



Australian Government

Department of Education, Employment and Workplace Relations

MTMR209B Undertake routine preventative maintenance

Release: 1

MTMR209B Undertake routine preventative maintenance

Modification History

Not applicable.

Unit Descriptor

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

Application of the unit	Routine preventative maintenance is undertaken by workers in the retail, smallgoods, meat processing and food services sectors. It may relate to tasks such as: • vehicle and equipment checks • cleaning and lubrication of equipment • adjustments and repairs to plant and 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. Conduct routine check of plant and equipment	1.1. Visual checks are made of plant and equipment to detect signs of defects and damage in accordance with preventative maintenance documentation and procedures. 1.2. Requirements for the adjustments and repairs are made to plant and equipment within workplace procedures and agreements.
2. Implement routine preventative maintenance	2.1. Routine adjustments and repairs are made to plant and equipment within workplace procedures and agreements. 2.2. Greasing, lubrication and other regular servicing of plant and equipment are carried out in accordance with workplace schedules, procedures and agreements, and according to <i>maintenance instructions</i>. 2.3. Equipment is cleaned and returned to operating order after maintenance is complete. 2.4. Out-of-specification preventative maintenance is identified, rectified and/or reported. 2.5. Waste arising from preventative maintenance is collected, treated and disposed of or recycled according to company procedures. 2.6. Routine 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:

- apply isolation procedures
- conduct pre-operational checks and requirements
- calculate down time for preventative maintenance
- select, fit and use personal protective clothing and equipment
- access services used in preventative maintenance

REQUIRED SKILLS AND KNOWLEDGE

- seek advice from manuals and colleagues before working with new equipment
- prepare equipment and work area to conduct preventative maintenance
- resolve common problems in conducting preventative maintenance
- clean preventative maintenance **tools and equipment**
- observe cleaning requirements
- maintain a clean and safe work area
- rectify and report out-of-specification faulty maintenance
- apply waste handling requirements
- **report** and record maintenance information
- follow **Occupational Health and Safety (OH&S) requirements** hazards and controls
- **explain** and follow roles and relationships with others involved in planning and carrying out maintenance functions
- use **communication** and mathematical skills appropriate to the task
- work with team members when appropriate to carry out tasks and solve problems

Required knowledge

Knowledge of:

- services used in preventative maintenance
- isolation procedures
- waste handling requirements
- pre-operational checks and requirements
- cleaning requirements
- OH&S requirements hazards and controls
- common problems in conducting preventative maintenance
- operational requirements of equipment including cleaning and sanitation following servicing
- purpose of preventative maintenance and possible consequences of poor preventative maintenance
- workplace information, systems and schedules for conducting preventative maintenance
- consequences of incorrect or inadequate routine maintenance
- environmental aspects related to preventative maintenance
- impact of operating and cleaning procedures on maintenance requirements (e.g. unless product is removed from belts during cleaning, belts may not track properly)
- quality parameters to be achieved
- relationship of preventative maintenance to other work activities in the meat processing plant
- food safety factors in maintaining and servicing plant and equipment
- relevant **regulatory** and **workplace 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 or 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 and 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

EVIDENCE GUIDE	
	workplace referee or third-party report of 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>Tools and equipment</i> used for servicing may include:	- grease guns - power tools - small hand tools.
<i>Reporting</i> systems may include:	- electronic - manual data recording - storage systems.
<i>OH&S requirements</i> may include:	- enterprise OH&S policies, procedures and programs - OH&S legal requirements - Personal Protective Equipment (PPE) which may include:

RANGE STATEMENT	
	• coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • 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.
Explanations may be:	• completed with the assistance of others • directly related to self • in everyday workplace language, including some mathematical language • presented in routine standard proformas using accurately copied information, symbols, numbers, abbreviations, sketches, codes and everyday workplace language • presented orally • routine, simple and brief.
Communication may:	• be with people from a range of cultural, social and ethnic backgrounds • involve the use of communications technology • require speaking clearly and directly.
Regulatory requirements may include:	• Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards.
Workplace requirements may include:	• enterprise ethical standards, values and obligations • enterprise-specific procedures, policies and plans • Standard Operating Procedures (SOPs) • work instructions.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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