



Australian Government

FWPCOT5204 Organise enterprise maintenance programs

Release: 1

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Modification History

Release	Comment
1	Replaces equivalent unit FPICOT5204B Organise enterprise maintenance programs, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format

Application

This unit of competency describes the outcomes required to plan preventative maintenance programs and to develop and implement schedules to minimise production downtime. Work is completed in a forest office setting.

The unit applies to managers or supervisors of timber manufacturing facilities where implementation of preventative maintenance programs for integrated and stand-alone equipment is required to meet production targets.

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

Pre-requisite Unit

Nil

Unit Sector

Timber Manufactured Products

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. Verify maintenance	1.1 Check equipment specifications, service requirements and recommended maintenance intervals.

ELEMENTS	PERFORMANCE CRITERIA
requirements	1.2 Separate special maintenance requirements from normal lubrication, adjustment and day-to-day maintenance requirements. 1.3 Identify organisational production requirements and equipment use.
2. Establish maintenance systems	2.1 Identify costs for labour, and charges for equipment and consumables based on equipment manufacturer recommendations. 2.2 Document production interruptions and processes for shutdown period. 2.3 Specify internal and external maintenance providers. 2.4 Analyse maintenance system options and report recommendations to appropriate personnel. 2.5 Obtain approvals for maintenance system concepts and resources. 2.6 Analyse existing maintenance schedules to determine improvements and develop updated maintenance program and schedule.
3. Organise maintenance schedules	3.1 Check production schedules and staff rosters to determine optimal shutdown period for maintenance activities. 3.2 Allocate employees with required competencies to maintenance activities. 3.3 Develop detailed maintenance work plans in line with production schedules, and availability of expertise and resources. 3.4 Obtain approvals to schedule maintenance according to optimal shutdown period. 3.5 Refine work plans to maintain production outputs. 3.6 Procure and coordinate internal and external equipment, consumables and expertise to meet maintenance work schedule.
4. Coordinate maintenance activities	4.1 Coordinate implementation of maintenance activities to meet maintenance work schedule. 4.2 Take appropriate readings, measurements and recordings and compare to equipment specifications. 4.3 Identify and monitor areas requiring further testing, and make recommendations to appropriate personnel. 4.4 Adjust and record maintenance work schedules according to approved recommendations. 4.5 Complete maintenance records and reports and forward to appropriate personnel.

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:	• complete complex calculations involving production downtime, required time and costs for labour, equipment and consumables for maintenance activities • interpret and record complex numerical data associated with testing equipment.
Reading skills to:	• interpret complex information in source documents to plan maintenance:
Writing skills to:	• develop and document comprehensive maintenance schedules in a style and format easily understood by production and other personnel • clearly and accurately record and report on maintenance outcomes.
Planning and organising skills to:	• source, collect and organise data to inform maintenance schedules • plan and manage own timing and productivity to complete initial and amended maintenance schedules.
Problem-solving skills to:	• analyse scheduling problems, consider various solutions and make adjustments.
Technology skills to:	• use a computer, keyboard and software to prepare maintenance schedules and reports.

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT5204B Organise enterprise maintenance programs

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 FWPCOT5204 Organise enterprise maintenance programs

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1	Replaces equivalent unit FPICOT5204B Organise enterprise maintenance programs, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. 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

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:

- develop and document whole of organisational maintenance schedules for an operational period of three months
- develop work plans for the maintenance of individual pieces of static equipment to include:
 - maintenance sequence
 - use of consumables
 - labour requirements
- take appropriate readings, measurements and recordings and compare to equipment specifications.

Knowledge Evidence

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

- types of organisational equipment subject to maintenance and time taken to complete processes
- features of different types of maintenance:

- scheduled proactive
- unscheduled reactive
- emergency repairs
- methods used to schedule maintenance to minimise production downtime and according to availability of maintenance staff and equipment
- format, content and use of:
 - maintenance schedules
 - maintenance work plans
 - maintenance records and reports
- location and key aspects of :
 - manufacturers' equipment specifications including those for service requirements and maintenance intervals
 - testing and certification requirements and schedules for organisational equipment
- sources of information on:
 - costs for maintenance labour, equipment and consumables
 - staff maintenance skills
 - organisational production schedules
- organisational procedures specific to planning and completing maintenance:
 - communication reporting lines
 - recording and reporting maintenance schedules, work plans and outcomes.

Assessment Conditions

The following resources must be made available:

- computers, keyboards, printers and software used to document maintenance schedules and reports
- equipment for which tests are conducted
- measuring equipment used to test equipment readings
- manufacturers' equipment specifications including those for service requirements and maintenance intervals
- production schedules and staff rosters
- information on costs for maintenance labour, equipment and consumables
- template documents:
 - maintenance schedules
 - maintenance work plans
 - maintenance records and reports
- organisational procedures for planning and completing maintenance.

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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