



Australian Government

Department of Education, Employment and Workplace Relations

MTMR108B Undertake minor routine maintenance

Release: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to carry out minor routine preventative maintenance in the workplace.
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Application of the Unit

Application of the unit	Minor routine maintenance is undertaken by workers in the retail and food services sectors. It may relate to tasks such as: • vehicle and equipment checks • cleaning and lubrication of equipment • servicing and minor adjustment or repairs of equipment.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select and use hand operated or hand held power tools	1.1. Hand and power tools are selected according to task requirements. 1.2. Tools are checked before use and unsafe and/or faulty items are reported according to standard procedures. 1.3. Tools are used according to manufacturer specifications to achieve desired outcomes. 1.4. Tools are stored safely in a designated location.
2. Undertake minor routine preventative maintenance	2.1. Routine preventative maintenance on equipment is carried out in association with fellow workers in accordance with workplace agreements and company procedures. 2.2. Grease and oil is applied as directed according to manufacturer's specifications and <i>maintenance instructions</i> . 2.3. Faulty application of lubricants is identified and reported according to standard procedures. 2.4. Occupational Health and Safety (OH&S) non-compliance is identified, rectified and/or reported. 2.5. Waste arising from routine preventative maintenance is disposed of according to company procedures. 2.6. Routine preventative maintenance information is recorded in the company reporting system.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: - access workplace information to identify routine maintenance requirements - clean preventative maintenance tools and equipment - prepare equipment and work area to conduct preventative maintenance - select, fit and use personal protective clothing and/or equipment

REQUIRED SKILLS AND KNOWLEDGE

- ensure appropriate **supplies** prior to commencement of task
- seek advice from other team members or manuals prior to working with new equipment
- consistently apply isolation procedures
- address common problems in conducting routine preventative maintenance
- demonstrate purpose and use of common hand and power tools used in routine preventative maintenance
- locate and refer to workplace information such as lubrication schedules
- identify faults in routine preventative maintenance
- identify relevant plant and equipment
- observe food safety factors for maintenance and servicing
- rectify or report faulty maintenance
- report or record maintenance information as required
- apply relevant **regulatory** and **workplace requirements**
- follow relevant **OH&S requirements**
- observe roles of and relationships with others involved in carrying out maintenance functions
- maintain work area to meet housekeeping standards
- use **communication** skills relevant to enterprise requirements

Required knowledge

Knowledge of:

- purpose and use of common hand and power tools used in routine preventative maintenance
- purpose and use of routine preventative maintenance
- isolation procedures
- food safety factors for maintenance and servicing
- environmental issues and controls related to routine preventative maintenance
- links between routine preventative maintenance and other work to be achieved by routine maintenance
- relevant regulatory and workplace requirements
- relevant OH&S requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal operating conditions.

Resources may include:

- real work environment
- relevant documentation such as:
 - manufacturer's instructions or operations manuals
 - regulatory requirements
 - workplace policies and procedures
- relevant equipment and materials.

Method of assessment

Recommended methods of assessment include:

- verified work log or diary
- workplace project
- workplace referee or third-party report of

EVIDENCE GUIDE	
	performance over time. Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
<i>Maintenance instructions</i> may include:	• manufacturer instructions and manuals • regulatory requirements • verbal instructions from a supervisor • workplace procedures.
<i>Supplies</i> for routine maintenance may include:	• air • chemicals • grease • oil • power • steam • water.
<i>Regulatory</i> requirements may include:	• Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards

RANGE STATEMENT	
	• relevant regulations.
Workplace requirements may include:	• enterprise ethical standards, values and obligations • enterprise-specific procedures, policies and plans • Standard Operating Procedures (SOPs) • work instructions.
OH&S requirements may include:	• enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Communication may:	• be with people from a range of cultural, social and ethnic backgrounds • involve listening and understanding • involve the use of communication technology. • require speaking clearly and directly.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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