



Australian Government

MEM03001 Perform manual production assembly

Release: 1

MEM03001 Perform manual production assembly

Modification History

Release 1. Supersedes and is equivalent to MEM03001B Perform manual production assembly

Application

This unit of competency defines the skills and knowledge required by production workers to assemble components and/or sub-assemblies in a production environment, and applies to assembly operations that are manual in nature and do not require complex adjustments.

Where the interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected.

Where the selection and use of manual handling is required unit MEM11011 Undertake manual handling should also be selected.

Where the selection and use of engineering measuring equipment is required unit MEM12023 Perform engineering measurements should also be selected.

Where the selection and use of hand tools is required unit MEM18001 Use hand tools should also be selected.

Where the selection and use of power tools is required unit MEM18002 Use power tools/hand held operations should also be selected.

This unit should not be selected when unit MEM18055 Dismantle, replace and assemble engineering components has already been selected.

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

Band: A

Unit Weight: 4

Pre-requisite Unit

MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Competency Field

Assembly

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Determine job requirements	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs
		1.4	Identify job requirements from specifications, sketches, job sheets or work instructions
2	Select assembly equipment and components	2.1	Select assembly equipment according to instructions or job sheets
		2.2	Obtain components/sub-assemblies and arrange for assembly process
		2.3	Use equipment and tools in a safe manner
3	Perform assembly and tests	3.1	Assemble components in the correct sequence to meet specifications
		3.2	Test and check assembly for compliance to job sheet requirements, taking appropriate action for non-compliance
4	Store and protect assembly	4.1	Handle and store components and/or assemblies safely and in a manner least likely to cause damage
		4.2	Record information on assembly data production schedules, job sheets, checklists and other standard forms and templates

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for 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.

Components/sub-assemblies include:

- parts that make up the sub-assembly and components

Recorded/input includes one or more of the following:

- production schedules
- job sheets
- checklists

Tested/check includes:

- testing/checking according to specification of assembled product

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>

Assessment Requirements for MEM03001 Perform manual production assembly

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- selecting appropriate tools, components, sub-assemblies and equipment for required assembly tasks
- using appropriate handling procedures to minimise damage to components and/or assemblies
- assembling components in a production environment
- testing and/or checking assemblies against specifications
- recognising and taking appropriate remedial action for any out-of-specification assembly
- storing components and assemblies following SOPs
- completing production records as required.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- correct application, use and storage of assembly tools and equipment
- sequence in which the assemblies are to be performed
- storage location of component/sub-assemblies
- required tests and/or checks for assembly compliance with specifications and required action for non-conformance
- component assembly documentation procedures
- potential damage that can occur to components and assemblies through the use of inappropriate handling and/or unsafe storage procedures.

Assessment Conditions

- Assessors must:
 - have vocational competency in this unit at least to the level being assessed with relevant industry knowledge and experience

- satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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