

## MAINTAIN WORKSHOP TOOLS, EQUIPMENT AND MEASURING DEVICES

**UNIT CODE: ENG/OS/AUT/CC/5/4/A**

### Unit description

This unit specifies the competencies required to maintain workshop tools, equipment and measuring devices. It involves identifying workshop tools, equipment and measuring devices, assessing need to maintain and maintaining tools, equipment and measuring devices and preparing workshop tools, equipment and measuring devices maintenance reports.

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function.	These are assessable statements which specify the required level of performance for each of the elements.  <i><b>Bold and italicized terms are elaborated in the Range</b></i>
1. Identify workshop tools, equipment and measuring devices	1.1 PPEs are identified as per workshop requirements 1.2 <i><b>Workshop tools and equipment</b></i> are identified as per the workshop regulations 1.3 <i><b>Measuring devices</b></i> are identified as per the workshop regulations
2. Assess need to maintain tools, equipment and measuring devices	1.1 <i><b>Specifications</b></i> of tools, equipment and measuring devices to be maintained as per manufacturers specifications 1.2 <i><b>Methods or procedure</b></i> to be used in maintenance manufacturers specifications 1.3 Frequency or rate in which the tools, equipment and devices are used as per manufacturers manuals
3. Maintain tools, equipment and measuring devices	3.1 Tools, equipment and measuring devices are kept free from corrosion as per SOPs 3.2 Tools, equipment and measuring devices are handled with care as per workshop regulations 3.3 Tools, equipment and measuring devices are cleaned as per service manual 3.4 Faults on tools, equipment and measuring devices are identified as per SOPs
4. Prepare w/shop tools, equipment and measuring devices maintenance report	4.1 Maintenance report prepared showing <i><b>dates and schedule</b></i> of maintenance as per SOPs 4.2 Report prepared to show routine maintenance schedule as per SOPs

## RANGE

This section provides work environments and conditions to which the performance criteria apply.

It allows for different work environments and situations that will affect performance.

Variables	Range
1. PPEs may include but not limited to:	<ul style="list-style-type: none"><li>• Overalls/apron</li><li>• Safety boots</li><li>• Safety glasses (clear and welding goggles)</li><li>• Hand gloves</li><li>• Helmet</li></ul>
2. Workshop tools and equipment may include but not limited to:	<ul style="list-style-type: none"><li>• Assorted spanners</li><li>• Bevels</li><li>• Bench vice</li><li>• V-Block</li><li>• Angle plate</li><li>• Hand vice</li><li>• Screw drivers</li><li>• Pliers</li><li>• Oil can</li><li>• Grease gun</li><li>• Jacks</li><li>• Axle stands</li><li>• Car hoist</li><li>• Hammers</li></ul>
3. Measuring devices may include but not limited to:	<ul style="list-style-type: none"><li>• Steel rule</li><li>• Vernier calliper</li><li>• Micrometre screw gauge</li><li>• Vernier height gauge</li><li>• Calibrated oil cans and jars</li><li>• Pressure gauges</li><li>• Dial gauges</li><li>• Straight edge</li><li>• Compression gauges</li><li>• Coolant pressure gauges</li></ul>
4. Specifications may include but not limited to:	<ul style="list-style-type: none"><li>• Calibrations</li><li>• Settings</li><li>• Coding</li><li>• Replacement of components/parts</li></ul>
5. Method or procedure may include but not limited to:	<ul style="list-style-type: none"><li>• Oiling</li><li>• Dusting</li><li>• Servicing</li><li>• Repairing</li></ul>

6. Schedule or dates may include but not limited to:	<ul style="list-style-type: none"> <li>• As per pre-determined time interval</li> </ul>
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## REQUIRED KNOWLEDGE AND SKILLS

This section describes the skills and knowledge required for this unit of competency;

### Required Knowledge

The individual needs to demonstrate knowledge of;

- Maintenance on tools, equipment and measuring devices
- Methods of maintenance on tools, equipment and measuring devices
- Safe methods of storing tools, equipment and measuring devices

### Required Skills

The individual needs to demonstrate the following skills.

- Cleaning and maintaining tools, equipment and measuring devices
- Caring and handling tools, equipment and measuring devices
- Adjusting Tools, equipment and measuring devices
- Inspecting and repairing tools, equipment and measuring devices
- Report writing
- Interpreting specifications as per the manuals

## EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> <li>1.1 Identified tools and equipment correctly</li> <li>1.2 Identified measuring devices correctly</li> <li>1.3 Specified the need to maintain tools, equipment and measuring devices appropriately</li> <li>1.4 Used methods and procedures correctly</li> <li>1.5 Identified the frequency or rate in which tools, equipment and measuring devices are used appropriately</li> </ol>
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	<p>1.6 Handled tools, equipment and measuring devices appropriately</p> <p>1.7 Cleaned tools, equipment and measuring devices appropriately</p> <p>1.8 Identified faults in tools, equipment and measuring devices correctly</p> <p>1.9 Prepared maintenance report correctly</p>
2. Resources Implications	<p>The following resources should be provided:</p> <p>2.1 Workplace location</p> <p>2.2 Tools, equipment and measuring devices appropriate for maintenance</p> <p>2.3 Instructional materials relevant to tools, equipment and measuring devices</p>
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <p>3.1 Observation with questioning</p> <p>3.2 Written or oral examination</p> <p>3.3 Interview</p> <p>3.4 Demonstration with questioning</p>
4. Context of Assessment	<p>Assessment may be conducted in a workplace or simulated environment or during Industrial Attachment .</p>
5. Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>