



Australian Government

Department of Education, Employment and Workplace Relations

ICPSU225C Perform small machine maintenance

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to undertake basic routine maintenance of small machines and equipment.
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Application of the Unit

Application of the unit	This unit requires the individual to safely carry out routine maintenance on small machines or equipment with minimum down time.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Check and replace machine consumables	1.1. <i>Machine consumables</i> are checked and replaced if worn or damaged 1.2. Any consumables used are documented for reordering purposes
2. Carry out regular maintenance	2.1. <i>Units or machine sections</i> are cleaned, checked and lubricated according to manufacturer's recommendations and enterprise standard operating procedures 2.2. Feeders and conveyers are cleaned, checked and lubricated according to manufacturer's recommendations and enterprise standard operating procedures 2.3. Safety devices, gears and bearings are checked, lubricated and maintained according to manufacturer's recommendations and enterprise standard operating procedures 2.4. Basic <i>maintenance</i> is carried out according to OHS requirements
3. Complete maintenance	3.1. Any wear and tear to the machinery is documented and/or referred to appropriate person for action 3.2. Used consumables are disposed of correctly according to enterprise procedures and OHS requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started
- communication of ideas and information by referring any wear and tear to the machinery to the appropriate person for action
- collecting, analysing and organising information by documenting any consumables used for reordering purposes
- planning and organising activities by disposing of used consumables correctly according to enterprise procedures and OHS requirements
- teamwork when maintaining the production process in association with others
- mathematical ideas and techniques by recording quantities or amounts of consumables used
- problem-solving skills by carrying out any basic maintenance according to OHS requirements
- use of technology by using tools and equipment to perform small machine maintenance

Required knowledge

- reel handling system
- OHS requirements when maintaining and cleaning the reel handling system
- common causes of failure or breakdown
- precautions that must be observed when working with compressed air
- damage caused to electronic sensors during cleaning
- checks that were performed on this area of the machine
- particular chemical used for cleaning purposes
- sheet or object handling systems
- OHS requirements when maintaining and cleaning the sheet or object handling system
- common causes of failure or breakdown
- problems with inefficient cleaning
- parts of this area of the machine that require cleaning
- effect of excessive lubricant in this area of the machine
- need for regular maintenance of this area of the machine.
- printing units
- OHS requirements when maintaining and cleaning the printing units
- common causes of failure or breakdown
- a problem that arises due to continual inefficient wash-up of roller surfaces
- necessity to clean the bearers on all cylinders in the printing unit

REQUIRED SKILLS AND KNOWLEDGE

- problems that could result from cylinder bodies not being cleaned correctly
- safety devices that were checked in the printing unit
- action if a safety device is found to be inoperative
- checks that must be carried out when replacing rollers in the inking system
- ancillary units
- OHS requirements when maintaining and cleaning ancillary units
- common causes of failure or breakdown
- checks that were performed on ancillary units
- precautions that should be observed when cleaning ancillary units
- cutting units
- OHS requirements when maintaining and cleaning the cutting units
- common causes of failure or breakdown
- checks that are carried out on cutting devices and knives
- storing of cutting knives after being replaced
- problems that would arise if the machine bed was not maintained
- problems that would arise if blades or knives were not maintained
- folding/collating units
- OHS requirements when maintaining and cleaning the folding/ collating units
- common causes of failure or breakdown
- components that were checked with this equipment
- problems with inefficient cleaning of the folding/collating unit
- parts of this machine that require cleaning
- type of lubricant that was used on this equipment and why
- fastening units
- OHS requirements when maintaining and cleaning the fastening units
- common causes of failure or breakdown
- chemicals that were used when cleaning this equipment
- disposal of used chemicals
- frequency this equipment should be cleaned
- problems that could be caused by inefficient cleaning
- parts of the equipment that should be cleaned?
- result of excessive lubricant in this part of the machine
- information sources
- machine manuals, safety and other documentation that are relevant to this task and where are they kept and information that is included in these documents

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the ability to:

- correctly and safely carrying out routine maintenance on small machines or equipment with minimum down time.
- demonstrate an ability to find and use information relevant to the task from a variety of information sources.
- carry out routine maintenance on any TWO pieces of equipment or systems, satisfying job, workplace and statutory requirements according to the listed Performance Criteria.
- evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.

Context of and specific resources for assessment

Assessment must ensure:

- assessment may take place on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment
- small machines (such as inline cutters, inline mail machines) and machine consumables.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
<i>Machine consumables</i> may include:	stacker wheels, belts, suckers, gripper arms, water brush, OMR readers, barcode readers, ink cartridges, knives, blades.
<i>Units or machine sections</i> may include:	range of semi-automatic and automatic folding, collating and inserting units, cutters, dryers, in-line or off-line operation.
<i>Maintenance procedures</i> may include:	should meet manufacturer's specifications and requirements.
<i>Supervision</i> may include:	the work is carried out under minimal supervision, exercising initiative and judgement with discretion. Occasional supervision of the work of other personnel may be required.
<i>Machines</i> may include:	the operation may apply to small machines such as inline cutters, inline mail machines

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Support
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Co-requisite units

Co-requisite units		