



**Australian Government**

# **MEM03006 Set assembly stations**

**Release: 1**

## MEM03006 Set assembly stations

### Modification History

Release 1. Supersedes and is equivalent to MEM03006B Set assembly stations

### Application

This unit of competency defines the skills and knowledge required to set up, adjust and test assembly stations according to defined procedures, it also includes routine maintenance of the equipment.

Where the assembly station involves manual production assembly unit MEM03001 Perform manual production assembly should also be selected.

Where the assembly station involves the assembly of sheet and plate unit MEM03003 Perform sheet and plate assembly should also be selected.

Where the assembly station involves the assembly of electrical and/or electronic components in a production environment unit MEM03004 Perform electronic/electrical assembly (production) should also be selected.

Where the selection and use of machine setting skills is required unit MEM07003 Perform routine machine setting and unit MEM07004 Perform complex machine setting, should also be selected as appropriate.

Where the setting of automated assembly processes is required unit MEM07040 Set multistage integrated processes should also be selected.

Where the interpretation of technical drawings is required unit MEM09002 Interpret technical drawing 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 powered tools for hand held operations is required unit MEM18002 Use power tools/hand held operations should also be selected.

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

**Band: A**

**Unit Weight: 2**

### Pre-requisite Unit

MEM11011 Undertake manual handling

MEM13015 Work safely and effectively in manufacturing and engineering

MEM16006 Organise and communicate information

MEM18001 Use hand tools

## 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 | <b>Determine job requirements</b>                         | 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, job sheets or work instructions                                        |
|   |                                                           |                                                                                                                           |
| 2 | <b>Select and use a range of hand tools and equipment</b> | 2.1 Use hand tools and equipment for setting assembly stations in a safe manner, according to instructions and procedures |
|   |                                                           |                                                                                                                           |
| 3 | <b>Set assembly stations</b>                              | 3.1 Set up assembly stations for a range of processes and operations according to defined procedures                      |
|   |                                                           | 3.2 Observe and implement safe work practices                                                                             |
|   |                                                           | 3.3 Adjust assembly stations to specifications and operational requirements                                               |
|   |                                                           | 3.4 Test assembly stations for correct operation                                                                          |
|   |                                                           |                                                                                                                           |
| 4 | <b>Maintain</b>                                           | 4.1 Carry out routine maintenance according to SOPs                                                                       |

Elements describe the essential outcomes.

### **equipment**

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

4.2 Identify and change worn or damaged components

## **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.

**Set up includes one (1) or more of the following:**

- jigs
- fixtures
- die sets
- store and tooling

**Processes and operations include (1) one or more of the following:**

- riveting
- pressing
- screwing
- tensioning
- gluing
- identification
- numbering or hot stamping of components and assemblies

## **Unit Mapping Information**

Release 1. Supersedes and is equivalent to MEM03006B Set assembly stations

## 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 MEM03006 Set assembly stations

## Modification History

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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
- using hand tools and equipment for setting assembly stations in a safe and effective manner according to instructions and SOPs
- setting up and adjusting assembly stations for a range of processes and operations according to defined procedures and specifications whilst observing safe work practices
- testing assembly stations to ensure correct operation in accordance with specifications
- carrying out routine maintenance and identifying and changing worn or damaged components.

## 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)
- procedures to be followed in setting up assembly stations to meet production order or schedule
- specifications applicable to the assembly station
- effect of various adjustments that can be made to the assembly station
- routine maintenance requirements
- effect of worn or damaged components on the operational requirements and specifications of the assembly station.

## Assessment Conditions

- Assessors must:
  - have vocational competency in setting assembly stations 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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