



Australian Government

MSFBA2002 Set up, operate and maintain blinds and awnings sector static machines

Release: 1

MSFBA2002 Set up, operate and maintain blinds and awnings sector static machines

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers set up, operation and maintenance of static machines used for the production of blinds and awnings. It applies in a workplace environment and may be conducted in small to large scale enterprises.

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

Pre-requisite Unit

Competency Field

Unit Sector

Blinds and awnings

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1	Prepare for work	1.1	Work health and safety (WHS) requirements, legislative requirements, workplace practices and personal protection needs are identified and observed throughout the work
		1.2	Work orders are checked and confirmed
		1.3	Machines, cutting tools and templates are identified, selected and checked for safe operation
		1.4	Material for machining is selected and inspected for quality
		1.5	Procedures are determined for minimising waste and maximising energy efficiency while completing the job
2	Set up machines	2.1	Safety equipment, including emergency stops, gauges,

		guards and controls are checked
	2.2	Machine settings and adjustments are made in accordance with job requirements and machine and tool manufacturer instructions
	2.3	Trial runs are conducted to check machine operation, accuracy and quality of finished work
	2.4	Necessary adjustments are made to machine settings
3	3.1	Pre-start up checks are carried out on equipment following workplace practices
	3.2	Material is fed into machine in accordance with manufacturer instructions, safe handling procedures and workplace practices
	3.3	Machine is operated in accordance with its designed capacity and purpose, tooling requirements and to manufacturer specifications
	3.4	Machine operation is monitored to ensure product quality and output
	3.5	Waste quantities are checked and minimised
	3.6	Items that do not meet quality requirements are repaired, recycled or discarded according to workplace practices
	3.7	Machining process and equipment faults are recorded and reported to the appropriate personnel
4	Conduct operator maintenance	4.1 Equipment lock out procedures are followed in accordance with WHS legislation and workplace practices
		4.2 Cutting tools are checked for blunt or damaged condition following workplace practices
		4.3 Cutting tools are removed and replaced in accordance with manufacturer specifications
		4.4 Machining area is kept clear of dust, off-cuts and debris in accordance with WHS requirements
5	Clean up work area and maintain equipment	5.1 Material that can be re-used is collected and stored
		5.2 Waste and scrap are removed following workplace practices

- 5.3 Equipment and work area are cleaned, maintained and stored following workplace practices
- 5.4 Operator maintenance is completed in accordance with manufacturer specifications and workplace practices
- 5.5 Unserviceable equipment is tagged and reported to appropriate personnel
- 5.6 Workplace documentation is completed

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

Range of Conditions

Specifies 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. Range is restricted to essential operating conditions and any other variables essential to the work environment.

WHS requirements include:

- Commonwealth, state or territory legislation and regulations
- organisational safety policies and procedures
- the use of personal protective equipment and clothing
- firefighting equipment
- first aid equipment
- hazard and risk control and elimination of hazardous materials and substances
- manual handling, including lifting and carrying

Legislative requirements include:

- applicable legislation from all levels of government that affect organisational operation
- award and enterprise agreements
- industrial relations
- Australian Standards
- confidentiality and privacy
- the environment
- equal employment opportunity (EEO)

Workplace practices include:	• anti-discrimination • relevant industry codes of practice • duty of care and heritage • legal, organisational and site guidelines • policies and procedures relating to own role and responsibility • quality assurance • procedural manuals • quality and continuous improvement processes and standards • emergency and evacuation • ethical standards • recording and reporting • access and equity principles and practices • equipment use, maintenance and storage • environmental management (waste disposal, recycling and re-use guidelines)
Personal protection needs include:	• safety glasses/goggles • hearing protection • safety footwear • protective clothing • respiratory protection
Work orders include:	• quotations for work • job cards • customer care cards • worksheets
Material includes:	• textiles • metal • timber
Machines include:	• roller guillotines • lath cutter • Venetian punches • special crimping pliers • drill press • docking saw • sewing machines (plain foot zig zag machine, walker foot zig zag machine, chain stitch machine, tape binding machines, overlocker) • computerised fabric cutters (aeronaught/pizza wheel, laser cutters, ultra sonic cutter) • RF welder • pelmet blender

	• press stud machine • fabric slitters • computerised Venetian machines (multi-stage punching, single-stage punching) • fabric carousel • vertical blind cutters (manual, hydraulic, air and computerised) • eyelet machine • tube bender
Templates include:	• folding creases, scallops and trims
Waste includes:	• textiles • metals • timber
Energy efficiency includes:	• using on/off/standby as required • ensuring machine is turned off at completion of work or shift
Safety equipment includes:	• emergency stops • cut out switches • machine guards
Manufacturer instructions include:	• written instruction booklets, instructions on the equipment or instructions for correct use
Trial runs include:	• dry runs of machine • test runs on materials to check settings
Machine operation includes:	• settings, programming and following manufacturer specifications for safe operation
Pre-start up checks include:	• ensuring the equipment has been set-up correctly • cutting tools are installed accurately • machinery is operating to optimum performance
Output includes:	• the speed or rate at which material is machined
Recorded and reported includes:	• the machining method • product type, size, inspection, grading and labelling outcomes • storage locations • quality outcomes • hazards, incidents or equipment malfunctions
Appropriate personnel include:	• assessors • trainers • supervisors • suppliers

- clients
 - colleagues
 - managers and any other person responsible for work activities
- Operator maintenance includes:**
- ensuring machinery is in safe working order and to prevent unscheduled machinery downtime
- Workplace documentation includes:**
- time sheets
 - customer care cards
 - work orders
 - reports

Unit Mapping Information

Supersedes and is equivalent to LMFBA2002A Set up, operate and maintain blinds and awnings sector static machines

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>

Assessment Requirements for MSFBA2002 Set up, operate and maintain blinds and awnings sector static machines

Modification History

Release 1 - New unit of competency

Performance Evidence

- Accurately interpret work orders and job specifications to prepare for setting up and operating static machines
- Apply safe handling requirements for equipment, machines, products and materials to:
 - minimise the risk of injury to self or others
 - prevent damage to goods, equipment and products
- Communicate with site supervisor to:
 - confirm work orders and instructions
 - identify problems
- Identify materials used in static machines
- Select and set up static machines following manufacturer instructions and workplace practices
- Operate static machines following manufacturer specifications and safe work practices, including the use of safety equipment and personal protective equipment
- Maintain static machines following manufacturer specifications and workplace practices
- Report outcomes of setting up, operating and maintaining static machines
- Use pre-checking and inspection techniques to anticipate production problems, avoid re-working and wastage
- Identify problems and equipment faults and demonstrate appropriate response procedures
- Participate in establishing new ideas and work specifications for setting up, operating and maintaining static machines
- Plan and organise own work, including the preparation and layout of the work area, and obtaining equipment and materials to avoid backtracking
- Accurately plan and organise work activities
- Efficiently manage own responsibilities and timelines for completion of work
- Use workplace technology related to the production task, including specified tools, equipment, calculators and measuring devices

Knowledge Evidence

- State or territory WHS legislation, regulations, standards and codes of practice relevant to the full range of processes for using static machines
- Organisational and workplace requirements, policies and procedures for using static machines
- Interpreting workplace documents, including work orders, work instructions and operator instructions

- Environmental protection requirements relating to the disposal of waste material
- Established lines of communication and protocols
- Types of machines and equipment and procedures for their safe use, operation and maintenance
- Set up and operation of static machines
- Characteristics of materials processed using static machines
- Cutting patterns and sequences
- Identification of cutting tool condition and fault reporting
- Storage systems and labelling
- Procedures for the recording, reporting and maintenance of workplace records and information
- Procedures for reporting machinery faults and material defects
- Mathematical procedures for estimation and measurement
- The range, characteristics, uses and limitations of blinds and awnings sector static machines
- General workplace quality standards and procedures
- Workplace guidelines regarding acceptable tolerance levels
- Workplace safety policies and procedures

Assessment Conditions

- Assessors must:
 - hold training and assessment competencies as determined by the National Skills Standards Council (NSSC) or its successors
 - have vocational competency in the furnishing industry at least to the level being assessed with broad industry knowledge and experience, usually combined with a relevant industry qualification
 - be familiar with the current skills and knowledge used and have relevant, current experience in the furnishing industry.
- Assessment methods must confirm consistency of performance over time rather than a single assessment event and in a range of workplace relevant contexts.
- Assessment must be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, multimedia evidence, supervisor's reports, projects and work samples.
- Assessment is to be conducted on single units of competency or in conjunction with other related units of competency. Foundation skills are integral to competent performance in the unit and should not be assessed separately.
- Assessment must occur on the job or in a workplace simulated facility with relevant process, equipment, materials, work instructions and deadlines.
- Access is required to a location relevant to setting up, operating and maintaining static machines; specifications and standard operating procedures.

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