



Australian Government

ICPSUP282 Undertake basic machine maintenance

Release: 1

ICPSUP282 Undertake basic machine maintenance

Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

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 Maintenance schedule is read and task requirements are determined 1.2 Work health and safety (WHS) standards, statutory requirements, relevant Australian standards, codes of practice, manufacturers' specifications, environmental requirements and enterprise procedures are identified, applied and monitored throughout the work procedure. 1.3 Resources required are identified and obtained according to manufacturer's recommendations and enterprise standard operating procedures
2. Carry out maintenance	2.1 Machine or equipment is isolated safely or checked for

ELEMENT	PERFORMANCE CRITERIA
	isolation 2.2 Units or machine sections are cleaned, checked and lubricated according to manufacturer's recommendations and workplace standard operating procedures 2.3 Feeders and conveyers are cleaned, checked and lubricated according to manufacturer's recommendations and enterprise standard operating procedures 2.4 Safety devices, gears and bearings are checked, lubricated and maintained according to manufacturer's recommendations and enterprise standard operating procedures 2.5 Machine consumables are checked and replaced if worn or damaged 2.6 Basic maintenance is carried out according to WHS requirements
3. Complete maintenance	3.1 Any wear and tear to machinery is documented and/or referred to appropriate person for action 3.2 Any consumables used are documented for reordering 3.3 Used consumables are disposed of correctly 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	Performance Criteria	Description
Reading	1.1-1.3, 2.1-2.3, 3.1	Recognises relevant text within job specifications and follows written instructions
Writing	3.1, 3.2	Records key information related to outcomes of the job
Oral Communication	3.1	Clearly articulates requirements using language appropriate to audience and environment
Numeracy	3.2	Uses simple mathematical calculations and arranges sequential, numerical information
Navigate the world of work	1.2, 2.1-2.4, 2.3, 2.3, 3.3	Takes some personal responsibility for adherence to legal and regulatory requirements with specific reference to safe working practices

Interact with others	3.1	Uses appropriate communication protocols and conventions to report issues
Get the work done	1.1, 1.3, 2.1, 2.2, 3.1, 3.2	- Determines priorities and sequences steps involved in clearly defined familiar tasks, and identifies and assembles required resources - Follows clear instructions or procedures to address routine problems directly relevant to own role - Takes responsibility for routine low-impact decisions within familiar situations - Understands 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 2 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

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP282 Undertake basic machine maintenance	ICPSU225C Perform small machine maintenance	Substantial changes to remove necessity to provide access to all types of equipment. Content updated to reflect current industry practice.	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
	ICPSU224C Perform basic machine maintenance	Element 1 – preparation for maintenance added. Element 2 combines previous elements 1 & 2. Element 3 – minor changes and incorporates previous PC 1.2.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for ICPSUP282 Undertake basic machine maintenance

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Performance Evidence

Evidence of the ability to:

- correctly and safely carry out routine maintenance on small machines or equipment with minimum down-time
- carry out routine maintenance on any TWO pieces of equipment or systems, satisfying job, workplace and statutory requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

Reel handling system

- list Work Health and Safety (WHS) requirements when maintaining and cleaning the reel handling system
- outline common causes of failure or breakdown
- describe precautions for working with compressed air
- describe damage that can be caused to electronic sensors during cleaning
- list checks performed on this area of the machine
- explain how to determine appropriate chemicals for cleaning purposes

Sheet or object handling systems

- identify WHS requirements for maintaining and cleaning the sheet or object handling system
- list common causes of failure or breakdown
- describe problems caused by inefficient cleaning
- list parts of this area of the machine that require cleaning
- outline the effect excessive lubricant has in this area of the machine

- explain the need for regular maintenance in this area of the machine

Printing units

- identify WHS requirements for maintaining and cleaning the printing units
- list common causes of failure or breakdown
- outline potential problems of continual inefficient washing of roller surfaces
- explain why it is necessary to clean bearers on all cylinders in the printing unit
- describe problems that can result from cylinder bodies being cleaned incorrectly
- list safety devices that need to be checked in the printing unit
- explain what to do if a safety device is inoperative
- outline checks to be carried out when replacing rollers in the inking system

Ancillary units

- list WHS requirements for maintaining and cleaning ancillary units
- identify common causes of failure or breakdown
- outline checks to perform on ancillary units
- explain precautions for cleaning ancillary units

Cutting units

- identify WHS requirements for maintaining and cleaning cutting units
- list common causes of failure or breakdown
- outline checks to be carried out on cutting devices and knives
- explain how to correctly store cutting knives after replacement
- outline problems likely if the machine bed is not maintained
- describe problems likely if blades or knives are not maintained

Folding/collating units

- identify WHS requirements for maintaining and cleaning folding/collating units
- list common causes of failure or breakdown
- outline components to check with this equipment
- describe problems with inefficient cleaning of the folding/collating unit
- identify parts of this machine that require cleaning
- name the type of lubricant to use on this equipment and why

Fastening units

- list WHS requirements for maintaining and cleaning fastening units
- identify common causes of failure or breakdown
- outline chemicals to use when cleaning this equipment
- explain how to correctly dispose of used chemicals
- explain how frequently this equipment should be cleaned
- describe problems likely to occur after inefficient cleaning
- identify parts of the equipment that must be cleaned
- outline consequence of excessive lubricant in this part of the machine

Information sources

- describe location of machine manuals, safety and other documentation relevant to this task, and outline the information included.

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 must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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