



Australian Government

Department of Education, Employment and Workplace Relations

AUMATK3003 Monitor and maintain equipment, tools and machinery

Release: 1

AUMATK3003 Monitor and maintain equipment, tools and machinery

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the application of the required skills and knowledge to monitor and maintain equipment, tools and machinery by production employees to ensure optimum use in the production process. 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 at a production worker level. These skills and knowledge are to be used within the scope of the person's job and authority.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

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. Monitor equipment and processes	1.1. Applicable <i>legislative, OH&S and organisation requirements and procedures</i> relevant to the maintenance requirements in the <i>job context</i> are verified and complied with 1.2. Processes are monitored to ensure that <i>equipment, tools and machinery</i> are operating in accordance with manufacturers' specifications and instructions and organisation procedures 1.3. The operation of equipment, tools and machinery is monitored to ensure they are performing in accordance with job requirements and manufacturer instructions
2. Perform incidental maintenance	2.1. Incidental maintenance is performed on equipment, tools and machinery in accordance with organisation procedures 2.2. Maintenance requirements outside the range expertise/responsibility of the operator are reported to the appropriate personnel, in accordance with organisation procedures
3. Apply preventative maintenance systems/processes	3.1. Preventative maintenance systems or processes are applied in accordance with, and at intervals prescribed by, organisation and manufacturer preventative maintenance policies and procedures 3.2. Equipment, tools and machinery used in the process are checked regularly in accordance with preventative maintenance procedures 3.3. Any identified requirements for adjustment, cleaning, servicing, repair, replacement or modification of equipment, tools and machinery are completed or referred to appropriate personnel in accordance with organisation procedures 3.4. Preventative maintenance activities and resultant action are documented / recorded in accordance with organisation procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- speak clearly and directly in order to refer maintenance problems to appropriate personnel
- apply teamwork to a range of situations, particularly in a production context
- solve problems particularly in teams paying particular attention to safety issues
- 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
- 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 regulations and organisation policies and procedures needed to carry out work in a manner which ensures the safety of people, equipment and the environment. The specific regulations will vary according to the area of operation
- maintenance system documentation/instructions relevant to production employees/operators
- organisation maintenance procedures and techniques for production employees/operators
- types and uses/limitations of common lubricants and applicators to be used in the organisation
- the types, uses, limitations and care of basic servicing tools applicable to the organisation
- environmental protection requirements relating to the disposal of waste material
- established communication channels and protocols
- problem identification and resolution
- procedures for the recording, reporting and maintenance of workplace 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 legislative, regulations, standards, codes of practice and established safe practices and organisation policies and procedures for monitoring and maintaining equipment, tools and machinery
- maintaining a working knowledge of current production employee responsibilities for the monitoring and maintenance of equipment, tools and machinery
- working and communicating effectively and positively with others involved in the work
- applying, within authority, the requirements of the job or work role in relation to:
 - monitoring equipment and processes
 - performing incidental maintenance on equipment, tools and machinery to organisation requirements
 - applying authorised preventative maintenance systems and processes
- modify activities to cater for variations in workplace context and environment.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- assessment must take place in accordance with the endorsed *Assessment Guidelines for the Automotive Industry*
- assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace 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

EVIDENCE GUIDE	
	circumstances.
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 examples are appropriate for this unit: • assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace 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.

Legislative requirements and procedures may include:

Applicable legislation, regulations and codes of practice, including those related to:

- anti-discrimination
- award and enterprise agreements
- confidentiality and privacy
- duty of care
- employee relations
- environment protection
- equal opportunity
- industrial relations
- relevant industry codes of practice.

OH&S requirements and procedures may include:

Legislation and regulations, organisational safety policies and procedures and may include: the use of personal protective equipment and clothing, rescue services, fire fighting organisation and equipment, first aid equipment, hazard and risk control and elimination, systems covering the use of hazardous materials and substances and manual handling procedures including lifting and carrying.

Organisation requirements and procedures 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.

RANGE STATEMENT

Job context may include:	• Work areas including: • body construction, aluminium die casting, iron foundry operations, engine machining, spray painting, automotive plastics, stamping & press operations, fabrication hardware, trim manufacture, vehicle assembly, warehousing, engine assembly, seat frame manufacture Processes including: • welding sub-assemblies, fitting hang-on components, fittings dies to die boxes, pouring aluminium, machining parts, application of paint, cutting blanks, assembly of components to form sub-assemblies, fitting parts to bodies, assembly of parts, parts picking and replenishment.
Equipment, tools and machinery may include:	• welding equipment • robots • forklift trucks • hand tools • power tools • spray guns • die boxes • furnace • core boxes • lubrication equipment • cutting equipment sensors.

Unit Sector(s)

Unit sector	Technical - Tools and Equipment
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Competency field

Competency field	Manufacturing - Common
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Co-requisite units

Not applicable.