



Australian Government

ICPSUP2820 Undertake basic machine maintenance

Release: 1

ICPSUP2820 Undertake basic machine maintenance

Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 4.0.

Application

This unit describes the skills and knowledge required to safely perform basic, routine maintenance of machines and equipment with minimum down-time.

It applies to individuals who perform a range of mainly routine tasks in various sectors of the printing and graphic arts industry, using limited practical skills and fundamental knowledge in a defined context. They generally work under supervision.

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

Unit Sector

Support

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan and prepare for maintenance	1.1 Determine maintenance schedule and task requirements 1.2 Identify, apply and monitor work health and safety (WHS) requirements, statutory requirements, relevant Australian standards, codes of practice, manufacturer specifications, Environmental Protection Authority (EPA) requirements and enterprise procedures required for machine maintenance 1.3 Identify and obtain resources required according to manufacturer specifications and enterprise procedures
2. Carry out maintenance	2.1 Isolate machine or equipment according to WHS requirements 2.2 Clean, check and lubricate units or machine sections according

ELEMENT	PERFORMANCE CRITERIA
	to manufacturer specifications 2.3 Clean, check and lubricate feeders 2.4 Check, lubricate and maintain safety devices, gears and bearings 2.5 Machine consumables are checked and replaced if worn or damaged
3. Complete maintenance	3.1 Document wear and tear to machinery and escalate to designated personnel 3.2 Document used consumables for reordering 3.3 Dispose of used consumables according to enterprise procedures and WHS requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Writing	Records key information related to outcomes of the job
Numeracy	Uses simple mathematical calculations and arranges sequential, numerical information
Teamwork	Uses appropriate communication protocols and conventions to report issues
Planning and organising	- Determines priorities and sequences steps involved in clearly defined familiar tasks, and identifies and assembles required resources - Takes responsibility for routine low-impact decisions within familiar situations
Problem solving	Follows clear instructions or procedures to address routine problems directly relevant to own role
Technology	Identifies purpose and some specific functions of some common digital tools used in work contexts

Range of Conditions

This section specifies different 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.

Machine or equipment must include at least two of the following:	• reel handling system • sheet or object handling systems • printing units • ancillary units • cutting units • folding/collating units • fastening units.
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Unit Mapping Information

Supersedes and is equivalent to ICPSUP282 Undertake basic machine maintenance.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>

Assessment Requirements for ICPSUP2820 Undertake basic machine maintenance

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- carry out routine maintenance on any two pieces of equipment or systems in the printing and graphic arts industry according to enterprise procedures and work health and safety (WHS) requirements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- enterprise procedures, and WHS risks and requirements for:
 - maintaining and cleaning the reel, sheet or object handling system
 - maintaining and cleaning the printing, ancillary, cutting, folding/collating and fastening units
 - cleaning and waste disposal
- common causes of failure or breakdown and correction methods for:
 - the reel, sheet or object handling systems
 - printing, ancillary, cutting, folding/collating and fastening units
- precautions for working with compressed air
- statutory requirements, manufacturer specifications, Australian standards, codes of practice and Environmental Protection Authority (EPA) requirements for machine maintenance
- damage that can occur to electronic sensors during cleaning
- checks performed on various areas of the machine:
 - handling systems
 - ancillary and cutting units
 - components of folding/collating units
- procedure for determining required chemicals for cleaning

- cleaning procedures for required machine areas and the problems that may arise from inefficient cleaning, including:
 - handling systems
 - roller surfaces
 - bearers on printing unit cylinders
 - folding/collating and fastening units
- the effect of excessive lubricant has on sheet or object handling systems
- the need for regular maintenance in sheet or object handling systems
- safety devices requiring checking in the printing unit and steps taken if one is inoperative
- checks to carry out when replacing rollers in the inking system
- precautions for cleaning ancillary units
- storage procedures for cutting knives after replacement
- problems arising if the machine bed, blades or knives are not maintained
- the required type of lubricant for folding/collating units and its purpose
- required cleaning chemicals for folding/collating units and disposal procedures for used chemicals
- the frequency of cleaning for fastening units
- the effect excessive lubricant has on fastening units
- manufacturer manuals, enterprise procedures and work health and safety documentation, including their location and purpose.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the support field of work and include access to:

- machines or units and consumables.

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

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