



Australian Government

Department of Education, Employment and Workplace Relations

SRXFAC005B Coordinate facility and equipment acquisition and maintenance

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit has been developed for the Community Recreation, Fitness, Outdoor Recreation and Sport Industry Training Packages.

This unit deals with the knowledge and skills to coordinate equipment selection, use and maintenance and to produce maintenance plans for a facility. It does not include specialist skills but focuses on the need for mainstream managers to pro-actively plan for and manage the acquisition and maintenance of physical assets.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Establish maintenance systems	1.1 Establish systems to ensure that the condition and performance of equipment and facilities are regularly reported and discussed within the organisation 1.2 Identify areas/items prone to defects, demonstrating frailty, or scheduled for regular maintenance, and use information to develop a long-term maintenance plan 1.3 Inform individuals in the organisation who are responsible for performing regular or scheduled maintenance duties of the details of the plan 1.4 Identify organisations and/or individuals suitably qualified to offer maintenance repair, and store contact numbers for easy access 1.5 Identify data to be included in the reports on repair work 1.6 Develop systems to ensure that urgent/non-routine maintenance jobs are reported to the appropriate authority as soon as problems are found
2 Research and plan for facility and equipment maintenance	2.1 Identify work requirements and clarify/confirm with appropriate parties or by site inspection 2.2 Identify, apply and monitor relevant codes and standards, apply and monitor throughout the work procedure 2.3 Identify, obtain and inspect resources and service providers required to satisfy the work plan for compliance with the job specifications 2.4 Select and interpret relevant plans, drawings and text in accordance with the work plan 2.5 Plan maintenance in detail including sequencing, prioritising and considerations made where appropriate for the maintenance of safety, security and capacity in accordance with system/site/organisation requirements and

reference information

- 2.6 Resolve coordination requirements, including requests for isolations where appropriate, with others involved, affected or required by the work
 - 2.7 Identify potential hazards and select prevention and/or control measures
 - 2.8 Address **equipment** and **facility maintenance** history, condition monitoring information, recent modifications and existing status in defining work scope
 - 2.9 Undertake costings of work and assess impact on **budget**
 - 2.1 Identify needs for operational testing and/or
0 recommissioning
- 3 **Develop maintenance plan**
- 3.1 Schedule work scope into a plan in accordance with established criteria and demonstrate the sequence and emphasis in **maintenance** plan are in accordance with organisational procedures
 - 3.2 Ensure that **work schedules** are realistic in their expectations of the frequency with which **maintenance** checks are to be performed and contain the required **information** to allow efficient operation of **maintenance** checks
 - 3.3 Document isolation and access requests in accordance with organisation requirements
 - 3.4 Develop plans in conjunction with other affected groups in accordance with organisation requirements
 - 3.5 Confirm availability of resources and document in accordance with organisation requirements
 - 3.6 Attach relevant information to work activities to **maintenance** plan in accordance with organisation requirements
 - 3.7 Document **maintenance** plans and associated information and distribute through **communication channels** to all affected staff in accordance with organisation **communication systems**

- 3.8 Draft **maintenance** methods in accordance with criteria developed in research
 - 3.9 Format **maintenance** methods in a legible, accurate and accessible **document** in accordance with organisation requirements
 - 3.1 Demonstrate **recording systems** that are
 - 0 uncomplicated, clear and suited to the organisation's needs
 - 3.1 Present methods for review to relevant staff in
 - 1 accordance with organisation requirements
- 4 **Implement and monitor maintenance plan**
 - 4.1 Allocate **maintenance** information to appropriate staff
 - 4.2 Seek feedback on application/progress of **maintenance** methods and plans and modify **maintenance** methods/plans to reflect feedback obtained
 - 4.3 Review/approve modification of method/plan is by relevant staff
 - 4.4 Distribute amended/updated **documentation** to relevant staff in accordance with organisation **communication system**
 - 4.5 Preparation and implementation of strategies are achieved using the services of maintenance and planning staff both within and beyond the authority of this work
- 5 **Monitor on-site maintenance contracts and contractors**
 - 5.1 Observe the workings of the **maintenance** contractors constantly
 - 5.2 Ensure the work is in accordance with the requirements of the contract
 - 5.3 Ensure the work of the contractors is scheduled in line with operation of the service
- 6 **Supervise the storage of equipment**
 - 6.1 Establish reorder levels and, where adequate levels cannot be sustained, inform **colleagues** and **co-workers** promptly
 - 6.2 Establish procedures to ensure that **equipment** and store materials under conditions recommended by

the manufacturer and maintain security

- 6.3 Establish systems for recording the quantity and condition of stored **equipment** in an accurate and up-to-date manner

7 **Contribute to the selection of equipment and facilities**

- 7.1 Ensure suggested new **equipment** and/or **facilities** meet the current or future needs of service provision
- 7.2 Base suggestions on investigating a range of **information sources**
- 7.3 Encourage members of staff within the learner's area of responsibility to contribute **recommendations**
- 7.4 Make **recommendations** clearly and accurately in the required format to the appropriate person in the organisation
- 7.5 Demonstrate **recommendations** that state clearly the benefits which can be expected from the suggested new **equipment** and/or **facilities**

Required Skills and Knowledge

Not applicable.

Evidence Guide

Evidence Guide

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competence for this unit. This is an integral part of the assessment of competence and should be read in conjunction with the Range Statements

Critical aspects of evidence to be considered

Assessment must confirm sufficient knowledge of statutory requirements for facility maintenance within an organisation in the sport and recreation industry
Assessment of performance should be over a period of time covering all categories of maintenance and all corresponding categories of the remaining Range Statements that are applicable in the learners environment
In particular, assessment must confirm the ability to
develop and implement a maintenance plan for significant work on a facility
plan maintenance schedules for a diverse range of equipment
establish systems for the storage of equipment
respond appropriately to equipment failures
provide suitable input into the selection of new equipment
supervise service contractors
negotiate work activities with all relevant personnel
modify maintenance plans based on feedback
accurately document all aspects of plan

Interdependent assessment of units

This unit must be assessed after attainment of competency in the following unit(s)
SRXRES003B Contribute to the planning, monitoring and control of resources

This unit must be assessed in conjunction with the following unit(s)
Nil

For the purpose of integrated assessment, this unit may be assessed in conjunction with the following unit(s)
Nil

Required knowledge and skills

Required knowledge

Relevant statutory requirements and codes of practice relating to facility construction and construction sites

Environmental standards and requirements

Safety standards of equipment and range of repair techniques relevant to the equipment being maintained

Organisational procedure for reporting faulty equipment

Recording/reporting procedures and requirements within the organisation

Occupational Health and Safety (OH&S) standards, guidelines and codes of practice pertaining to reporting of unsafe equipment,

recording of equipment repair and the repair and maintenance of facilities and equipment

Methods of monitoring work of contractors and contract requirements when outsourcing repairs

Schedule of facility operation which the contractors work should fall in line with

Reorder levels for consumables

Procedures for judging whether materials and equipment are fit for use and maintenance requirements and frequency of checks for the equipment

Methods of equipment disposal

Routine and non - routine schedules for maintenance

Requirements within maintenance schedules and considerations when planning and timetabling a cleaning and maintenance schedule

Communication channels within organisations

Methods to determine current and future equipment needs and information sources which may be used

Required skills

Application of Occupational Health and Safety (OH&S) standards, statutory requirements, codes of practice and environmental requirements

Development of implementation plans

Report writing

Resource implications**Prioritising work**

Physical resources - assessment of this competency requires access to a work environment with a facility requiring maintenance

Human resources - assessment of this unit of competency will require human resources consistent with those outlined in the Assessment Guidelines. That is, assessors (or persons within the assessment team) must be competent in this unit but preferably be competent in the unit at the level above be current in their knowledge and understanding of the industry through provision of evidence of professional activity in the relevant area have attained the mandatory competency requirements for assessors under the Australian Quality Training Framework (AQTF) as specified in Standard 7.3 of the **Standards for Registered Training Organisations**

Consistency in performance

Due to issues such as the diversity of the items around a facility that require maintenance, this unit of competency must be assessed over a period of time in order to ensure consistency of performance over the Range Statements and contexts applicable to coordinating facility and equipment acquisition and maintenance

Context for assessment

This unit of competency must be assessed in the context of a sport or recreation organisation. For valid and reliable assessment the sport or recreation organisation should closely replicate the work environment. The environment should be safe with the hazards, circumstances and equipment likely to be encountered in a real workplace

Assessment of this unit of competence will usually include observation of processes and procedures, oral and/or written questioning on required knowledge and skills and consideration of required attitudes
Where performance is not directly observed

and/or is required to be demonstrated over a "period of time" and/or in a "number of locations", any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons

KEY COMPET ENCIES

Collect, Analyse&O rganise Information	Communic ate Ideas&Info rmation	Plan&Orga nise Activities	Work with Others&in Teams	Use Mathematic al Ideas&Tec hniques	Solve Problems	Use Technology
3	2	3	2	2	2	1

These levels do not relate to the Australian Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices. The three levels of performance (1, 2 and 3) denote the level of competency required to perform the task:
Use routine

approaches

Select from

routine

approaches

Establish

new

approaches

Collecting,

analysing

and

organising

informatio

n -

Collecting

maintenanc

e

information

on the

equipment

at the

facility

Communic

ating ideas

and

informatio

n -

Informing

individuals

in the

organisatio

n who are

responsible

for

performing

regular or

scheduled

maintenanc

e duties of

the details

of the plan

Planning

and

organising

activities -

Planning

maintenanc

e

sequencing

**Working
with teams
and others**

- Working
with
specialist
contractors

**Using
mathemati
cal ideas
and
techniques**

-

Calculating
budgets for
maintenanc
e

**Solving
problems -**

Dealing
with non-
routine
maintenanc
e
requirement
s

**Using
technology**

- Using a
database to
monitor
assets

Please refer
to the
Assessment
Guidelines
for advice
on how to
use the Key
Competenci
es.

Range Statement

Range Statements

The Range Statements provide advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. The Range Statements relate to the unit as a whole and helps facilitate holistic assessment. In addition, the following variables may be present for this particular unit of competency

RANGE STATEMENT

CATEGORIES

Budget

[all categories]
cost of labour
materials
training
services
tools and equipment

Colleagues

[all categories]
those working in the same organisation
line manager

Communication channels

[all categories]
verbal
written memorandums

Communication systems

[three categories]
site meetings
computers
personal computer
mainframe

manuals
drawings
logs

Co-workers

[one category]
volunteers
workers in other organisations for whom the learner has resourcing responsibility

Data

[all categories]
date
time
nature of fault/repair
repairs carried out

Documentation	[all categories] job cards check sheets safety rule procedures plant records drawings Quality Assurance documentation maintenance procedures and outage reports
Documents	[all categories] maintenance plans scheduling documents budgets reports submissions
Equipment	[three categories] large items of equipment small items of equipment simple equipment complex equipment equipment with significant health and safety implications
Facility	[one category] buildings single multi purpose built structures, eg, tracks and walkways plant fixtures infrastructure superstructure
Information sources	[two categories] trade journals exhibitions work of other organisations sales information client feedback
Maintenance	[one category] structural modifications to building internal or external painting of facility, buildings or structures resurfacing/returfing major cleaning procedures

facility repairs, eg, electrical, plumbing,
structural
equipment cleaning, servicing and repair

Recommendations	[all categories] written reports verbal briefings
Recording systems	[one category] computer records form books index file
Reference information	[two categories] benchmarking reports maintenance data market requirements budgets business plans
Relevant codes and standards	[all relevant categories] Occupational Health and Safety (OH&S) standards statutory requirements relevant Australian standards codes of practice manufacturers' specifications environmental requirements enterprise procedures
Resources	[all categories] all service providers materials equipment tools finances
Service providers	[one category] internal staff external specialists contractors
System	[two categories] a plan allocating, reporting and recording the routine and non-routine maintenance of the components of a facility, including plant equipment fixtures and fittings grounds

Work schedules

[all categories]
include information on
days
times
frequency of checks
staff allocation

Unit Sector(s)

Not applicable.