

LANCU27 - SQA Unit Code F7TC 04

Maintain equipment and machines



Overview

This concerns the routine maintenance of equipment and machines. Such maintenance is usually recommended by manufacturers in order to maximise the working life of the equipment or machinery. You will carry out such activities in accordance with manufacturers' instructions and/or, instructions provided by a supervisor or an experienced individual. Important health and safety considerations apply throughout this unit. Health and safety considerations include; the handling of stored energy (e.g. springs, belt tension, hydraulic pressure or electrical discharge), the use of hazardous substances, and the disposal of waste products. Safe systems of work should be adhered to throughout.

You will need to prepare the equipment or machine for maintenance, carry out the required maintenance procedures, and return the equipment or machine to good working order.

Tools used to carry out the maintenance procedures will include hand tools and power tools. Waste materials may include hazardous and non-hazardous materials. You are expected to be competent in dealing with both such forms of waste.

1. Prepare equipment and machines for maintenance
2. Carry out maintenance procedures

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Performance criteria

You must be able to: **Prepare equipment and machines for maintenance**

- P1 identify the **equipment and machines** requiring maintenance
- P2 make sure that the **equipment and machines** requiring maintenance are safe, and completely isolated from the power source
- P3 take the correct precautions to minimise dangers from contamination and hazardous chemicals
- P4 keep the work area safe and in a condition suitable for the maintenance procedure
- P5 obtain and prepare **tools** and materials suitable for the maintenance procedure
- P6 maintain health and safety in accordance with relevant legislation and codes of practice
- P7 complete the preparation of **equipment and machines** for maintenance in accordance with instructions

You must be able to: **Carry out maintenance procedures**

- P8 maintain **equipment and machines** in accordance with manufacturers' instructions, standard procedure and legislation
- P9 maintain health and safety in accordance with relevant legislation and codes of practice
- P10 minimise the escape of substances and dispose of **waste** in a safe manner and place
- P11 identify the need for advice and assistance and refer this matter to the appropriate member of staff
- P12 clean, service and store **tools** after use

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Knowledge and understanding

You need to know and understand:

Prepare equipment and machines for maintenance

- K1 the equipment/machinery that requires routine maintenance and the reasons for this
- K2 methods for preparing equipment and machines
- K3 health and safety in relation to the preparation of equipment and machines for maintenance and the usage of the work area
- K4 the dangers created by stored energy and how these should be responded to during the preparation stage
- K5 hazardous chemicals and substances which may be present and ways in which they should be dealt with
- K6 the type of tools, equipment and materials required for the maintenance procedure
- K7 types of protective clothing and the reasons why it must be worn
- K8 the correct ways of wearing personal protective equipment
- K9 organisational health and safety policy and your specific responsibilities under health and safety legislation

You need to know and understand:

Carry out maintenance procedures

- K10 methods for maintaining equipment and machines
- K11 the reasons for maintaining equipment and machinery and the possible consequences of not maintaining
- K12 legislative requirements relating to the maintenance of equipment and machinery
- K13 health and safety in relation to the maintenance of equipment and machines and the usage of the work area
- K14 hazardous chemicals and substances which may be present and ways of minimising leakage
- K15 safe and correct methods for disposing of waste materials
- K16 levels of responsibility in relation to the maintenance of equipment and machinery and whom to go to for advice
- K17 safe and suitable methods of storing tools, equipment and machinery

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Additional Information

Scope/range related to knowledge and understanding

Prepare equipment and machines for maintenance

1. equipment and machines:
 - 1.1. manual
 - 1.2. mechanical
2. **tools:**
 - 2.1. hand tools
 - 2.2. power tools

Carry out maintenance procedures

3. equipment and machines:
 - 3.1. manual
 - 3.2. mechanical
4. **tools:**
 - 4.1. hand tools
 - 4.2. power tools
5. **waste:**
 - 5.1. hazardous
 - 5.2. non-hazardous

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