



**Australian Government**

# **FWPCOT2219 Use hand-held tools**

**Release: 1**

## FWPCOT2219 Use hand-held tools

### Modification History

| Release | Comment                                                                                                                                                                                                                                  |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | <p>Replaces equivalent unit FPICOT2219B Use hand-held tools, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.</p> <p>This is the first release of this unit in the new standards format.</p> |

### Application

This unit of competency describes the outcomes required to select and a use variety of manual hand tools and power tools for various tasks. Work is completed in work settings and involves completing basic non-specialist maintenance.

The unit applies to Production Worker, Manufacturing Assistant, Timber Manufacturing Worker, Sawmill Worker.

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

### Pre-requisite Unit

Nil

### Unit Sector

Common Technical; applies across sectors

### 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. Where bold italicised text is used, further information is detailed in the range of conditions.</i> |
| 1. Prepare for using hand-held tools             | <p>1.1 Review work order and, where required, check with appropriate personnel.</p> <p>1.2 Assess production requirements and select serviceable hand-held tools appropriate to complete tasks.</p>    |

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                         | 1.3 Plan hand-held tool operating process in line with work order.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2. Operate and maintain hand-held tools | <p>2.1 Select and use appropriate personal protective equipment.</p> <p>2.2 Follow lock out procedures and check tools for safe operation in line with manufacturer's recommendations.</p> <p>2.3 Identify unsafe, faulty or unserviceable items and mark for repair or replacement in line with organisational procedures.</p> <p>2.4 Use hand and power tools in line with organisational safety procedures, manufacturer's instructions environmental protection practices.</p> <p>2.5 Apply appropriate techniques with tools to produce required production outcomes.</p> <p>2.6 Check tool operation regularly to assess need for sharpening and other maintenance requirements.</p> <p>2.7 Complete basic non-specialist maintenance for hand and power tools in line with manufacturer's recommendations and safety procedures.</p> <p>2.8 Record and report tool faults, serviceability issues and maintenance requirements to appropriate personnel.</p> |

## Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

|                                    |                                                                                                                                                                                                                                                                |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Numeracy skills to:                | <ul style="list-style-type: none"> <li>identify tension measurements of tools</li> <li>capability to identify and interpret units of measurement for appropriate hand held tools</li> </ul>                                                                    |
| Oral communication skills to:      | <ul style="list-style-type: none"> <li>ask open and closed probe questions and actively listen to clarify contents of work orders</li> <li>make accurate verbal reports on equipment faults.</li> </ul>                                                        |
| Reading skills to:                 | <ul style="list-style-type: none"> <li>interpret:             <ul style="list-style-type: none"> <li>WHS and other organisational procedures</li> <li>work orders</li> <li>manufacturers' instructions and maintenance recommendations.</li> </ul> </li> </ul> |
| Writing skills to:                 | <ul style="list-style-type: none"> <li>complete basic fault tags and accurate basic records for equipment faults and maintenance requirements.</li> </ul>                                                                                                      |
| Planning and organising skills to: | <ul style="list-style-type: none"> <li>schedule time into day to day activities to complete maintenance activities as part of a logical and time-efficient work flow.</li> </ul>                                                                               |

|                            |                                                                                                                                                 |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Problem-solving skills to: | <ul style="list-style-type: none"><li>• recognise equipment wear and damage and resolve by maintaining or reporting as unserviceable.</li></ul> |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|

## Range of Conditions

Not Applicable

## Unit Mapping Information

FPICOT2219B Use hand-held tools

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>

## Assessment Requirements for FWPCOT2219 Use hand-held tools

### Modification History

| Release | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | <p>Replaces equivalent unit FPICOT2219B Use hand-held tools, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2.</p> <p>Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement</p> |

### Performance Evidence

- A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:
- safely use appropriate manual and portable power tools:
  - manual hand tools:
    - handsaws
    - knives
    - chisels
    - hammers
    - hand drills
    - files
    - rasps
  - portable power tools:
    - drills
    - grinders
    - sanders
    - saws
    - nail guns
- complete basic non-specialist maintenance in line with manufacturers' recommendations, including:
  - sharpening at appropriate speed and at correct pitch and angle to obtain a sharp edge
  - cleaning

- lubricating
- tightening
- adjusting
- checking consumable components for bluntness, wear and other damage
- removing and replacing consumable components.

## Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- environmental protection practices for the use and maintenance of hand-held tools:
  - cleaning tools
  - safely disposing of waste and used consumables
- types of hand-held tools; their purpose, features and operation:
  - manual hand tools:
    - handsaws
    - knives
    - chisels
    - hammers
    - hand drills
    - files
    - rasps
  - portable power tools:
    - drills
    - grinders
    - sanders
    - saws
    - nail guns
- basic non-specialist repair and maintenance requirements and techniques for hand-held tools:
  - sharpening
  - cleaning
  - lubricating
  - tightening
  - adjusting
  - checking consumable components for bluntness and damage
  - removing and replacing consumable components
- types and correct use of personal protection equipment for operating and maintaining hand-held tools
- basic content of manufacturers':
  - instructions for equipment use

- recommendations for cleaning, repairing and maintaining
- format, content and use of these maintenance documents:
  - tags to identify faulty equipment
  - fault reports
  - repair and maintenance requests
- organisational procedures specific to operating and maintaining hand-held-tools:
  - workplace health and safety, with particular emphasis on equipment lock out and use of personal protective equipment
  - communication reporting lines
  - recording and reporting equipment faults and maintenance requests.
- 

## Assessment Conditions

The following resources must be made available:

- hand-held tools:
  - manual hand tools:
    - handsaws
    - knives
    - chisels
    - hammers
    - hand drills
    - files
    - rasps
  - portable power tools:
    - drills
    - grinders
    - sanders
    - saws
    - nail guns
- consumable components
- maintenance tools and equipment for hand-held tools
- personal protection equipment for operating and maintaining hand-held tools
- manufacturers':
  - instructions for equipment use
  - recommendations for cleaning, repairing and maintaining
- template maintenance documents:
  - tags to identify faulty equipment
  - fault reports
  - repair and maintenance requests

- organisational procedures for operating and maintaining hand-held-tools
- relevant personnel for the purposes of communicating information.

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

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.
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