work or shift</li> </ul>
<b>Safety equipment</b>	<ul style="list-style-type: none"> <li>include emergency stops, cut out switches and machine guards</li> </ul>
<b>Manufacturer's instructions</b>	<ul style="list-style-type: none"> <li>includes written instruction booklets, instructions on the equipment or instructions for correct use.</li> </ul>
<b>Trial run</b>	<ul style="list-style-type: none"> <li>includes dry runs of machine, test runs on materials to check settings</li> </ul>
<b>Machine operation</b>	<ul style="list-style-type: none"> <li>include settings, programming, manufacturer specifications for safe operation</li> </ul>
<b>Pre-start up checks</b>	<ul style="list-style-type: none"> <li>are conducted to ensure the equipment has been set-up correctly, cutting tools are installed accurately and machinery operating to optimum performance</li> </ul>
<b>Output</b>	<ul style="list-style-type: none"> <li>includes the speed or rate at which material is machined</li> </ul>
<b>Recorded and reported</b>	<ul style="list-style-type: none"> <li>includes the machining method, product type, size, inspection, grading and labelling outcomes, storage locations, quality outcomes, hazards, incidents or equipment malfunctions</li> </ul>
<b>Appropriate personnel</b>	<ul style="list-style-type: none"> <li>includes assessors, trainers, supervisors, suppliers, clients, colleagues and managers and any other person responsible for your</li> </ul>

<b>RANGE STATEMENT</b>	
	work activities
<b>Operator maintenance</b>	<ul style="list-style-type: none"> <li>is conducted to ensure machinery is in safe working order and to prevent unscheduled machinery downtime</li> </ul>
<b>Workplace documentation</b>	<ul style="list-style-type: none"> <li>includes time sheets, customer care cards, work orders, reports</li> </ul>

### **Unit Sector(s)**

<b>Unit sector</b>	Blinds and awnings
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### **Competency field**

<b>Competency field</b>	
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### **Co-requisite units**

<b>Co-requisite units</b>		