



Australian Government

Department of Education, Employment and Workplace Relations

FDFPPL4002A Plan and coordinate maintenance

Revision Number: 1

FDFPPL4002A Plan and coordinate maintenance

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to plan and coordinate maintenance of production equipment.
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Application of the Unit

Application of the unit	This unit is appropriate for production management personnel. It does not require that the person who coordinates maintenance is also responsible for conducting maintenance.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

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 performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and 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. Identify maintenance requirements	1.1. The approach to maintaining production equipment is identified 1.2. Advice on equipment maintenance requirements is identified and assessed 1.3. Special maintenance requirements are assessed and prioritised
2. Plan maintenance	2.1. Resources required to carry out maintenance are identified and secured 2.2. A maintenance schedule is developed to provide reliable equipment performance with minimal disruption to production 2.3. The maintenance schedule takes account of production schedules, equipment capability, special maintenance requirements and efficient resource utilisation and workplace environmental guidelines 2.4. The maintenance schedule is recorded in the appropriate workplace format 2.5. Responsibilities for implementing the maintenance schedule are defined and communicated 2.6. Work areas and personnel affected by the maintenance program are consulted and advised of maintenance progress
3. Monitor implementation of the maintenance schedule	3.1. Progress of maintenance is monitored to identify variance to schedule 3.2. Unplanned events that could affect the schedule are identified, assessed and addressed 3.3. Potential failure to meet maintenance deadlines are identified and communicated to relevant personnel in a timely manner
4. Contribute to the improvement of equipment reliability	4.1. Equipment performance information is reviewed to identify patterns or trends 4.2. Factors that affect equipment reliability are identified 4.3. Production and maintenance personnel are consulted to identify opportunities to improve equipment reliability 4.4. Action is taken to improve equipment reliability 4.5. The maintenance schedule and related programs and procedures are reviewed to reflect improvements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- describe the company's approach to equipment maintenance
- collect information on equipment maintenance requirements to identify routine lubrication and servicing requirements as appropriate
- analyse equipment maintenance data, such as the use of data analysis techniques to plot and interpret trends and patterns in equipment performance
- identify components of the maintenance program and related responsibilities for implementation, such as equipment monitoring, lubrication schedules, routine servicing and cleaning schedules and breakdown or emergency response (implementation is typically shared between production and maintenance personnel and/or external service providers)
- identify and confirm resource requirements to meet maintenance requirements, including the nature of maintenance tasks involved to identify the required maintenance equipment, materials/consumables and competencies and where required, identify and liaise with external maintenance service providers
- confirm that personnel with the required competencies are available to conduct maintenance activities, such as reporting and/or developing competencies required to implement the maintenance schedule, and where required, manage contracts with maintenance providers
- develop a schedule for equipment maintenance to support reliable equipment performance with minimal disruption to production, including consulting relevant personnel to confirm schedule feasibility, and notifying relevant personnel of any possibility that maintenance cannot be completed within scheduled timeframe
- record and communicate the schedule in appropriate formats, such as use of software, and communicating information to meet workplace and audience requirements
- ensure that operating procedures are available and include information on occupational health and safety (OHS), environmental management and food safety requirements and responsibilities
- monitor maintenance activities against the schedule to identify variances and take appropriate corrective action, such as assessing the consequences of any adjustments to the schedule, and where required, monitor completion of maintenance within maintenance budget constraints
- respond to unplanned events, such as major equipment breakdowns to minimise disruption and optimise efficiency
- communicate maintenance requirements and report outcomes, including ensuring effective communication between production and maintenance personnel to enhance equipment reliability and identify improvement opportunities

REQUIRED SKILLS AND KNOWLEDGE

- use planning and systems control software
- use communication skills to interpret and complete work information to support operations of work team or area
- demonstrate and support cooperative work practices within a culturally diverse workforce

Required knowledge***Knowledge of:***

- basic maintenance approaches and differences between reactive, preventative and proactive maintenance models, such as reliability centred maintenance (RCM) and total productive maintenance (TCM)
- company systems, processes and responsibilities for collecting equipment condition information, analysing information and carrying out required servicing and maintenance tasks
- sources of data on equipment performance and maintenance requirements, related recording systems and data analysis tools
- the requirements of the maintenance scheduling process, including the production process to identify the impact of scheduling on production in order to oversee maintenance activities and establish maintenance priorities
- links to related activities, such as purchasing and contract management
- factors that influence the reliability of equipment, including equipment capability, equipment/process design, and operating conditions and practices
- methods used to measure effectiveness of maintenance including measures of plant availability, cost of maintenance, downtime and alternate resource utilisation
- OHS, environmental and food safety requirements and responsibilities associated with maintenance activities
- relevant personnel and departments to be consulted/notified of maintenance schedule and related amendments, including the information relevant to each group/person
- awareness of conditions that can affect achievement of the maintenance schedule, including conditions that are unusual or unplanned, and related options for response to equipment breakdowns/emergencies
- communication skills to consult and communicate with relevant personnel
- recording systems and requirements, including relevant software packages
- process improvement procedures
- maintenance service supplier capacity

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, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of ability to:

- determine maintenance requirements for work area
- establish and document maintenance schedule
- coordinate implementation of maintenance
- ensure maintenance schedule is communicated and reported to all appropriate personnel
- manage unplanned maintenance issues
- assess equipment reliability and contribute to improving outcomes.

Context of and specific resources for assessment

Assessment must occur in a real or simulated workplace where the assessee has access to:

- maintenance scheduling system and associated information and communication systems
- production equipment
- relevant standard operating procedures (SOPs)
- workplace information recording systems, requirements and procedures.

Method of assessment

This unit should be assessed together with core units and other units of competency relevant to the function or work role. In addition, the following optional or ancillary units may be relevant:

- FDFPPL4003A Schedule and manage production
- FDFPPL4006A Manage a work area within budget
- BSBRES401A Analyse and present research information.

Guidance information for assessment

To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where

EVIDENCE GUIDE

possible, over a number of assessment activities.

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, if used in the performance criteria, is detailed below. 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) may also be included.	
Maintenance scheduling and work practices	Maintenance scheduling and work practices are consistent with company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements and takes account of OHS and environmental impact of scheduling arrangements
Sources of information	Typical sources of information include • manufacturers' specifications • equipment capability data • condition monitoring data • equipment operation/performance reports and log sheets • workplace environmental guidelines
Scheduling	Scheduling may involve: • the use of planning and systems control software, such as SAP and MRPII
Maintenance schedules	Maintenance schedules may relate to: • lubrication schedules • service schedules and major cleaning where cleaning requires equipment dismantling or strip down
Coordination	Coordination may involve: • the management of contracts with external maintenance service providers and/or internal maintenance personnel

Unit Sector(s)

Unit sector	People management/planning/logistics
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		