SKAC260 (SQA Unit Code - FA3K 04)
Help to maintain activity equipment

Overview

This unit is about carrying out basic maintenance to activity equipment. It covers following maintenance routines according to your organisation's procedures and manufacturers' instructions.

Maintenance applies to
1. manually operated equipment
2. powered equipment.

The unit is divided into three parts. The first part describes the three things you have to do. This is:
1. Help to maintain sport and recreation equipment

The second part describes the knowledge and understanding you must have.

The third part gives some examples and explanations of some words we use in this unit.

This unit is for new/junior members of staff who carry out basic maintenance under close supervision. Candidates must be aware of their own limitations and report equipment which needs the attention of a more experienced and qualified member of staff.

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Performance criteria

You must be able to:

- P1 identify the equipment which needs maintenance
- P2 make sure equipment is safe before carrying out maintenance
- P3 check the equipment, following the maintenance schedule and manufacturer's instructions
- P4 cause as little disruption to normal activities as possible
- P5 carry out maintenance according to operating procedures and manufacturers' instructions
- P6 identify and report any:
  - P6.1 obvious faults with the equipment
  - P6.2 difficulties in carrying out maintenance
- P7 keep maintenance records up to date

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Knowledge and understanding

You need to know and understand:

K1 the importance of recording maintenance

K2 health and safety requirements for the equipment you are responsible for maintaining

K3 why it's important to make sure equipment is safe before beginning maintenance and how to do so

K4 the relevant parts of the organisation's maintenance schedule and manufacturer's guidelines for the types of equipment in your area of work

K5 the importance of causing as little disruption as possible to normal activities and how to do so

K6 the limits of your own abilities when it comes to carrying out maintenance - the types of maintenance which you are allowed to carry out safely

K7 how to report problems

K8 the importance of recording maintenance and how to do so

K9 the importance of recording what has been done, and how to complete these records

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Additional Information

Scope/range related to performance criteria

1. **equipment**
   - 1.1. manually operated equipment
   - 1.2. powered equipment

Glossary

Health and safety legislation
Mainly the Health and Safety at Work Act but also other pieces of legislation which may be relevant to the facility, for example the Control of Substances Hazardous to Health

Maintenance schedule
The programme of routine maintenance developed by the organisation in line with manufacturer's guidelines and other health and safety considerations

Manually operated equipment
For example, exercise cycles, canoes, trampolines

Powered equipment
An item of equipment with an independent power source, for example basket ball rigs and running machines; powered equipment must be made safe – for example by isolating it from the power source – before maintenance

Maintenance
For example, lubricating, adjusting, cleaning and drying

Links to other NOS

This unit links closely with unit SKAC11and SKAC21

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