

## Clean and adjust small plant and equipment

### WO24 –SQA Unit Code H2JP 04

#### Area of competence

This national occupational standard defines the competences required to deal with basic adjustments to small plant and equipment. It involves understanding how to clean, adjust, lubricate, dismantle and re-assemble simple equipment and doing it in a way which complies with organisational health and safety and quality standards.

#### Terms used in the standards

**Small plant and equipment** – include wheelie bins electric drills, small balers, cable strippers

#### Skills and competencies which demonstrate effective performance

*You show you are competent to:*

- Clean and adjust small plant and equipment
- Use and communicate data and information related to small plant and equipment maintenance
- Resolve problems which arise during cleaning and adjusting sundry small plant and equipment

#### Clean and adjust sundry small plant and equipment

1. Confirm consents are in place for the work to go ahead before work is started
2. Select and use the designated personal protective equipment (PPE) in accordance with operational procedures
3. Check risk assessments before starting the work required
4. Work in a way which meets health and safety requirements
5. Make sure the work area is clean and tidy
6. Inspect tools, equipment and plant for damage and serviceability in accordance with organisational procedures
7. Use methods and materials according to organisational instructions and procedures
8. Check, and make sure, the equipment used for handling fluids is clean and uncontaminated before it is used
9. Make permitted adjustments in accordance with workplace specifications
10. Use fuels, lubricants or cleaning materials in line with hazardous substances control assessments, data sheets, and workplace instructions



- 11. Recycle or dispose of replaced materials and other residues in accordance with organizational, environmental and health and safety procedures
- 12. Clean up spillages promptly in line with emergency spillage procedures



13. Confirm all plant and equipment is safe, clean and suitable for its purpose when work is finished

**Use and communicate data and information in line with operational procedures**

- 14. Record all routine maintenance and repairs, and breakdown maintenance, which is carried out within the responsibility of the job role
- 15. Record all routine and defective equipment within the responsibility of the job role
- 16. Check documents for plant and equipment maintenance are completed accurately and legibly and they are stored in the designated place
- 17. Report defective equipment that cannot be rectified within the responsibility of the job role

**Resolve problems which arise during cleaning and adjusting sundry small plant and equipment**

- 18. Remove defective equipment from service and start repair procedures
- 19. Label and store defective equipment in a manner which prevents its use by others
- 20. Bring hazards that arise in the working area promptly to the attention of the designated person
- 21. Confirm, with the designated person, situations where a more qualified person may be required to carry out the work
- 22. Arrange for replacement equipment to be available when essential equipment is removed from service for major repair or replacement

**Behaviour which underpins effective performance**

***You work in a manner which:***

Recognises and acts when others need support  
Takes responsibility for resolving problems in your work area

**Knowledge and understanding**

***You know and understand the following:***

**General**

- a. The potential hazards associated with different materials
- b. How to identify work-related hazards and risks
- c. Details of operational procedures and documentation
- d. How to deal constructively with colleagues and other people and resolve disagreements
- e. How to use personal protective equipment (PPE) in line with operational procedures
- f. Operational procedures and why it is important to comply with them
- g. The limits of the job responsibility when communicating with others

**Cleaning and adjusting small plant**

- a. How to select the correct cleaning materials and methods.



- b. Where to obtain and store fuel, fluid and lubricants and the filling methods suitable for small plant and equipment
- c. How to use substances hazardous to health in a safe and hygienic way
- d. How to attain the required standards of cleanliness
- e. The different types of identifications to use plant and equipment which is unsuitable to use
- f. How to immobilise unserviceable equipment
- g. How to report defective equipment
- h. The adjustment required for specific equipment
- i. The adjustments which are permitted within the job role
- j. How to dispose safely of different types of waste and other residues
- k. How to use hazardous substances data sheets