

ASTIND2 - SQA Unit Code H54V 04

Prepare for and carry out industrial mechanical cleaning operations



Overview

- 1 Get and confirm instructions and specific details of the mechanical cleaning operations to be carried out
- 2 Collect equipment and materials required
- 3 Prepare work area, equipment and materials for use
- 4 Carry out mechanical cleaning operations
- 5 Complete mechanical cleaning operations

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Performance criteria

Get and confirm instructions and specific details of the mechanical cleaning operations to be carried out

- You must be able to:*
- P1 get sufficient correct **details** about the mechanical cleaning operations that you are required to carry out
 - P2 get sufficient **instructions or specific information** that could affect mechanical cleaning operations
 - P3 have the **authority** to carry out the mechanical cleaning operations;
 - P4 clarify any details, instructions or specific information that you do not understand

Collect equipment and materials required

- You must be able to:*
- P5 have sufficient details about what **equipment, tools and materials** you might need
 - P6 confirm that equipment, tools and materials are available when you need them
 - P7 confirm that all tools and equipment are operating properly and are for you safe to use
 - P8 take appropriate action if equipment and tools are not operating properly and are not safe for you to use
 - P9 confirm that you have sufficient materials and that they are stored according to suppliers' instructions
 - P10 confirm that any **instructions** for use of equipment, tools or materials are up to date
 - P11 confirm that the instructions provide the information you need where appropriate

Prepare work area, equipment and materials for use

- You must be able to:*
- P12 **prepare work area** to carry out industrial mechanical cleaning operations following instructions and correct procedures
 - P13 set up tools for the **mechanical cleaning operations** to be carried out, surfaces to be cleaned **and** types of **dirt** to be removed following manufacturers' or suppliers' instructions
 - P14 take action to protect other people from harm in line with guidelines or codes of practice
 - P15 wear **personal protective equipment** appropriate for the mechanical cleaning operation

Carry out mechanical cleaning operations

- You must be able to:*
- P16 comply with the relevant health and safety guidelines and requirements to ensure the safety of yourself and others
 - P17 carry out the cleaning operations in line with your instructions and the

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- correct procedures
- P18 use equipment, tools and materials safely following **instructions** and the correct **procedures**
- P19 use equipment, tools and materials effectively to prevent damage to the surfaces
- P20 take prompt action to deal with any accidental **damage** caused through mechanical cleaning operations
- P21 take appropriate action if there is a fault with the equipment;
- P22 ensure that you leave all surfaces free of dirt

Complete mechanical cleaning operations

- You must be able to:*
- P23 wear the correct **personal protective equipment** suitable for the **waste** involved;
 - P24 make sure that work areas are clear of waste;
 - P25 use the correct **containers** for disposing of waste;
 - P26 handle and remove the waste safely and according to regulations, instructions and good practice;
 - P27 make sure that waste and containers are taken safely to allocated collection points and make secure where necessary;
 - P28 take the correct **action** to deal with damaged or **unserviceable** equipment or tools;
 - P29 maintain stocks of consumable materials;
 - P30 return the equipment, tools and materials to their correct storage locations.

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Knowledge and understanding

Get and confirm instructions and specific details of the mechanical cleaning operations to be carried out

You need to know and understand:

- K1 the instructions or specific information you might need to carry out mechanical cleaning operations
- K2 how to get more information when you need it
- K3 the authority you need to carry out mechanical cleaning operations, why you need it and from where you get this authority
- K4 whether you need to have been trained to use mechanical cleaning equipment, tools or materials
- K5 why it is important to have been trained to use mechanical cleaning equipment, tools or materials

Collect equipment and materials required

You need to know and understand:

- K6 the types of equipment, tools and materials you need and from where to get them
- K7 why it is important that you confirm the proper operation of all equipment and tools
- K8 the actions to take if the equipment and tools cannot be used
- K9 the safety requirements for using equipment, tools and materials, including the Health and Safety at Work Act (HASAW) and Control of Substances Hazardous to Health (COSHH) requirements
- K10 where and how to get specialist equipment, tools or materials when you need them
- K11 when and where to get instructions on the use of equipment, tools and materials when you need them

Prepare work area, equipment and materials for use

You need to know and understand:

- K12 where to get information on how to prepare work areas and the importance of following this information
- K13 how to set up tools for types of mechanical cleaning operations, surfaces and dirt to be removed
- K14 the action to take to protect yourself and other people from harm and the consequences of you not doing so
- K15 the personal protective equipment appropriate for the mechanical cleaning operation involved, where it can be obtained and why you should use it

Carry out mechanical cleaning operations

You need to know and understand:

- K16 how to use the appropriate equipment, tools and materials
- K17 the hazards associated with mechanical cleaning operations and how you can prevent them

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- K18 why it is important to follow the manufacturers' instructions when you use the equipment, tools and materials and understand the consequences of not doing so
- K19 the action to take if mechanical cleaning operations cannot be completed
- K20 what to do if any damage or disruption occurs during mechanical cleaning operations
- K21 why it is important to take action if any damage occurs
- K22 what action to take if there is a fault with the equipment

Complete mechanical cleaning operations

You need to know and understand:

- K23 the personal protective equipment required for the waste involved;
- K24 where to get personal protective equipment and why you should use it;
- K25 the hazards associated with typical waste from mechanical cleaning operations;
- K26 the correct containers for the waste involved;
- K27 where the correct containers are located;
- K28 why it is important to handle and dispose of the waste safely according to current legislation and instructions;
- K29 where to get information on handling and disposing of waste safely;
- K30 the allocated collection points for waste containers;
- K31 how to secure waste containers and why this is important;
- K32 how to identify damaged or unserviceable equipment, tools and materials;
- K33 the action to take to deal with damaged and unserviceable equipment;
- K34 the appropriate arrangements for maintaining stocks of consumable materials.

Additional Information

Scope/range

Get and confirm instructions and specific details of the mechanical cleaning operations to be carried out

- 1 **details** of: location of equipment; type of equipment; access to and availability of equipment; security restrictions; waste disposal requirements; materials required
- 2 **instructions or specific information** from: your client; your own organisation's procedures
- 3 **authority** from: your client; your own organisation

Collect equipment and materials required

- 4 **equipment**: protective clothing; barriers; warning signs as required by your client or your own organisation's procedures
- 5 **tools**: hand tools; power tools; specialist tools
- 6 **materials**: cloths; consumables; cleaning agents
- 7 **instructions** from: your client; your own organisation; manufacturers

Prepare work area, equipment and materials for use

- 8 **prepare work area**: erect barriers; set up warning signs; erect ladders and similar access equipment.
- 9 **mechanical cleaning operations**: removal of dirt from walls or floors; street cleaning
- 10 **surfaces**: hard; semi-hard; sensitive; porous; non-porous; textiles; carpets; linoleum
- 11 **dirt**: paint; oil; grease; soil; dust
- 12 **personal protective equipment**: gloves; masks; goggles; ear defenders; safety boots; hard hat; coveralls

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- 13 **instructions and procedures** from: manufacturers; your organisation; your clients
- 14 **damage** to: the work area; equipment

Complete mechanical cleaning operations

- 15 **personal protective equipment**: gloves; masks; goggles; coveralls; ear defenders; safety footwear; hard hats
- 16 **waste**: paint; oil; grease; soil: dust
- 17 correct **containers** suitable for waste that is: hazardous; non hazardous

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- 18 **action:** report details of unserviceable equipment to the relevant person; take equipment to the relevant person; carry out emptying, refilling, servicing or cleaning where authorised
- 19 **unserviceable** because: does not operate properly; requires emptying, filling up; servicing or cleaning

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