



Australian Government

FWPCOT2257 Use hand-held tools

Release: 1

FWPCOT2257 Use hand-held tools

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to select and use a variety of manual and powered hand-held tools for various tasks and complete basic non-specialist maintenance.

The unit applies to production workers, manufacturing assistants, timber manufacturing workers and sawmill workers who undertake specified activities under the direction of more experienced workers.

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

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

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.</i>
1. Prepare to use hand-held tools	1.1 Determine job requirements from work order or instruction and, where required, confirm with appropriate person 1.2 Confirm safety requirements for using hand-held tools according to workplace safety procedures 1.3 Select, fit and use personal protective equipment (PPE) 1.4 Select hand-held tools appropriate for tasks and check for serviceability and safe operation according to manufacturer

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	instructions 1.5 Identify unsafe, faulty or damaged tools, remove from service and mark for repair or replacement according to workplace procedures
2. Operate and maintain hand-held tools	2.1 Use hand and power tools according to workplace safety procedures and manufacturer instructions 2.2 Apply appropriate techniques when using tools to produce required production outcomes 2.3 Check tool operation regularly to assess need for sharpening and other maintenance requirements 2.4 Complete basic non-specialist maintenance for hand and power tools according to manufacturer recommendations and workplace safety procedures 2.5 Record and report tool faults, serviceability issues and maintenance requirements to appropriate person
3. Clean up	3.1 Clean work area and dispose of, recycle or reuse leftover material according to workplace environmental policies and procedures 3.2 Clean and maintain hand-held tools, and report any faulty or damaged tools 3.3 Store tools according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Interpret relevant information from workplace and manufacturer documentation to safely use and maintain hand-held tools
Oral communication	Ask questions and actively listen to clarify work orders or job task instructions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT2257 Use hand-held tools	FWPCOT2219 Use hand-held tools	Application clarified Element added Performance Criteria Foundation Skills and Assessment Requirements reviewed and updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>

Assessment Requirements for FWPCOT2257 Use hand-held tools

Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has selected and safely used the correct hand-held tools for at least three wood product processing or manufacturing tasks.

In doing this, the individual has:

- selected, fitted and correctly used personal protective equipment (PPE)
- used at least three of the following tools:
 - handsaw
 - knife
 - chisel
 - hammer
 - hand drill
 - file
 - rasp
- used each of the following power or battery operated tools:
 - drill
 - grinder
 - sander
 - saw
 - nail gun
- used tools according to manufacturer instructions
- completed basic non-specialist maintenance for each of the tools used, according to manufacturer recommendations to:
 - sharpen
 - clean
 - lubricate
 - tighten
 - adjust

- check consumable components for bluntness, wear and other damage
- remove and replace consumable components.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of hand and power tools, and their functional and operational features:
 - techniques and safe use
 - non-specialist repair and maintenance
 - identifying and tagging faulty/damaged equipment
- battery operated power tools
- workplace safety requirements relevant to using hand-held manual and powered tools:
 - PPE
 - electrical hazards – use of residual current devices (RCD)
 - equipment lock-out
 - exposure to dust
 - exposure to excessive noise
- workplace procedures relevant to using, maintaining and storing hand-held-tools
- manufacturer specifications and operating instructions for hand-held tools
- environmental requirements for disposing of waste and used consumables relevant to using hand-held tools
- recording and reporting equipment faults and maintenance requests according to workplace or manufacturer policies and procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a timber manufacturing or processing facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - manual and powered hand-held tools according to the Performance Evidence
 - PPE
- specifications:
 - access to work orders or instructions detailing wood product processing tasks to be conducted by the operator
 - access to workplace safety and environmental policies and procedures applicable to using manual and powered hand-held tools
 - access to manufacturer specifications and operator instructions for use and maintenance of manual and powered hand-held tools

- relationships:
 - person to confirm work orders and job tasks and report issues with workplace safety or hand-held tools to.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>