



Australian Government

Department of Education, Employment and Workplace Relations

MEM11019B Undertake tool store procedures

Release: 1

MEM11019B Undertake tool store procedures

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers ordering, receiving, maintaining and distributing tooling and specialist tools used in engineering applications.
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Application of the Unit

Application of the unit	<p>This unit applies to the management and storage of enterprise-owned tooling, specialist tools and associated consumable items used in engineering applications and environments. This could include production manufacturing, specialist machining, maintenance and fabrication settings. Tooling may be permanent or disposable. The work would normally be undertaken in a specialist store or warehouse.</p> <p>Engineering knowledge and drawing interpretation skills would often be required due to the specialised nature of engineering tools/tooling and should be accessed from appropriate units.</p> <p>Band: A</p> <p>Unit Weight: 4</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
Path 1	MEM11007B	Administer inventory procedures
	MEM11011B	Undertake manual handling
	MEM11013B	Undertake warehouse receipt process
	MEM12024A	Perform computations

Employability Skills Information

Employability skills	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. Order tools/tooling	1.1. Tools/tooling requirements are identified and consolidated from order documentation, drawings, and liaison with trade and production personnel according to standard operating procedures. 1.2. Appropriate tools/tooling are identified from supplier catalogues and manuals, including correct size, hardness, quality etc. 1.3. Order is placed according to standard operating procedures.
2. Receive tool/tooling orders	2.1. Orders are received from main receipt warehouse or direct from supplier according to standard operating procedures. 2.2. Orders are unpacked and stock placed in correct location. 2.3. Items are checked and confirmed against order. 2.4. Incorrect items are processed to standard procedures.
3. Maintain tooling	3.1. Tools/tooling are cleaned and protected as necessary. 3.2. Supplies are monitored to ensure maintenance of contingency stock.
4. Distribute tools/tooling	4.1. Tools/tooling are issued to users according to standard operating procedures. 4.2. Enterprise documentation procedures are followed. 4.3. Procedures against unauthorised use of tools/tooling are established and followed.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Look for evidence that confirms skills in:

- maintaining documentation
- undertaking stock control
- performing manual handling

REQUIRED SKILLS AND KNOWLEDGE

- packaging and storing engineering specialist tools and tooling
- cleaning and maintaining engineering tools/tooling
- interpreting specifications, data sheets, drawings, supplier catalogues and manuals for relevant tools/tooling information
- checking and clarifying information

Required knowledge

Look for evidence that confirms knowledge of:

- types and applications of engineering tooling and specialist engineering tools
- methods of storing and protecting tools/tooling
- ordering procedures
- inventory systems
- procedures for protecting store against unauthorised entry and use of tools/tooling
- safe work practices and procedures
- hazards and control measures associated with tool store activities
- use and application of personal protective equipment

Evidence Guide

EVIDENCE GUIDE	
<p>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.</p>	
<p>Overview of assessment</p>	<p>A person who demonstrates competency in this unit must be able to undertake tool store procedures in an engineering setting. Competency in this unit cannot be claimed until all prerequisites have been satisfied.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.</p>
<p>Context of and specific resources for assessment</p>	<p>This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.</p> <p>This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with undertaking tool store procedures or other units requiring the exercise of the skills and knowledge covered by this unit.</p>
<p>Method of assessment</p>	<p>Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.</p>

EVIDENCE GUIDE

Guidance information for assessment	
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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. 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.

Tools/tooling

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

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	Materials handling
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