

SKAC16 (SQA Unit Code - FA4G 04)

Check and service activity equipment



Overview

This unit is about the routine maintenance and servicing of activity equipment. It covers identifying maintenance needs and then carrying out maintenance and servicing according to your organisation's procedures and manufacturers' instructions.

Checks may need to be carried out on

1. manually operated equipment
2. powered equipment.

The unit is divided into three parts. The first part gives some examples and explanations of some words we use in the unit.

The second part describes the two things you have to do. These are:

1. check equipment and identify what maintenance is needed
2. service equipment

The third part describes the knowledge and understanding you must have.

This unit is for people who can maintain sport and recreation equipment and facilities with limited supervision. Candidates must be aware of their own limitations and report equipment and facilities which need specialist attention.

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Performance criteria

You must be able to:

Check equipment and identify what maintenance is needed

- P1 identify the equipment which needs maintenance
- P2 check the equipment, following the maintenance schedule and manufacturer's instructions
- P3 cause as little disruption to normal activities as possible
- P4 remove any unsafe equipment from use
- P5 check that you have the competence and authority to carry out the maintenance yourself
- P6 report any maintenance which must be carried out by someone else
- P7 record:
 - P7.1 the checks you have made,
 - P7.2 the work which needs to be done
 - P7.3 any action you have taken

You must be able to:

Service equipment

- P8 check you have the competence and authority to carry out the servicing
- P9 make sure the equipment is in a safe condition for servicing
- P10 cause as little disruption to normal activities as possible
- P11 organise your work area so that the work can be carried out safely and efficiently
- P12 choose the right tools and materials for the job
- P13 carry out the servicing following your organisation's procedures and the manufacturer's instructions
- P14 report any problems during servicing to the responsible colleague
- P15 make final checks to the equipment to make sure it is safe and serviceable
- P16 record the work you have done

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Knowledge and understanding

You need to know and understand:

For the whole unit

- K1 the importance of recording what has been done and any further action that needs to be taken and how to complete these records
- K2 health and safety requirements for the equipment you are responsible for maintaining

You need to know and understand:

Check equipment and identify what maintenance is needed

- K3 the importance of health and safety when checking equipment and the dangers of not checking equipment thoroughly
- K4 the relevant parts of the organisation's maintenance schedule and manufacturer's guidelines for the types of equipment in the candidate's area of work
- K5 the importance of causing as little disruption as possible to normal activities and how to do so
- K6 how to identify when equipment needs maintenance
- K7 the importance of removing unsafe equipment from use and how to do so
- K8 the limits of your own abilities when it comes to carrying out maintenance -the types of maintenance which you are allowed to carry out safely
- K9 how to report maintenance which needs to be carried out by a technical expert
- K10 the importance of recording checks and the work which needs to be carried out and how to do so

You need to know and understand:

Service equipment

- K11 the importance of making sure equipment is in a safe condition for servicing
- K12 how to make sure the equipment in your area of work is safe for maintenance
- K13 the right tools and materials for the servicing which you are responsible for and the importance of using the right ones
- K14 the importance of following the manufacturer's and organisations procedures for servicing and acting safely throughout - what may happen if this is not done
- K15 the manufacturer's and organisations procedures for servicing the equipment in your area of responsibility
- K16 the importance of reporting any problems to the responsible colleague and how to do so
- K17 the importance of carrying out final checks before the equipment is put back into use
- K18 the standards for safety and serviceability for equipment in your area of

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responsibility and the checks to be carried out to make sure these are met

K19 the importance of recording what has been done, and how to complete these records

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Additional Information

Scope/range related to performance criteria

1. **equipment**
 - 1.1. manually operated equipment
 - 1.2. powered equipment

Glossary

Health and safety legislation

Mainly the Health and Safety at Work Act but also other pieces of legislation which may be relevant to the facility, for example the Control of Substances

Hazardous to Health

Maintenance schedule the programme of routine maintenance developed by the organisation in line with manufacturer's guidelines and other health and safety considerations

Manually operated equipment

For example, exercise cycles, canoes, trampolines.

Materials

For example, paint, varnish, light bulbs, fluorescent tubes.

Powered equipment

An item of equipment with an independent power source, for example basket ball rigs, running machines, safety boats.

Problems

Difficulties in carrying out servicing which the candidate cannot deal with themselves

Servicing

For example, lubricating, adjusting, cleaning and drying

Serviceable

The equipment/facility doing what it was designed to do

Links to other NOS

This unit links closely with unit SKAOSC12.

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