

PRODOD31 - SQA Unit Code H1PL 04

Plant or machinery operator maintenance



Overview

This standard is about:

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 carrying out operator maintenance tasks on plant or machinery

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Performance criteria

- You must be able to:*
- P1 work safely at all times, complying with health and safety and other relevant regulations and guidelines.
 - P2 follow the relevant maintenance schedules to carry out the required work.
 - P3 carry out maintenance activities within the limits of your personal authority.
 - P4 carry out the maintenance activities in the specified sequence and in an agreed timescale.
 - P5 report any instances where the maintenance activities cannot be fully met or where there are identified defects outside the planned schedule.
 - P6 complete relevant maintenance records accurately and pass them on to the appropriate person.
 - P7 dispose of waste materials in accordance with safe working practices and approved procedures.

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Knowledge and understanding

You need to know and understand:

Work safely

- K1 the level of knowledge operatives must have of information for relevant and current **health and safety legislation, regulations and safe work practices and procedures**, including documents with special legal status and official guidance.
- K2 how **safe work practices and procedures** are applied, including how you are expected to respond to **hazards** and **emergencies**.
- K3 **organisational procedures** including the security of tools, equipment and personal belongings.
- K4 what the accident reporting procedures are and who is responsible for making the report.
- K5 the application of given risk and coshh assessments for **hazards** and how this encourages **safe work practices**. Why and when **personal protective equipment (PPE)** should be used.
- K6 how to protect others.

You need to know and understand:

Follow schedules

- K7 the types of **maintenance schedules and related specifications** that will provide you with **information**, their source and how they are interpreted including:
 - K7.1 the **organisational procedures** used to report and rectify inappropriate information and unsuitable **resources**, and how they are implemented
 - K7.2 the organisational procedures to solve **problems** with the information and why it is important they are followed.

You need to know and understand:

Maintenance activities

- K8 how **maintenance methods and procedures** will meet the specification including **equipment operating and care and control procedures**.
- K9 the level and extent of your responsibility.
- K10 **maintenance authorisation procedures** or the level of authority you have as directed by your employer, supervisor/authorised person and/or client.
- K11 how to follow **maintenance authorisation procedures** and how **problems** are reported.
- K12 how **maintenance** of tools and equipment is carried out.

You need to know and understand:

Timescale

- K13 the **hazards** associated with the **resources** and **maintenance methods and procedures** and how they are overcome.
- K14 what the **sequence** is for the work to be carried out in the estimated,

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allocated time and why deadlines should be kept.

K15 the characteristics, quality, uses, limitations and defects associated with the **resources** and how defects should be rectified.

K16 the **organisational procedures** to select **resources** and how they are used.

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Additional Information

Scope related to performance criteria

Follow current legislation, Approved Codes of Practice and organisational procedures.

Avoid hazards by following given health and safety information, including the use of personal protective equipment (PPE).

Use, store and secure tools and equipment when not in use.

Interpretation of schedules, specifications, manufacturers' information and organisational procedures related to the maintenance work to be carried out.

Level and extent of responsibility:

- 1 responsibility extends to carrying out operator maintenance tasks as directed by your employer and/or supervisor/authorised person.

Work skills to:

- 1 replenish, replace, apply, lubricate, clean, secure.

Use and maintain:

- 1 hand tools
- 2 ancillary equipment.

Carry out operator maintenance tasks on standard or specialised plant or machinery to given working instructions. This could include equipment that:

- 1 lifts and/or transfers
- 2 extracts and/or excavates
- 3 constructs and/or forms
- 4 receives and/or transports
- 5 accesses
- 6 lays and/or compacts
- 7 demolishes and/or processes.

Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client.

Work completed to the required quality standards and accuracy in accordance with manufacturer's requirements and organisational procedures.

Problems and defects that are beyond your area of responsibility are reported.

Record and report maintenance tasks in accordance with manufacturer's requirements and organisational procedures.

Protection of the work and its surrounding area from damage.

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Waste disposal procedures followed in accordance with legislation.

Minimise damage and maintain a clean work space.

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Scope related to knowledge and understanding

Communication

Discussions, sketches and briefings.

Disposal of waste

Environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

Emergencies

Operative's response to situations in accordance with organisational authorisation and personal skills when involved with:

- 1 fires, spillages, injuries
- 2 relating to the occupational activity.

Hazards

Those identified by method of work, risk/COSHH assessments, manufacturers' technical information, statutory regulations and official guidance.

Information

Drawings, specifications, schedules, method statements, manufacturers' information and regulations governing the operation of plant or machinery for construction and formation.

Legislation, Approved Codes of Practice and official guidance

This relates to the operative's understanding of their responsibilities regarding current legislation whilst working:

- 1 in the workplace, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.

Maintenance

Operative care of plant or machinery, hand tools and ancillary equipment.

Methods of work

Application of knowledge for safe work practices, procedures, skills and transference of competence, relating to the area of work, to:

- 1 identify the characteristics of the plant and machinery appropriate to the construction and formation operation
- 2 carry out performance checks for the construction and formation operation
- 3 identify the area for the construction and formation work
- 4 carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area
- 5 check to avoid damage to structures and utilities service apparatus
- 6 complete construction and formation work
- 7 shut down and secure plant or machinery
- 8 use hand tools, ancillary equipment and accessories.

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Team work and communication.

Needs of other occupations associated with operating plant or machinery for construction and formation work.

Personal protective equipment (PPE)

Occupational use, types, purpose of each type and work situations.

Problems

Those arising from information, resources and methods of work:

- 1 own authority to rectify
- 2 organisational reporting procedures.

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