

J3.1 Contribute to the maintenance and preparation of the jewellery or silversmithing workshop environment SQA Unit Code H9V4 04

Unit Summary

This unit covers the skills and knowledge required to contribute to the preparation and maintenance of the workshop. You must ensure that you understand what you need to do to carry out the required maintenance activities and the standard of safety you will be required to achieve. You will be expected to check and collect waste safely and economically. Safeguarding of the workshop area will always be of prime concern and must be carried out in accordance with Health and Safety regulations and Company guidelines.

Performance Indicators

You will be able to:

- a) Describe your maintenance responsibilities in the workshop
- b) Report any problems to your supervisor

Knowledge and Understanding

You will know and understand:

- 1) Safety controls of special chemicals and dangerous acids
- 2) Appropriate material and equipment storage
- 3) Methods of disposing of the different types of waste and how valuable metal waste is recycled
- 4) Appropriate methods of cleaning down machinery
- 5) Care of tools, equipment and machinery