

SKSTEX20 - SQA Unit Code H9EE 04

Maintain machinery and equipment



Overview

This standard is for those who are responsible for the basic day-to-day maintenance of production machinery and equipment.

The job role may involve:

1. Carrying out basic machine maintenance
2. Identifying faults and problems

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Performance criteria

- You must be able to:*
- P1 receive work instructions and specifications and interpret them accurately
 - P2 make use of the information detailed in specifications and instructions
 - P3 plan maintenance routines to maintain continuity of operations
 - P4 perform maintenance of machinery and equipment following organisational guidelines
 - P5 competently operate machinery to required specification
 - P6 use tools and materials safely
 - P7 obtain parts and materials from approved sources within the organisation
 - P8 dispose of waste in accordance with approved procedures
 - P9 identify problems with machinery and equipment using approved fault finding techniques
 - P10 diagnose the cause of faults and take corrective action within the limits of your responsibility
 - P11 rectify faults within the limits of own responsibility
 - P12 test the running of the machinery and equipment after faults have been dealt with
 - P13 report faults outside own responsibility to others for action
 - P14 check that machinery and equipment is operating correctly and safely after rectifying faults
 - P15 complete and store accurate records and documentation

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Knowledge and understanding

You need to know and understand:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 ways of planning work activities to maintain continuity of operations
- K4 component parts of machinery and equipment
- K5 routine maintenance procedures and schedules
- K6 how to obtain /order component parts
- K7 how to identify commonly occurring faults in machinery and equipment
- K8 understand related problems with production materials to rectify identified production issues
- K9 function of tools and their correct use
- K10 ways of testing machinery and equipment after maintenance and fault rectification
- K11 maintenance and fault rectification record keeping systems
- K12 safe working practices and organisational procedures
- K13 limits of your own responsibility
- K14 ways of resolving with problems within the work area, and within limits of personal responsibility
- K15 the production process and how your specific work activities relate to the whole process
- K16 the importance of effective communication with colleagues
- K17 the lines of communication, authority and reporting procedures
- K18 the organisation's rules, codes and guidelines (including timekeeping)
- K19 the companies quality standards
- K20 the types of records kept, how are they completed and the importance of keeping them accurate
- K21 the importance of complying with written instructions
- K22 equipment operating procedures / manufacturers' instructions
- K23 statutory responsibilities under Health, Safety and Environmental legislation and regulations

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Developed by	Creative Skillset
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Originating organisation	Creative Skillset
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Original URN	TEX20
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Relevant occupations	Manufacturing technologies; Crafts, creative arts and design; Design Associate Professionals; Textile and Garment Trades
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Suite	Manufacturing Textile Products
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Key words	Textiles; materials; fabrics; machinery; equipment; production; manufacturing
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