



Australian Government

Department of Education, Employment and Workplace Relations

TLIB307C Carry out vehicle servicing and maintenance

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to carry out basic servicing and maintenance of a commercial vehicle, including action to implement vehicle manufacturers specifications for routine checks and maintenance and to ensure that all specified safety requirements are met, and that the vehicle is operational to the requirements of both the workplace and the relevant state/territory roads and traffic authority.

Application of the Unit

Work must be carried out in compliance with the regulations of the relevant roads and traffic authority.

Work is performed with limited or minimum supervision, and with limited accountability and responsibility for self and others in achieving the prescribed outcomes. It involves the application of routine vehicle checking and maintenance principles and procedures to service and maintain a commercial vehicle across a variety of operational contexts.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Maintain and service the vehicle systems	1.1 Fluid levels are checked and adjusted following manufacturers specifications and workplace procedures 1.2 Air levels are checked and adjusted following manufacturers specifications and workplace procedures 1.3 Routine checks are made of vehicle systems and appropriate action is initiated for maintenance where required in accordance with workplace procedures 1.4 Appropriate precautions and procedures are followed when servicing/maintaining a vehicle to ensure adequate protection of the environment 1.5 OH&S procedures are followed when carrying out routine servicing and maintenance of a vehicle
2 Carry out minor repairs to a vehicle	2.1 Vehicle components are removed, repaired or replaced and refitted to the vehicle using the correct tools and following manufacturers instructions and workplace procedures 2.2 Tyres on vehicle are repaired or replaced following workplace procedures and manufacturers instructions 2.3 Worn brakes are identified and action taken in accordance with workplace procedures and manufacturers specifications 2.4 The need for more complex maintenance procedures is identified and the problem correctly referred following workplace procedures
3 Diagnose minor vehicle faults and undertake repairs for the safe operation of a vehicle	3.1 Minor faults in the vehicle systems are identified, diagnosed and repaired following manufacturers specifications and workplace procedures 3.2 Identified faults which create a safety hazard are reported and appropriate action is taken to remove

the vehicle from operation pending repair

- 4 **Complete documentation**
- 4.1 Records of routine servicing, maintenance and repairs are kept in accordance with workplace procedures

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

Relevant 'duty of care' requirements for the routine servicing and maintenance of vehicles

Relevant OH&S and pollution control procedures

Procedures for the checking and routine service and maintenance of a commercial vehicle in accordance with workplace and the manufacturer's requirements and established safety rules and regulations

Problems that may occur during the routine servicing and maintenance of a vehicle and appropriate action and solutions

Recognition and diagnosis of faults and vehicle irregularities

Basic principles of operation of systems on commercial vehicles, including: electrical systems, fuel systems, cooling systems, steering systems, exhaust systems, tyres and brakes

Basic fault finding procedures required during routine servicing and maintenance of vehicles

Procedures required to minimise waste during routine servicing and maintenance

Housekeeping standards required for routine servicing and maintenance

Procedures for the use and maintenance of the materials, tools and parts required for routine servicing and maintenance

Reporting and documentation requirements

Required skills:

Communicate effectively with others when carrying out vehicle servicing and maintenance

Read and interpret instructions, procedures, information and signs relevant to vehicle servicing and maintenance

Interpret and follow operational instructions and prioritise work

Complete documentation related to vehicle servicing and maintenance

Operate electronic communication equipment to required protocol

Work collaboratively with others

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems, faults or malfunctions identified when carrying out vehicle servicing and maintenance in accordance with regulatory requirements and workplace procedures

Implement contingency plans for unplanned events

Apply precautions and required action to minimise, control or eliminate hazards that may exist during vehicle servicing and maintenance

Monitor work activities in terms of planned schedule

Modify activities depending on differing operational contingencies, risk situations and environments

Apply fatigue management knowledge and techniques

Work systematically with required attention to detail without injury to self or others, or damage to vehicle or equipment

Operate and adapt to differences in equipment in accordance with standard operating procedures

Select and use required personal protective equipment conforming to industry and OH&S standards

Monitor performance of equipment

Service equipment in terms of maintenance schedule and standard operating procedures

Check and replenish fluids and carry out lubrication processes in the course of vehicle servicing and maintenance

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

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

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at

the registered training organisation, and/or
in an appropriate range of situations in the
workplace

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.

Maintenance may be carried out in typical road transport situations, including:	<ul style="list-style-type: none"> operations conducted at day or night typical weather conditions in tight or confined spaces, exposed conditions and controlled or open environments while in a depot, base or warehouse while in the vehicle on the road while at a client's workplace
Type of vehicle may include any commercial road transport vehicle including:	<ul style="list-style-type: none"> light vehicle heavy vehicle combination vehicle
Maintenance checks may include:	<ul style="list-style-type: none"> routine inspections of vehicle systems checks prior to operations checks on completion of operations checks on completion of maintenance activities
Minor routine repairs may include:	<ul style="list-style-type: none"> replacement of blown globes in vehicle lights replacement of broken fan belt replacement of blown fuse door mirrors repairs to rear tail-light lens changing of tyres repair of tyre punctures replacement of broken coolant hose
Minor routine servicing may include:	<ul style="list-style-type: none"> topping-up of water levels replacement of oils replacement of air in tyres
Environmental hazards may include:	<ul style="list-style-type: none"> leaking oil and fuel

	defective or inappropriately adjusted exhaust systems
	inappropriate disposal of vehicle fluids in drains or sewerage systems
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	company procedures enterprise procedures organisational procedures established procedures
Information/records may include:	workplace routine servicing and maintenance procedures, checklists and instructions relevant state/territory roads and traffic authority vehicle maintenance regulations maintenance checklists and records vehicle manufacturers instructions, specifications and recommended procedures precautions and procedures to be adopted to protect the environment when servicing and maintaining vehicles OH&S procedures to be followed when servicing and maintaining vehicles
Applicable regulations and legislation may include:	relevant state/territory roads and traffic authority vehicle maintenance regulations and requirements relevant state/territory OH&S legislation relevant state/territory environmental protection legislation

Unit Sector(s)

Not applicable.

Competency Field

B - Equipment Checking&Maintenance