



**Australian Government**

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

# **UEPOPS205B Conduct minor mechanical maintenance**

**Release: 1**

## **UEPOPS205B Conduct minor mechanical maintenance**

### **Modification History**

Not applicable.

### **Unit Descriptor**

#### **Unit Descriptor**

#### **1) Scope:**

##### **1.1) Descriptor**

This unit deals with the skills and knowledge required to conduct a range of minor/basic maintenance functions associated with, but not limited to, mechanical equipment.

### **Application of the Unit**

#### **Application of the Unit    2)**

This unit is intended to augment formally acquired competencies. It is suitable for employment-based programs under an approved contract of training.

### **Licensing/Regulatory Information**

#### **License to practice    3)**

The skills and knowledge described in this unit do not require a licence to practise in the workplace. However, practice in this unit is subject to regulations directly related to Occupational Health and Safety and where applicable contracts of training such as apprenticeships and the like.

## Pre-Requisites

**Prerequisite Unit(s)** 4)

**Competencies** 4.1)

Granting of competency in this unit shall be made only after competency in the following unit(s) has/have been confirmed.

Where pre-requisite pathways have been identified. All competencies in the Common Unit Group must be have been completed.

There are no pre-requisite units.

**Literacy and numeracy skills** 4.2)

Participants are best equipped to achieve this unit if they have reading, writing and numeracy skills indicated by the following levels. A description of what each level entails is provided in Section 2.3.1 Language, Literacy and Numeracy.

Reading 2      Writing 2      Numeracy 2

## Employability Skills Information

**Employability Skills** 5)

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 unit of competency is packaged will assist in identifying Employability Skill requirements.

## Elements and Performance Criteria Pre-Content

6) Elements describe the essential outcomes of a competency standard unit

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

ELEMENT	PERFORMANCE CRITERIA
1 Plan and prepare for the work	1.1 Work requirements are identified from request/work orders or equivalent and clarified/confirmed with appropriate parties or by site inspection
	1.2 Occupational Health and Safety standards, statutory requirements, relevant Australian standards, codes of practice, manufacturers' specifications, environmental requirements and enterprise procedures are identified, applied and monitored throughout the work procedure
	1.3 Resources required to satisfy the work plan are identified, obtained and inspected for compliance with the job specifications
	1.4 Relevant plans, drawings and texts are selected and interpreted in accordance with the work plan
	1.5 Correct size, type and quantity of materials/components are determined, obtained and inspected for compliance with the job specifications
	1.6 Work is planned in detail including sequencing and prioritising and considerations made, where appropriate, for the maintenance of plant security and capacity in accordance with system/site requirements
	1.7 Co-ordination requirements, including requests for isolations where appropriate, are resolved with others involved, affected or required by the work
	1.8 Potential hazards are identified and prevention and/or control measures are selected in accordance with the work plan and site procedures
	1.9 Work area is prepared in accordance with work requirements and site procedures

ELEMENT	PERFORMANCE CRITERIA
2 Conduct minor maintenance	2.1 Required isolations are confirmed where appropriate in accordance with enterprise requirements
	2.2 Minor maintenance is conducted in accordance with the work plan and site requirements
	2.3 Minor adjustments are undertaken in accordance with prescribed procedures and schedules and site requirements
	2.4 Faults are reported to the relevant parties in accordance with site/enterprise procedures
3 Complete the work	3.1 Work is completed and appropriate personnel notified in accordance with site/enterprise requirements
	3.2 Work area is cleared of waste, cleaned, restored and secured in accordance with site/enterprise procedures
	3.3 Plant, tools and equipment are maintained and stored in accordance with site/enterprise procedures
	3.4 Work completion details are finalised in accordance with site/enterprise procedures

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

Evidence must show that knowledge has been acquired of safe working practices and minor mechanical maintenance.

All knowledge and skills detailed in this unit should be contextualised to current industry practices and technologies.

KS01-PO205B Mechanical Maintenance - Minor

Evidence shall show an understanding of how to undertake minor mechanical maintenance to an extent indicated by the following aspects:

T1 Use of a range of hand tools, including:

- Basic measuring tools, including rulers
- Screwdrivers

- i. Flat blade
- ii. Phillips head
- iii. Posidrive
- iv. Torx™

- Metal hacksaw
- Hammers

- i. Ball pein
- ii. Claw hammer
- iii. Club hammers
- iv. Soft-faced hammers or mallets

- Spanners and sockets

- i. Open-ended spanners
- ii. Ring spanners
- iii. Adjustable spanners

- Pliers

- i. Combination pliers
- ii. Long nose pliers
- iii. Multi-grip
- iv. Vice grips

- Wrenches

- i. Stillson
- ii. Footprint

- Allen keys
- Scrapers.

T2 Use of a range of small power tools, including:

- Pistol drills

## REQUIRED SKILLS AND KNOWLEDGE

- Battery drills and screwdrivers
- Angle grinders and polishers (buffers)
- Sanders

T3 Use a range of engineering workshop tools, including:

- Benders
- Guillotines

T4 Identification of a range of different types of metals, including:

- Mild Steel
- Sheet steel
- Aluminium
- Sheet aluminium
- Copper
- Brass

T5 Drill a range of materials using the correct drill bit type, including:

- Mild Steel
- Aluminium
- Copper

T6 Prepare surfaces on engineering materials for maintenance through:

- Sanding
- Grinding
- Polishing

T7 Clean machinery using techniques including:

- Water
- Pressure washers
- Steam cleaners
- Hydrocarbon solvents

T8 Air receivers and air lines

- Blow down air receivers
- Maintain oil levels in oilers
- Empty and wipe out dryers

T9 Health, Safety and Environment practices and procedures, including:

- Risk assessment
- Control of hazards
- Identification and correct use of personal protective equipment
- Manual handling techniques
- Compliance with 'Permit-to-Work' requirements and equipment isolation procedures

## REQUIRED SKILLS AND KNOWLEDGE

- Dealing with waste in an environmentally appropriate manner
- Housekeeping

## Evidence Guide

### EVIDENCE GUIDE

9) This provides essential advice for assessment of the competency standard unit and must be read in conjunction with the Performance Criteria and the Range Statement of the competency standard unit and the Training Package Assessment Guidelines. The Evidence Guide forms an integral part of this competency standard unit and shall be used in conjunction with all components parts of this unit and, performed in accordance with the Assessment Guidelines of this Training Package.

### Overview of Assessment 9.1)

Longitudinal competency development approaches to assessment, such as Profiling, require data to be reliably gathered in a form that can be consistently interpreted over time. This approach is best utilised in Apprenticeship programs and reduces assessment intervention. It is the Industry's preferred model for apprenticeships. However, where summative (or final) assessment is used it is to include the application of the competency in the normal work environment or, at a minimum, the application of the competency in a realistically simulated work environment. It is recognised that, in some circumstances, assessment in part or full can occur outside the workplace. However, it must be in accord with Industry and, Regulatory policy in this regard.

Methods chosen for a particular assessment will be influenced by various factors. These include the extent of the assessment, the most effective locations for the assessment activities to take place, access to physical resources, additional safety measures that may be required and the critical nature of the competencies being assessed.

The critical safety nature of working with electricity, electrical equipment, gas or any other hazardous substance/material carries risk in deeming a person competent. Hence, sources of evidence need to be 'rich' in nature to minimise error in judgment.

Activities associated with normal every day work have a bearing on the decision as to how much and how detailed the data gathered will contribute to its 'richness'. Some skills are more critical to safety and operational requirements while the same skills may be



more or less frequently practised. These points are raised for the assessors to consider when choosing an assessment method and developing assessment instruments. Sample assessment instruments are included for Assessors in the Assessment Guidelines of this Training Package.

**Critical aspects  
of evidence  
required to  
demonstrate  
competency in  
this unit**     **9.2)**

Before the critical aspects of evidence are considered all pre-requisites shall be met.

Evidence for competence in this unit shall be considered holistically. Each Element and associated Performance Criteria shall be demonstrated on at least two occasions in accordance with the “Assessment Guidelines – UEP12”. Evidence shall also comprise:

- A representative body of work performance demonstrated within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to:
  - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the Performance Criteria and Range Statement
  - Apply sustainable energy principles and practices as specified in the Performance Criteria and Range Statement
  - Demonstrate an understanding of the Essential Knowledge and Associated Skills as described in 6) Essential Knowledge and Associated Skills of this unit
  - Demonstrate an appropriate level of employability skills
  - Conduct work observing the relevant Anti-Discrimination legislation, regulations, policies and workplace procedures
- Demonstrated performance across a representative range of contexts from the prescribed items below:
  - Knowledge and application of relevant sections of: Occupational, health and safety legislation; Statutory legislation; Enterprise/site safety procedures; Enterprise/site emergency procedures
  - Acquiring and analysing information relevant for recording
  - Maintaining records

- Retrieving records
- Dealing with an unplanned event by drawing on Essential Knowledge and Skills to provide appropriate solutions incorporated in the holistic assessment with the above listed items.

**Context of and specific resources for assessment**      **9.3)**

This unit should be assessed as it relates to normal work practice using procedures, information and resources typical of a workplace. This should include:

- OHS policy and work procedures and instructions
- Suitable work environment, facilities, equipment and materials to undertake actual work as prescribed by this competency standard unit

Competency Standards should be assessed in the workplace or simulated workplace and under the normal range of workplace conditions.

Assessment of this unit will be supported with documentary evidence, by means of endorsement stating type and application of work.

In addition to the resources listed above in Context of assessment', evidence should show competency working in confined spaces, with different types of plant and equipment as well as different structural/construction types and method and in a variety of environments.

**Method of assessment**      **9.4)**

This unit shall be assessed by methods given in Section 1.3.00 Assessment Guidelines.

Note:

Competent performance with inherent safe working practices is expected in the Industry to which this competency standard unit applies. This requires that the specified Essential Knowledge and Associated Skills be assessed in a structured environment, which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the Essential Knowledge and Skills described in this unit.

**Concurrent  
assessment and  
relationship with  
other units****9.5)**

There are no recommended concurrent assessments with this unit, however in some cases efficiencies may be gained in terms of learning and assessment effort being concurrently managed with allied competency standard units where listed.

Nil

**Range Statement****RANGE STATEMENT**

**10)** This relates to the competency standard unit as a whole providing the range of contexts and conditions to which the Performance Criteria apply. It allows for different work environments and situations that will affect performance.

Minor maintenance may include lubrication, , gland nipping, draining of water taps, filter cleaning and changing, charging bowl and ball mills, exchange of conveyor rollers, removing/replacing access covers, replacing shear pins, applying plastic metals, degreasing, preparing surfaces, limited mechanical assembly and minor fabrication tasks e.g. brackets, gaskets.

Inspections should be planned with the appropriate parties to determine access, conditions and work requirements.

Materials may refer to lubricants, cleaning agents and emery paper.

Equipment may include pumps, fans, compressors, blowers, transmissions, a.c./d.c. rotating electrical plant, pipe work, heat exchangers, tanks, dampers, mills, feeders, crushers, conveyors and air slides.

Tools may include drills, angel grinders, buffers, sanders, grease guns, benders, guillotines, pressers, scrapers and hand tools.

Appropriate parties may refer to supervisor, tradesperson or operations personnel.

Work completion details and plans may include plant and maintenance records, job cards, check sheets, on device labelling updates and reporting and/or documenting equipment defects.

Work site environment may be affected by nearby plant or processes, e.g. chemical, heat, dust, noise, gas and oil.

Isolations can refer to electrical/mechanical or other associated processes.

Generic terms are used throughout this Training Package for vocational standard shall be regarded as part of the Range Statement in which competency is demonstrated. The definition of these and other terms are given in Section 2.1 Preliminary Information and Glossaries.

**Unit Sector(s)**

Not applicable.

**Competency Field**

<b>Competency Field</b>	<b>11)</b>
	Operations