



**Australian Government**

# **SISXFAC010 Develop maintenance and equipment acquisition plans**

**Release: 1**

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## Modification History

Not applicable.

## Application

This unit describes the performance outcomes, skills and knowledge required to scope maintenance and asset acquisition requirements for a facility, and to develop overarching facility maintenance plans. It also covers skills to plan for asset acquisition.

This unit applies to any type of sport, fitness, aquatic or recreation organisation including commercial, not-for-profit, community and government organisations. It can be applied to any type of facility, and to specific plant and equipment.

It applies to senior technical or operations managers who operate with significant autonomy and are responsible for making strategic management decisions.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

## Pre-requisite Unit

Nil

## Competency Field

Facility Management

## Unit Sector

Cross-Sector

## Elements and Performance Criteria

### ELEMENTS

*Elements describe the essential outcomes.*

1. Determine scope of maintenance and asset acquisition needs.

### PERFORMANCE CRITERIA

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

- 1.1. Identify the facility's range of plant and equipment using organisational registers, and determine age and estimated remaining lifespan.

- 1.2. Analyse maintenance history of facility plant and equipment using organisational registers and records.
  - 1.3. Identify items subject to regular repairs from organisational repair and condition reports.
  - 1.4. Identify periodic inspection and maintenance requirements for plant and equipment from operational specifications.
  - 1.5. Determine and record overall scope of long and short term maintenance and asset acquisition plans based on analysis.
2. Develop maintenance plans.
    - 2.1. Develop overarching maintenance schedules for the range of plant and equipment covered by the plan.
    - 2.2. Document periodic requirements for routine and major services, inspections and tests, according to plant and equipment operational specifications.
    - 2.3. Use financial business data and forecasting methods to estimate future maintenance costs.
    - 2.4. Develop and document cost schedules for required resources including internal human resource and external specialist contractors.
    - 2.5. Develop register of specialist service providers according to organisational contractual arrangements with preferred suppliers.
    - 2.6. Document record keeping requirements for the range of maintenance activities.
    - 2.7. Collate all materials and schedules according to organisational format requirements.
    - 2.8. Obtain approval to proceed with implementation of plan, and adjust as required.
  3. Plan for asset acquisition.
    - 3.1. Identify need to introduce new or replace aged physical assets, based on business objectives and performance of aged assets.
    - 3.2. Estimate acquisition costs based on evaluation of current, accurate and relevant data.
    - 3.3. Evaluate current and future financial ability to acquire physical assets.
    - 3.4. Investigate methods of financing appropriate to business structure.
    - 3.5. Document plans to acquire new physical assets, and schedule a timeline.

## Foundation Skills

*Foundation skills essential to performance in this unit, but not explicit in the performance*

*criteria are listed here, along with a brief context statement.*

<b>SKILLS</b>	<b>DESCRIPTION</b>
Reading skills to:	<ul style="list-style-type: none"><li>• interpret varied and potentially complex organisational information</li><li>• interpret complex and potentially unfamiliar technical specifications for inspection and maintenance of diverse plant and equipment.</li></ul>
Writing skills to:	<ul style="list-style-type: none"><li>• structure and draft a formal action planning document</li><li>• present information using language and format easily understood by a diverse audience.</li></ul>
Numeracy skills to:	<ul style="list-style-type: none"><li>• develop financial estimates using complex calculations.</li></ul>
Self-management skills to:	<ul style="list-style-type: none"><li>• critically analyse the characteristics and needs of the facility to develop tailored maintenance plans.</li></ul>
Technology skills to:	<ul style="list-style-type: none"><li>• use a computer and features of software packages to create a planning document.</li></ul>

## **Unit Mapping Information**

Supersedes and is not equivalent to SISXFAC004 Coordinate facility and equipment acquisition and maintenance.

## **Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>