



Australian Government

MEM18001 Use hand tools

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM18001C Use hand tools

Application

This unit of competency defines the skills and knowledge required to use a range of hand tools for a variety of general engineering applications.

This unit should not be selected if the hand tool is dedicated to a single operation or machine or when a machine-specific/customised tool is used.

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 power tools/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

Competency Field

Maintenance and diagnostics

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 job requirements from specifications, drawings, job sheets or work instructions
2	Use hand tools for general engineering applications	2.1	Select hand tools appropriate to the task requirements
		2.2	Use hand tools to produce outcomes that meet job specifications
		2.3	Identify unsafe or faulty tools and mark for repair according to designated procedures before, during and after use
		2.4	Undertake routine maintenance of tools using engineering principles, tools, equipment and procedures
		2.5	Store hand tools safely in appropriate location according to procedures and manufacturers' recommendations

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.

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Hand tools include one (1) or more of the following:

- hacksaws
- hammers
- punches
- screwdrivers
- sockets
- wrenches
- scrapers
- chisels
- gouges
- wood planes
- files of all cross-sectional shapes and types
- hand held taps and dies

Applications include one (1) or more of the following:

- adjusting
- dismantling
- assembling and finishing of items or components
- finishing, cutting, scraping of metallic and non-metallic material to size and shape
- tapping/retapping and threading/rethreading new/damaged threads

Drawings include one (1) or more of the following:

- drawings and sketches not covered by AS 1100 Technical drawing or AS 1102 Graphical symbols for electrotechnical documentation, and their equivalents
- work specifications that include graphic representations that do not require interpretation

Job specifications include one (1) or more of the following:

- finish
- tension
- size
- shape

Routine maintenance includes one (1) or more of the following:

- cleaning
- lubricating
- tightening
- simple tool repairs
- adjustments

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>