



Australian Government

MSFOPS302 Perform repairs and maintenance

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Modification History

Release	Comments
1	This unit of competency was first released in MSF Furnishing Training Package Release 9.0.

Application

This unit describes the skills and knowledge required to assess, plan, and carry out repairs on existing installed items. It involves identifying faults, determining a course of action, performing repairs on-site or off-site, and reinstalling or returning the item to service.

The unit applies to individuals working independently or under limited supervision, requiring problem-solving and decision-making to ensure a quality outcome. Repairs may be performed on items on-site or off-site and may include uninstalling and reinstalling or receiving damaged product in a workshop for repair and packaging for return to service.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

Licensing/Regulatory Information

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

Pre-requisite unit(s)

No prerequisite units.

Competency field(s)

N/A

Unit sector(s)

Operations (OPS)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>

1. Assess condition of the item	1.1 Access and interpret the work order or client request to determine the scope of work 1.2 Identify hazards associated with the work, and apply risk controls 1.3 Assess the item and surrounding work area to determine and apply temporary solutions to prevent further damage as required 1.4 Systematically inspect the item to identify damage, wear, malfunction and cosmetic defects 1.5 Identify the materials, construction methods and operating mechanisms of the item to inform the repair plan 1.6 Determine the likely cause of the fault or failure to inform the repair and prevent recurrence 1.7 Document findings and confirm the repair plan, required resources and timeline with the supervisor or client as required
2. Plan the repair process	2.1 Select appropriate repair methods and techniques based on the assessment, material type and extent of damage 2.2 Identify, source and prepare the necessary tools, equipment and replacement components or materials, and check for serviceability 2.3 Sequence the repair tasks in a logical and efficient order, considering whether the repair will occur on-site or off-site 2.4 Identify potential workplace health and safety hazards associated with the task, and apply relevant control measures
3. Carry out repairs	3.1 Dismantle the item to the extent required for the repair, systematically organising components and fasteners 3.2 Execute the repair plan by rectifying, replacing or refinishing damaged or faulty components using appropriate techniques 3.3 Use tools and equipment in a safe and efficient manner, according to manufacturer specifications 3.4 Conduct ongoing quality checks throughout the repair process to ensure work meets specification and quality standards
4. Complete and reinstate the item	4.1 Reassemble the item, ensuring all components are correctly fitted and functional 4.2 Test the operational function of the repaired item to confirm the fault has been rectified and that it is ready to return to service 4.3 Clean the item and the work area, removing all waste and debris according to workplace and environmental procedures

	4.4 Reinstall or reinstate the item safely and securely in its designated location, or package and prepare for return 4.5 Conduct a final inspection and operational test and complete required workplace documentation
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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Learning	Locate sources of information to inform repairs
Reading	Interpret information in system technical manuals or manufacturer specifications
Writing	Legibly and accurately fill out workplace documentation when developing a repair plan and recording parts and material used
Oral Communication	Confirm work requirements, make repair recommendations and report work outcomes
Numeracy	- Interpret and use mathematical information embedded in specifications, work orders and instructions - Use mathematical information to estimate and measure materials and components, including deviations from specifications

Range of conditions

No conditions apply to this unit of competency at the time of publication.

Unit Mapping Information

Current Code and Title	Previous Code and Title	Comments	Equivalence
MSFOPS302 Perform repairs and maintenance		This unit has been created to address a skill or task required by industry that is not covered by an	Newly created

		existing unit of competency	
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Assessment Requirements for MSFOPS302 Perform repairs and maintenance

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has carried out repairs on four items, which must include at least two of the following types of repairs:

- replacement of a faulty, damaged or worn component
- upgrading a component
- adjusting an operating mechanism
- converting a manual item to motorised
- repairing structural damage
- repairing cosmetic damage
- rectifying non-compliance.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace procedures for:
 - workplace health and safety (WHS)
 - quality assurance
 - reporting equipment faults and defects
 - documenting repair plans
 - reporting work outcomes
 - refusing work on product that poses risk to health and safety
- industry and workplace quality requirements:
 - functionality and tolerances
 - conformity to product technical specifications or system operating manuals

- characteristics and properties of common materials and their typical failure points
- hazards associated with the work, and appropriate risk controls:
 - hygiene/cleanliness of product for repair and maintenance
 - sharp edges on broken/damaged parts
 - electrical safety when working on automated items
- common repair techniques, including:
 - temporary/make-safe solutions to prevent further damage or harm
 - replacement of a faulty, damaged or worn component
 - upgrading a component
 - adjusting an operating mechanism
 - repairing structural damage
 - repairing cosmetic damage
 - rectifying non-compliance
 - testing operational performance
- tools, materials and equipment, including personal protective equipment (PPE) commonly used to perform repairs and maintenance
- protection of items during movement or transport to prevent further damage before and after repair work
- installation and fitting techniques for repaired items.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - assessment must occur in the workplace, or in an environment that accurately reflects workplace conditions and contingencies
- resources, equipment and materials:
 - materials and componentry to perform repairs
 - hardware, fixings, fittings and fasteners
 - PPE applicable to job requirements
 - tools and equipment applicable to job requirements
 - repair plan template
- specifications:
 - WHS documentation specific to working on-site or off-site
 - work orders

- workplace procedures
 - supplier instructions, manufacturer specifications or system technical manuals
- relationships:
 - supervisor
 - client.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Link

Companion volumes, including implementation guides, are found on the national training register - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>.