



Australian Government

Department of Education, Employment and Workplace Relations

TLIB5010A Plan and implement maintenance schedules

Release: 1

TLIB5010A Plan and implement maintenance schedules

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to plan and implement maintenance schedules in accordance with relevant regulatory requirements and workplace procedures. This includes establishing maintenance requirements, organising maintenance activities, organising resources, and completing all required procedures and documentation. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in compliance with the relevant Australian regulations, standards and codes of practice, including the ADG Code.

Work is under general guidance on progress and outcomes of work. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes within workplace policy and procedures.

A range of opportunities may be used to develop the work area and to support the development of work systems, innovative strategies to deal with contingencies and to encourage the achievement of the workplace's goals and key performance objectives by the work area and the individuals and teams within it.

The unit generally applies to those with responsibility for resource co-ordination and allocation and provides leadership of others individually or in teams.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Establish 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 of storage zones are identified 1.3 Comparisons with previous experience, future equipment use, work requirements and standard operating procedures are made to inform the planning process 1.4 Work plan and work schedule are developed 1.5 Contractors and/or maintenance providers (internal/external) are identified 1.6 Costings for process are identified based on work schedule (equipment/staff off-line), equipment manufacturers recommendations, charges for materials, equipment and consumables and external/internal labour charges 1.7 Required interruptions, processes and procedures are documented and recorded 1.8 Clearances for any required costs for maintenance are obtained
2 Organise maintenance activities	2.1 Work schedules and staff rosters are checked to identify times when the maintenance process may be scheduled including optimum timing for any shut down 2.2 Permission from supervisory personnel is obtained for timing of maintenance to optimise the maintenance process and work 2.3 Detailed work plans are developed to accord with work schedules, availability of expertise and the resource availability 2.4 Employees with the required competencies are identified and where necessary appropriate training and assessment is facilitated 2.5 Approvals for work schedule, employee work pattern and maintenance schedule adjustments are obtained and work plan is refined to ensure the maintenance program will maintain workplace outputs in terms of workplace policy
3 Organise resources	3.1 Required equipment, personnel and consumables are allocated in accordance with workplace procedures 3.2 Consumables, equipment and expertise are located and coordinated to meet maintenance work schedule 3.3 Externally sourced equipment, consumables and expertise are identified and appropriate arrangements made for procurement
4 Complete maintenance procedures	4.1 Completed work is checked against the maintenance schedule and the work plan 4.2 Records of work are completed and forwarded to appropriate

ELEMENT**PERFORMANCE CRITERIA**

personnel noting areas where additional maintenance is required to maintain optimum work output and equipment life

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Relevant Australian and international regulations, codes of practice and legislative requirements including local and international freight regulations
- Relevant OH&S and environmental procedures and regulations
- Procedures for identification and interpretation of maintenance requirements
- Procedures for identification and evaluation of information needed to plan and implement maintenance schedules
- Procedures for reviewing system options for maintenance operations including appropriate risk analysis
- Procedures for liaising with manufacturers and suppliers
- Procedures establishing and/or monitoring suitable maintenance systems
- Focus of operation of maintenance systems, resources, management and workplace operating systems
- Characteristics and capabilities of equipment, materials and processes used
- Relative features and risks of various maintenance systems, their applications and processes, and issues involved in their use
- Quality and customer service standards, policies and procedures
- Application of relevant Australian and international standards and associated certification requirements
- Resource availability including the competencies of individuals in the team/group
- The application of current competencies within functional activity
- Coaching and mentoring approaches to support team members to share knowledge and skills
- Relevant workplace documentation procedures
- Contacts and sources of information/documentation needed when planning and implementing maintenance systems
- Procedures for operating electronic communications equipment

Required skills:

Required skills:

- Communicate effectively with others when planning and implementing maintenance schedules
- Read and interpret instructions, procedures, information and signs relevant to the planning and implementing of maintenance schedules
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the planning and implementing of maintenance schedules
- Work collaboratively with others in the planning and implementing of maintenance schedules
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems, faults or malfunctions in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected events
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Adapt to differences in equipment in accordance with standard operating procedures
- Ensure the servicing of equipment in terms of maintenance schedule and standard operating procedures

Evidence Guide**EVIDENCE GUIDE**

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

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

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts

EVIDENCE GUIDE

for assessment

- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

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.

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| Work may be undertaken in: | <ul style="list-style-type: none"> • various work environments in the warehousing, storage, transport and distribution industries |
| Customers may be: | <ul style="list-style-type: none"> • internal or external |
| Operations may be conducted: | <ul style="list-style-type: none"> • by day or night |
| The workplace environment may involve: | <ul style="list-style-type: none"> • twenty-four hour operation • single- and multi-site location • large, medium and small workplaces |
| Work systems may include: | <ul style="list-style-type: none"> • preventative and remedial maintenance schedules, protocols and procedures |

RANGE STATEMENT

	• faulty equipment tagging and repair/replacement systems • equipment inventory and identification systems • communications equipment • workplace operations • authorities and permits • hours of operation • relevant regulations
Consultative processes may involve:	• employees, supervisors and managers • equipment manufacturers and suppliers • contractors • industrial relations and OH&S specialists • other professional or technical staff
Communications systems may involve:	• telephone • fax • email • electronic data transfer of information • mail
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	• company procedures • enterprise procedures • organisational procedures • established procedures
Documentation/records may include:	• Australian and international codes of practice and regulations relevant to equipment maintenance • Australian and international regulations and codes of practice for the handling, storage and transport of dangerous goods and hazardous substances, including the ADG Code • workplace operating procedures, maintenance schedules and policies • operations manuals, job specifications and procedures and induction documentation • Safe Working Limits (SWL) and Working Load Limits (WLL) of transport options • supplier and/or client instructions • statistical information on equipment malfunctions, maintenance and repairs • relevant Australian standards, criteria and certification requirements • communications technology equipment and oral, aural or signed communications • quality assurance and customer service standards and

RANGE STATEMENT

Applicable regulations and legislation may include:	procedures • emergency procedures • relevant competency standards and training materials • QA plans, data and document control • conditions of service, legislation and industrial agreements including workplace agreements and awards • regulations and codes of practice related to equipment maintenance • Australian and international regulations and codes of practice for the handling, storage and transfer of dangerous goods and hazardous substances • relevant Australian and international standards and certification requirements • relevant state/territory OH&S legislation • relevant state/territory environmental protection legislation • licence, patent or copyright arrangements • relevant workplace relations legislation • relevant workers compensation legislation • equal opportunity, equal employment opportunity and affirmative action legislation
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Unit Sector(s)

Not Applicable

Competency Field

Competency Field B - Equipment Checking and Maintenance