

## NOS PSSPO111 Provide basic maintenance and repairs in ports

### Unit PSSPO111.2 Undertake basic maintenance and servicing of vehicles (SQA Unit Code-H78P 04)

#### Performance Criteria

##### You must be able to

##### Undertake basic maintenance and servicing of vehicles

1. identify the servicing schedule for the vehicle(s) within your responsibility
2. check vehicles for defects, in line with manufacturers' requirements
3. identify any defects that prevent full and effective use of the vehicle
4. identify the materials and parts required to service the vehicle and establish their availability
5. obtain the parts and materials required in preparation for the work
6. place an appropriate, prominent sign to notify others that the vehicle is being worked upon
7. take precautions, when preparing for and when undertaking maintenance and servicing of vehicles
8. service the vehicle in line with the manufacturer's requirements, and according to own level of responsibility
9. upon completion, test the vehicle and where this is satisfactory, issue a new certificate as required, and where it is within own authority to do so
10. where a satisfactory service of the vehicle cannot be achieved, inform the relevant persons of the reasons
11. maintain service records, including a record of stock requisitions
12. return serviced vehicles to operations in a clean and tidy condition

#### Knowledge and understanding

##### You need to know and understand

1. the legal responsibilities for maintaining own and others' health and safety in your workplace
2. the requirements placed upon the individual and the organisation by current legislation relevant to own area of operations that relate to this standard
3. current industry guidance, relevant to own area of operations
4. own organisation's policies, procedures and working practices relevant to own area of operations
5. the principle types of hazard and risk likely to be found in own area of operations
6. the precautions appropriate for minimising the risks to self and others in own area of operations
7. how to wear, use and maintain **personal protective equipment**, relevant to own area of operations
8. how to locate, use and maintain the principle types of safety and incident response equipment relevant to own area of operations
9. the preparation and operational requirements, within own area of responsibility, of plant and equipment, vehicles, marine equipment and port infrastructure
10. the possible consequences of using poorly serviced or unsafe equipment

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11. the dangers associated with exhaust fumes, and how to safeguard against their accumulation
12. the capability and limitations of vehicles, plant and equipment used within the port, within own responsibility, including pre-start maintenance requirements, operating procedures, defects and faults, the correct use of lubricants and other fluids
13. the organisation's requirements for recording the outcomes of routine maintenance, within own area of operation, for equipment
14. the organisation's procedures for stock requisition, and for recording and replacing parts used for routine maintenance, relevant to your area of operations
15. the organisation's procedures for disposing safely of **hazardous** items relevant to own area of operations
16. own levels of responsibility for the care and maintenance of all equipment and to whom to refer if these levels are exceeded
17. the location of, and how to use, the first-aid, safety and emergency equipment within own area of operations

#### Scope

1. **Personal Protective Equipment (PPE):** includes but is not limited to: high visibility vests, hard hats, protective clothing, eye/hearing/respiratory protection, gloves
2. **The requirements placed upon the individual and the organisation by current legislation and guidance should relate to:**
  - 2.1 planning and coordination of routine maintenance of port plant and equipment
  - 2.2 basic maintenance and servicing of vehicles
  - 2.3 maintaining marine equipment
  - 2.4 cleaning and maintaining port craft
  - 2.5 undertaking minor repairs to port infrastructure
3. **Operational equipment should include:**
  - 3.1 plant and equipment
  - 3.2 vehicles
  - 3.3 marine equipment
  - 3.4 port infrastructure