



Australian Government

MSFFT5005 Organise enterprise maintenance programs

Release: 1

MSFFT5005 Organise enterprise maintenance programs

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers establishing, organising and implementing preventative and reactive maintenance programs and capabilities required to optimise operational and production performance.

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

Pre-requisite Unit

Competency Field

Unit Sector

Furnishing Technology

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1	Clarify maintenance requirements	1.1	Equipment specifications, service requirements and workplace procedures are checked for recommended maintenance intervals and processes
		1.2	Special requirements for maintenance are separated from normal lubrication, adjustment and maintenance schedules
		1.3	Comparisons with previous experience, future equipment use, production requirements and standard operating procedures are made
		1.4	An outline plan for maintenance and a related work schedule are identified and developed
2	Establish maintenance systems	2.1	Costing for process is identified based on work schedule, equipment manufacturer recommendations, charges for materials, equipment and consumables, and external/internal labour charges

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| | 2.2 | Required production interruptions, processes and procedures are documented and recorded |
| | 2.3 | Maintenance providers are identified |
| | 2.4 | Maintenance systems options are analysed and recommendations processed to management |
| | 2.5 | Approvals for the maintenance systems concepts and resources are obtained |
| 3 | Organise maintenance activities | |
| | 3.1 | Work health and safety (WHS) requirements, including personal protection needs, are observed throughout the work |
| | 3.2 | Production schedules and staff rosters are checked to identify times when the maintenance process may be scheduled, including optimum timing for shutdown |
| | 3.3 | Permission from supervisory personnel is obtained for timing of maintenance to optimise the maintenance process and production |
| | 3.4 | Detailed work plans are developed in accordance with production schedules covering the availability of expertise and scheduling of resource availability |
| | 3.5 | Employees with the required competencies are identified and, where necessary, appropriate training and assessment are facilitated |
| | 3.6 | Approvals for production schedule, employee work pattern and maintenance schedule adjustments are obtained |
| | 3.7 | Work plan is refined to ensure the maintenance program will maintain workplace outputs in terms of workplace policy |
| 4 | Resource maintenance requirements | |
| | 4.1 | Required consumables for maintenance and their reliable supply is established |
| | 4.2 | Externally sourced equipment is determined and supply arranged |
| 5 | Complete maintenance procedures | |
| | 5.1 | Maintenance work schedule is completed following the work plan |
| | 5.2 | Appropriate readings, measurements and recordings are made and compared to equipment, product and other |

relevant specifications

- 5.3 Areas requiring further testing are identified and appropriate procedures for testing recommended to supervisory staff
- 5.4 Appropriate adjustments to the work schedule plan are made based on experience and documentation completed
- 5.5 Maintenance records are completed and forwarded to appropriate personnel
- 5.6 Areas where changes to equipment operation or routine maintenance are required to maintain optimum work output and equipment life are noted

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.

- Unit context includes:
- WHS requirements, including legislation, building codes, material safety management systems, hazardous and dangerous goods codes, and local safe operating procedures or equivalent
 - work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements
 - work requires individuals to demonstrate conceptual and analytical ability, discretion, judgement and problem solving and is generally performed with little external assistance and with minimal supervision or direction
 - work activities of other employees are supervised and assistance to others is provided

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| Machines and equipment include: | <ul style="list-style-type: none">• customers are normally internal• microprocessor or computer-controlled machines• production and facility equipment used in the enterprise |
| Personal protective equipment includes: | <ul style="list-style-type: none">• that prescribed under legislation, regulations and enterprise policies and practices |
| Information and procedures include: | <ul style="list-style-type: none">• work procedures/instructions• manufacturer specifications and instructions• standard forms of workplace process and procedures• organisation work specifications and requirements• legislation, regulations and codes of practice• quality and Australian Standards and procedures |

Unit Mapping Information

Supersedes and is equivalent to LMFFT5005B Organise enterprise maintenance programs.

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 MSFFT5005 Organise enterprise maintenance programs

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Performance Evidence

- Collect, organise and understand information related to furnishing work instructions and work orders and safety procedures
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Identify materials used in the work process
- Follow work instructions, operating procedures and inspection processes to:
 - minimise the risk of injury to self or others
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
- Establish the maintenance program for a real or simulated significant production operation, including:
 - coordination of maintenance within the context of production schedules
 - identification of resource requirements for maintenance, including skills of employees involved
 - recording and reporting requirements to provide system visibility and accountability potential
- Complete a benefit analysis of an existing and significant maintenance program and suggest improvements to maintenance operations and, where authorised, negotiate changes
- Use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements
- Lead others and work effectively to improve production quality and outcomes
- Communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures
- Use workplace technology related to the coordination, including communication equipment, time and management aids and other measuring devices
- Avoid backtracking, work flow interruptions or wastage
- Work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity and encourage participation of employees in the planning of work activities and changes

Knowledge Evidence

- Contemporary equipment maintenance theories covering benefits and costs

- The effects of production schedules, time and resource requirements when scheduling the maintenance process
- Risk analysis processes
- Company operating procedures, including procedures for maintenance
- Operation requirements of equipment and work systems in the work area
- Competency requirements of the work activities
- Relevant WHS requirements

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 production information and schedules, equipment specifications, and workshop manuals for production process equipment requiring maintenance.

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