

Control maintenance and other engineering operations

WM30 - SQA Unit Code H2LM04/H2L0 04

(Formerly EUSkills 019NRM26)

Area of competence

This unit is about producing maintenance schedules and giving clear instructions to those responsible for carrying them out. It involves monitoring work and taking steps to ensure it complies with contractual and legal requirements. It requires a proactive approach to reviewing and preventing breakdowns.

Skills and competencies which demonstrate effective performance

You show you are competent to:

- Produce maintenance schedules
- Use and communicate data and information
- Monitor maintenance and other engineering operations

Produce maintenance schedules

1. Confirm the maintenance activities that are required to achieve maintenance requirements and use the data to draw up the most suitable sequence and timing
2. Schedule the time and resources available for undertaking maintenance activities
3. Produce maintenance schedules that are capable of meeting all relevant maintenance requirements, comply with legislation, and meet the requirements of external bodies and equipment manufacturers
4. Produce contingency plans which take account of potential difficulties
5. Specify clearly and record the maintenance schedule in accordance with organisational procedures
6. Implement procedures to ensure that test certificates and operator certificates are kept up-to-date



Use and communicate data and information

7. Communicate the maintenance schedules to the people involved in implementing them and to others who would be affected by them
8. Provide clear and accurate instructions to those responsible for maintenance and other engineering activities and check they understand what is required
9. Take steps to ensure those responsible for maintenance and other engineering activities will have the necessary resources available to carry out work to the required standard
10. Review regularly the frequency, nature and causes of breakdowns and use the information to resolve the problems and prevent failures.
11. Maintain accurate and up-to-date records

Monitor maintenance and other engineering operations

12. Check the procedures to monitor and review the quality, safety and environmental impact of maintenance and other engineering activities are implemented correctly
13. Take steps immediately to rectify any deviations from contractual or legal requirements
14. Ensure the implementation of maintenance and other engineering activities comply with all relevant regulations and guidelines
15. Ensure operatives on site implement and maintain the agreed systems to record faults and initiate repairs
16. Be pro-active in taking measures to prevent potential breakdowns from occurring

Behaviour which underpins effective performance

You work in a manner which:

17. Is assertive in making decisions
18. Pursues accountability of staff for delegated responsibilities
19. Reflects critically on your own achievements to inform future actions



Knowledge and understanding

You must know and understand the following:

General

- a. The relevant legislation, regulations and codes of practice applicable to safety, health and the environment for waste and resource management activities
- b. Waste management legislation and guidance that is applicable to waste and resource management sites.
- c. The types of personal protective equipment (PPE) required for different types of waste and the procedures for care, maintenance and use of this equipment
- d. The legal requirements and company procedures for dealing with unauthorised wastes
- e. The procedures for the proper management control of work activities on customers' sites
- f. The organisational environmental policy and procedures applicable to the services provided
- g. The requirements for risk analysis to minimise hazards to personnel and the environment for the services provided

Control Maintenance

- h. Relevant legislation, Regulations, Codes of Practice and guidelines applicable to maintenance and other engineering activities
- i. The maintenance activities required for the plant, systems, equipment, vehicles, buildings and structures for which they are responsible
- j. The requirements for statutory testing of equipment and operator certificates
- k. The time and resources needed for the required maintenance activities
- l. The factors to be taken into account when scheduling maintenance activities, including any insurance company requirements
- m. What difficulties might occur when implementing maintenance activities and what should be included in contingency plans
- n. The importance of checking people's understanding of instructions and how to do this
- o. The technical skills needed for the maintenance and engineering activities carried out on your site, how to check that the people involved have the required skills and what to do in response to a perceived skills deficit
- p. The system for allocating contracts and permits to work and your role and responsibility in relation to these
- q. The terms and conditions of contracts for which you are responsible, including any insurance policy conditions regarding contract work
- r. The quality assurance systems that are being used for the maintenance and other engineering activities
- s. Organisational procedures and legal requirements for environmental protection and safe working practices
- t. The importance of enforcing procedures for quality, safety and environmental protection and the actions to take in response to deviations from these
- u. Organisational or site procedures and requirements for reporting faults and initiating repairs
- v. The factors that increase the likelihood of breakdowns and action to take to prevent or reduce these, including the relationship between breakdowns and planned maintenance
- w. Organisational procedures for implementation, control and completion of contracts
- x. The recording systems used for maintenance schedules and records, permits to work and other contract information
- y. Handling implications of recyclable materials
- z. Handling procedures