



Australian Government

MEM11019 Undertake tool store procedures

Release: 1

MEM11019 Undertake tool store procedures

Modification History

Release 1. Supersedes and is equivalent to MEM11019B Undertake tool store procedures

Application

This unit of competency defines the skills and knowledge required to order, receive, maintain and distribute permanent or disposable tooling and specialist tools and associated consumable items used in engineering applications and environments from a specialist store or warehouse.

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

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

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

Band: A

Unit Weight: 4

Pre-requisite Unit

MEM11007	Administer inventory procedures
MEM11011	Undertake manual handling
MEM11013	Undertake warehouse receipt process
MEM12024	Perform computations
MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Competency Field

Materials handling

Elements and Performance Criteria

Elements describe the essential outcomes.

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

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|---|--|-----|---|
| 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 tools/tooling requirements and consolidate from order documentation and liaise with trade and production personnel according to SOPs |
| | | | |
| 2 | Order and receive tools/tooling | 2.1 | Identify appropriate tools/tooling from supplier catalogues and manuals, including correct size, hardness and quality |
| | | 2.2 | Place order according SOPs |
| | | 2.3 | Receive orders from main receival warehouse or direct from supplier |
| | | 2.4 | Unpack orders and place stock in correct location |
| | | 2.5 | Check items and confirm against order |
| | | 2.6 | Process incorrect items according to SOPs |
| | | | |
| 3 | Maintain and distribute tools/tooling | 3.1 | Clean tools/tooling and protect, as required |
| | | 3.2 | Monitor supplies to ensure maintenance of contingency stock |
| | | 3.3 | Issue tools/tooling to users according to SOPs |
| | | 3.4 | Follow enterprise documentation procedures |
| | | 3.5 | Establish and follow procedures against unauthorised use of tools/tooling |

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.

Engineering applications and environments include one (1) or more of the following:

- production manufacturing
- specialist machining
- maintenance settings
- fabrication workshops

Tools/tooling include one (1) or more of the following:

- hand tools
- cutting tips for lathes, mills and other machines for metal removal
- grinding wheels
- special steel
- engineering power tools
- specialised hand tools
- mechanical and electro-mechanical devices (e.g. for lifting and clamping)
- measuring and marking equipment
- templates
- jigs

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM11019B Undertake tool store procedures

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 MEM11019 Undertake tool store procedures

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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
- identifying and interpreting specifications, data sheets, supplier catalogues and manuals for relevant tools/tooling information
- undertaking stock control and ordering tools/tooling as required
- performing manual handling and packing and storing engineering specialist tools/tooling
- cleaning and maintaining engineering tools/tooling and protecting in accordance with manufacturers' specifications and procedures, as required
- distributing tools/tooling and completing enterprise documentation in accordance with SOPs, 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)
- types and applications of engineering tooling and specialist engineering tools
- methods of storing and protecting tools/tooling
- ordering procedures
- inventory systems
- procedures for protecting store against unauthorised entry and use of tools/tooling.

Assessment Conditions

- Assessors must:
 - have vocational competency in undertaking tool store procedures 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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