



Australian Government

UEEEEC0032 Fault find and repair high-volume office equipment

Release: 1

UEEEEC0032 Fault find and repair high-volume office equipment

Modification History

Release 1. This is the first release of this unit of competency in the UEE Electrotechnology Training Package.

Application

This unit involves the skills and knowledge required to fault find and repair high-volume office equipment.

It includes preparing to find and repair faults, finding and repairing faults, and completing and reporting on fault-finding and repair activities.

Permits may be required for some work environments such as confined spaces, working aloft, near live electrical apparatus and site rehabilitation.

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

Pre-requisite Unit

UEECD0007 Apply work health and safety regulations, codes and practices in the workplace

UEECD0019 Fabricate, assemble and dismantle utilities industry components

UEECD0020 Fix and secure electrotechnology equipment

UEECD0051 Use drawings, diagrams, schedules, standards, codes and specifications

UEEEEC0059 Repair routine business equipment faults

Competency Field

Electronics and Communications

Unit Sector

Electrotechnology

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

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

- 1 Prepare to find and repair faults**
 - 1.1** Work health and safety (WHS)/occupational health and safety (OHS) requirements and workplace procedures for relevant work area are identified, obtained and applied
 - 1.2** Risk control measures are applied in accordance with workplace procedures prior to commencing work
 - 1.3** Scope of the fault is obtained from documentation, relevant person/s and customer to determine work
 - 1.4** Instructions for coordinating work with others are obtained from relevant person/s and applied
 - 1.5** Materials required for work are determined in accordance with workplace procedures
 - 1.6** Tools, equipment and testing devices required for work are obtained in accordance with workplace procedures and checked for correct operation and safety
- 2 Find and repair faults**
 - 2.1** Workplace risk control measures and procedures are applied
 - 2.2** Need to test and measure live work is determined in accordance with WHS/OHS requirements and workplace procedures
 - 2.3** Apparatus is checked and isolated, as required, in accordance with WHS/OHS requirements and workplace procedures
 - 2.4** Fault finding is undertaken methodically applying principles of office equipment and using measurements of operating parameters and built-in fault indicators in accordance with manufacturer instructions and workplace procedures
 - 2.5** Equipment components are dismantled, as required, and parts stored to protect against loss or damage
 - 2.6** Faulty components are rechecked and their fault status confirmed
 - 2.7** Faulty components are readjusted or replaced in accordance with workplace procedures
 - 2.8** Effectiveness of the repaired component is tested in accordance with workplace procedures

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| | <p>2.9 Apparatus is reassembled, tested and prepared for return to customer</p> <p>2.10 Unplanned situations are dealt with safely and with the approval of relevant person/s</p> <p>2.11 Fault finding and repairs are conducted efficiently without waste of materials, damage to apparatus, the surrounding environment or services applying sustainable energy practices</p> |
| 3 Complete and report fault-finding and repair activities | <p>3.1 WHS/OHS work completion risk control measures and procedures are followed</p> <p>3.2 Work area is cleaned and made safe in accordance with workplace procedures</p> <p>3.3 Justification is provided in the required format for repairs to apparatus, including components and materials used</p> <p>3.4 Acceptance that the reported fault/s has been repaired is sought from relevant person/s in accordance with workplace procedures</p> |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the UEE Electrotechnology Training Package Companion Volume Implementation Guide.

Finding and repairing faults in high volume office equipment must include at least the following:

- one fault in a high-volume printing device
- one fault in a high-volume imaging device

Unit Mapping Information

This unit replaces and is equivalent to UEENEEH121A Fault find and repair high volume office

equipment.

Links

Companion Volume implementation guides are found in VETNet - -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b8a8f136-5421-4ce1-92e0-2b50341431b6>

Assessment Requirements for UEEEC0032 Fault find and repair high-volume office equipment

Modification History

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions on at least two separate occasions and include:

- applying methodical fault-finding techniques
- applying relevant risk identification, assessment, reporting and control requirements
- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements, including the use of risk control measures
- applying sustainable energy principles and practices
- coordinating work with relevant person/s
- dealing effectively with unplanned events
- determining live testing/measurement requirements
- determining scope of work
- efficiently finding faults
- identifying and accessing materials, tools, apparatus and testing devices
- isolating circuits/machines/systems
- providing justification for the repairs and obtaining acceptance of repairs
- removing/adjusting/replacing components without damage
- testing equipment operation.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions and include knowledge of:

- business machine transducers
- colour photocopier operating principles
- printing and imaging devices software functions and configuration
- imaging operating principles
- high-volume business machine functions and faults
- relevant manufacturer specifications
- relevant safe work method statements (SWMS)/job safety assessments or risk mitigation

processes

- relevant industry standards, codes and regulations
- relevant WHS/OHS legislated requirements
- relevant workplace documentation
- relevant workplace policies and procedures.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in suitable workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in suitable simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- resources that reflect current industry practices in relation to finding and repairing faults in high-volume office equipment
- applicable documentation, including workplace procedures, equipment specifications, regulations, codes of practice and operation manuals.

Links

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<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b8a8f136-5421-4ce1-92e0-2b50341431b6>