



Australian Government

Department of Education, Employment and Workplace Relations

AUM4004A Use measuring equipment

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the application of the required skills and knowledge to use, adjust and maintain measuring equipment used in automotive development, service and/or repair. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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Application of the Unit

Application of the unit	The unit applies to the automotive and related component manufacturing environment and involves application of skills and knowledge to be used within the scope of the person's job and authority.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil
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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 required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or 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. Prepare measuring equipment	1.1.Applicable organisational requirements relevant to the use of measuring equipment are verified and complied with throughout 1.2.Instructions and plans are read and interpreted to identify processes and materials to complete work tasks 1.3.Test needs are identified and the appropriate measuring equipment is selected 1.4.Measuring equipment is checked to ensure that calibration is current and within appropriate tolerances for the task
2. Carry out measurements and calculations	2.1.Measurement is implemented in accordance with organisation procedures and test requirements 2.2.Measurement results are compared with manufacturer/component/test specifications to indicate compliance or non-compliance 2.3.Results are documented with evidence and supporting information and recommendation(s) made 2.4.Report is processed in accordance with organisation procedures
3. Maintain measuring equipment	3.1.Information required for maintenance is accessed from manufacturer/component supplier/designer specifications and correctly interpreted 3.2.Routine maintenance and storage of measuring equipment is carried out in accordance with manufacturer/component supplier/designer specifications 3.3.Checks are completed without causing damage to any component or system 3.4.Organisation documents are processed in accordance with organisation procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- speak clearly and directly in order to obtain information from appropriate sources that may assist in operation of measuring equipment
- apply teamwork to a range of situations
- solve problems particularly in teams in order to meet performance indicators
- show initiative in adapting to changing work conditions or contexts particularly when working across a variety of work areas
- access, interpret and apply information on relevant organisation policies, procedures and instructions, particularly to the use of measuring equipment
- manage time when planning, preparing and organising work priorities
- take responsibility for organising own work priorities.

Required knowledge

- relevant Occupational Health and Safety and Environmental legislation, regulations, standards and codes of practice and organisation policies and procedures needed to carry out work in a manner which ensures the safety of people, equipment and the environment.
- organisational supply/replenishment systems and processes for materials, equipment and tools
- types of measuring equipment and procedures for their safe use, operation and maintenance
- established communication channels and protocols
- evaluation techniques
- problem identification and resolution
- procedures for the recording, reporting and maintenance of organisation records and information.

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • compliance with relevant legislation, regulations, standards, codes of practice and established safe practices and organisation policies and procedures for the use of measuring equipment • maintaining a working knowledge of current organisation inventory procedures • working and communicating effectively and positively with others involved in the work • demonstrate/utilisation of a range of workplace tools • applying, within authority, the requirements of the job or work role in relation to: • selecting the appropriate measuring equipment • checking the currency of calibration • measuring in accordance with recognised procedures • achieving work quality goals • completing work area housekeeping requirements, including the documentation of project activity and process outcomes • modify activities to cater for variations in organisation context and environment.
Context of and specific resources for assessment	• assessment of the competency should take place in a safe working environment in a passenger motor vehicle manufacturing plant or simulated environment using tools/equipment/machinery required for the production process without undue disruption to the production process • assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following

EVIDENCE GUIDE

examples are appropriate for this unit:

- assessment methods must confirm consistency and accuracy of performance (over time and in a range of organisation relevant contexts) together with application of underpinning knowledge
- assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application
- assessment may be applied under project related conditions (real or simulated) and require evidence of process
- assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.

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 in the Performance Criteria is detailed below. Add any 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.

Organisation requirements may include:

- access and equity principles and practices
- environmental management (waste disposal, recycling and re-use guidelines)
- emergency and evacuation procedures
- equipment use procedures
- ethical standards
- legal obligations
- maintenance and storage procedures
- OHS requirements
- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- procedural manuals
- quality assurance guidelines
- quality and continuous improvement processes and standards
- recording and reporting guidelines.

Measuring equipment may include:

- vernier callipers, inside, inside/outside micrometers, dial gauges, depth gauges, steel rulers, T-squares, straight edges, callipers, dividers, protractors, feeler gauges, ohm meters, volt meters, amp meters, thermometers, pressure gauges, torsion wrenches, gas analysis, laser assisted,
- devices/systems such as interferometers, spectrometers, thermometers, voltmeters, ampermeters, magnetometers, bolometers, dynamometers, power meters, gravimeters, oscilloscopes and electronic measuring devices such as accelerometers, load cells, strain gauging and associated data acquisition systems
- measurements may include measurements of length, width, squareness, flatness, angles, roundness, depth, clearances, run out,

RANGE STATEMENT	
	resistance, current flow, voltage, pressure, temperature, gas composition or any measurement that can be taken from analogue or digital devices, imperial and metric measurement; and be in one of the following areas; physical, analytical instrumentation, optical, electrical or dimensional.
Instructions may include:	• workplace procedures relating to the use and operation of tools and equipment • departmental requirements • workplace instructions, including job sheets, plans, specifications, drawings and designs • workplace procedures relating to reporting and communications • manufacturers' instructions for the use of equipment and materials.
Calibration may include:	• the accuracy of measurement tolerance. This is the degree of accuracy that the measuring equipment can achieve and when it was last checked against a recognised standard of accuracy. Users may maintain an internal standard of measure against which they periodically check the measuring equipment. In any event there are National and International standards which are maintained by independent agencies against which measuring equipment may be tested to ensure that it is within internationally agreed tolerances and so certified.

Unit Sector(s)

Unit sector	Automotive Manufacturing
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Competency field

Competency field	Passenger Motor Vehicle
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Co-requisite units

Co-requisite units	Nil
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