



Australian Government

AURTTK002 Use and maintain tools and equipment in an automotive workplace

Release: 1

AURTTK002 Use and maintain tools and equipment in an automotive workplace

Modification History

Release	Comment
Release 1	New unit of competency.

Application

This unit describes the performance outcomes required to select, use, maintain and store tools and equipment in an automotive workplace.

It applies to those working in all sectors of the automotive industry.

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

Competency Field

Mechanical Miscellaneous

Unit Sector

Technical – Tools and Equipment

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold and italicised text is used, further information is detailed in the range of conditions section.
1. Select and use tools and equipment	1.1 Job requirements are determined from workplace instructions 1.2 Tools and equipment are selected to meet job requirements 1.3 Tools and equipment are checked for serviceability according to manufacturer and workplace procedures 1.4 Personal protective equipment (PPE) suitable for tools or equipment to be used is selected and checked for serviceability

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold and italicised text is used, further information is detailed in the range of conditions section.
	1.5 Tools and equipment, including PPE, are used according to manufacturer procedures and <i>safety requirements</i>
2. Service, maintain and store workplace tools and equipment	2.1 Tools and equipment are serviced, adjusted and maintained according to workplace and manufacturer schedules and procedures to ensure safe and accurate operation, within scope of own responsibility 2.2 Damaged or worn tools and equipment are tagged and removed from the workplace for and reported according to workplace procedures 2.3 Remaining tools and equipment are cleaned, checked and stored according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance and are not explicit in the performance criteria.

Skills	Description
Learning skills to:	locate appropriate sources of information efficiently.
Reading skills to:	- interpret work health and safety (WHS) and occupational health and safety (OHS) procedures in workplace and manufacturer literature - interpret information from manufacturer instruction manuals.
Writing skills to:	- legibly and accurately tag faulty tools and equipment - complete tool and equipment service and maintenance schedules.
Numeracy skills to:	- identify different size metric and imperial tools - understand the progression of fractions in imperial tools - use basic mathematical processes, including addition, subtraction, multiplication and division, to calculate distance, area and volume.
Planning and organising skills to:	plan own work requirements and prioritise actions to achieve required outcomes and ensure tasks are completed within workplace timeframes.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

<i>Safety requirements</i> must include:	• WHS and OHS requirements, including safe operating procedures for: • using specific tools and equipment • selecting and using PPE.
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Unit Mapping Information

Equivalent to AURTTK2002 Use and maintain workplace tools and equipment

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b4278d82-d487-4070-a8c4-78045ec695b1>

Assessment Requirements for AURTTK002 Use and maintain tools and equipment in an automotive workplace

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Performance Evidence

Before competency can be determined, individuals must demonstrate they can perform the following according to the standards defined in this unit's elements, performance criteria, range of conditions and foundation skills:

- use and maintain the following workplace tools and equipment:
 - five different hand tools
 - two different power tools
 - two different air tools
 - one piece of vehicle lifting equipment
 - one piece of vehicle supporting equipment.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- work health and safety (WHS) and occupational health and safety (OHS) requirements relating to using and maintaining workplace tools and equipment, including procedures for:
 - using specific tools and equipment
 - selecting and using personal protective equipment (PPE)
- types, uses, limitations and operating procedures for hand and power tools, including:
 - sockets and ratchets
 - spanners, including ring spanners, open-ended spanners, combination spanners and flare nut spanners
 - wrenches, including torque wrenches and adjustable wrenches
 - oil filter removal tools
 - allen keys
 - screwdrivers, including impact screwdrivers

- pliers, including combination, adjustable, long nose, snap ring, side cutting and vice grip pliers
- hammers
- chisels and punches
- hacksaws
- files
- bench grinders
- presses
- impact guns
- air ratchets and blowguns
- types, characteristics, uses and limitations of workplace equipment, including:
 - vehicle lifting and supporting equipment, including:
 - jacks, including air jacks
 - jack stands
 - vehicle hoists
 - fasteners, including:
 - bolts
 - washers
 - nuts
 - studs
 - screws
 - specialised tools, including:
 - screw extractors
 - stud installation and removal tools
 - gear and bearing pullers
 - sealing and adhesive equipment
- procedures for selecting tools and equipment
- identification and tagging procedures for faulty tools and equipment
- basic maintenance and storage procedures for tools and equipment.

Assessment Conditions

Assessors must satisfy NVR/AQTF assessor requirements.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessment must include direct observation of tasks.

Where assessment of competency includes third-party evidence, individuals must provide evidence that links them to the tools and equipment that they have used and maintained, e.g. repair orders.

Assessors must verify performance evidence through questioning on skills and knowledge to ensure correct interpretation and application.

The following resources must be made available:

- automotive repair workplace or simulated workplace
- workplace instructions
- workplace hand and power tools and equipment as specified in the performance evidence
- PPE required to use workplace tools and equipment
- vehicles, components or materials that require the use of tools and equipment
- material relevant to maintaining workplace tools and equipment, including:
 - tool and equipment operating instructions or manuals
 - relevant tool and equipment adjusting or calibration equipment
 - tagging material.

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