



Australian Government

MEM11019 Undertake tool store procedures

Release: 1

MEM11019 Undertake tool store procedures

Modification History

Release 1. Supersedes and is equivalent to MEM11019B Undertake tool store procedures

Application

This unit of competency defines the skills and knowledge required to order, receive, maintain and distribute permanent or disposable tooling and specialist tools and associated consumable items used in engineering applications and environments from a specialist store or warehouse.

Where interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected.

Where the selection and use of engineering measurement is required unit MEM12023 Perform engineering measurements should also be selected.

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

Band: A

Unit Weight: 4

Pre-requisite Unit

MEM11007	Administer inventory procedures
MEM11011	Undertake manual handling
MEM11013	Undertake warehouse receipt process
MEM12024	Perform computations
MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Competency Field

Materials handling

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

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|---|--|---|
| 1 | Determine job requirements | 1.1 Follow standard operating procedures (SOPs) |
| | | 1.2 Comply with work health and safety (WHS) requirements at all times |
| | | 1.3 Use appropriate personal protective equipment (PPE) in accordance with SOPs |
| | | 1.4 Identify tools/tooling requirements and consolidate from order documentation and liaise with trade and production personnel according to SOPs |
| | | |
| 2 | Order and receive tools/tooling | 2.1 Identify appropriate tools/tooling from supplier catalogues and manuals, including correct size, hardness and quality |
| | | 2.2 Place order according SOPs |
| | | 2.3 Receive orders from main receival warehouse or direct from supplier |
| | | 2.4 Unpack orders and place stock in correct location |
| | | 2.5 Check items and confirm against order |
| | | 2.6 Process incorrect items according to SOPs |
| | | |
| 3 | Maintain and distribute tools/tooling | 3.1 Clean tools/tooling and protect, as required |
| | | 3.2 Monitor supplies to ensure maintenance of contingency stock |
| | | 3.3 Issue tools/tooling to users according to SOPs |
| | | 3.4 Follow enterprise documentation procedures |
| | | 3.5 Establish and follow procedures against unauthorised use of tools/tooling |

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Engineering applications and environments include one (1) or more of the following:

- production manufacturing
- specialist machining
- maintenance settings
- fabrication workshops

Tools/tooling include one (1) or more of the following:

- hand tools
- cutting tips for lathes, mills and other machines for metal removal
- grinding wheels
- special steel
- engineering power tools
- specialised hand tools
- mechanical and electro-mechanical devices (e.g. for lifting and clamping)
- measuring and marking equipment
- templates
- jigs

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>