

Clean down equipment and replace components

Overview

This standard requires the candidate to show understanding and compliance with health and safety requirements whilst cleaning and maintaining equipment in the workplace.

There are two elements in this standard:

- Clean down equipment
- Replace defective components

You need to know and to follow the workplace policies for the work which you do. Some recommended working practices and codes of practice for the printing industry are published by the Health and Safety Executive (HSE) and the Printing Industry Advisory Committee (PIAC). You need to know what these say in relation to your job role.

You also need to know what manufacturers or suppliers say about the use of equipment, materials and products that you use at work.

You need to know, ideally from your first day in a new workplace, what emergency arrangements exist in your workplace and work area – for example, how to raise the alarm and what to do in the event of an accident or emergency.

To demonstrate competence, you must show compliance in your day to day working over a significant period of time.

This involves:

1. Using safe methods and appropriate materials and equipment to clean machines
2. Lubricating machines at the required times
3. Identifying defective or worn components
4. Replacing or realigning defective or worn components, when it is your job to do so
5. Reporting faults and excessive wear to the responsible person
6. Restoring cleaned and lubricated machines to a safe operating condition
7. Accurately updating records of machine maintenance

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Performance criteria

You must be able to:

Clean down equipment

1. switch off the machinery in a safe way before you start cleaning
2. use the cleaning equipment and materials most suitable for the machine
3. use cleaning methods which are safe, avoid harm to the environment and which follow the manufacturer's instructions
4. clean and lubricate machines at the times you are instructed to do so
5. dispose of used cleaning agents and waste materials in a safe manner
6. check that the machine is safe to operate when you have finished cleaning
7. make accurate updates to records of machine maintenance

Replace defective components

8. examine machinery for defective components or excessive wear as part of your regular routine
9. make an accurate assessment of components which need replacing
10. remove and replace components using safe and approved methods
11. report machine faults which are not your job to correct to appropriate people
12. restore machines to a safe operating condition after replacing components
13. keep accurate records of the components you have removed and replaced

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Knowledge and understanding

You need to know and understand:

Health and safety

1. legal duties for health and safety in the workplace as defined by the relevant health and safety legislation
2. your duties and responsibilities for health and safety as defined by any specific legislation covering your job role
3. manufacturers' and suppliers' health and safety instructions / advice
4. how to stop the machine in the event of an emergency

Communication requirements and processes

5. how to communicate with colleagues
6. how to communicate with visitors

Workplace policy and practice

7. the workplace policies, procedures and working practices relevant to your role

Environmental considerations

8. the toxicity and health issues related to the cleaning methods and materials you are using
9. how to dispose of contaminated cleaning materials
10. the legal requirements for the classification, storage, carriage and disposal of waste
11. any specific environmental legislation that covers processes in your company

Cleaning, lubrication and maintenance

12. the principal activities involved with machine cleaning, lubrication and maintenance
13. roles and responsibilities for cleaning, lubrication and maintenance for engineers, manufacturer's agents, machine operators and machine assistants
14. types of machine faults including electrical, mechanical and electronic and how they can be rectified
15. the skills needed to repair particular types of faults
16. the maintenance plans for machines which you operate including manufacturer's specifications and recommended maintenance plans
17. the company plans and arrangements for maintenance

18. which components wear or become degraded over time including filters, bearings, belts and chains, machine or process specific components
19. what is meant by the phrase 'safe system of work' and how it applies to cleaning, lubrication and maintenance activities
20. what parts of the machine you are allowed to clean, lubricate and maintain
21. preventive versus predictive maintenance

Relevant codes of practice

22. the documented procedures to be followed
23. how to isolate equipment before commencing cleaning and maintenance
24. how to replace all guards after cleaning and maintenance
25. the choice and use of suitable cleaning agents and lubricants
26. the manufacturer's specification/recommendations

PRODPP003 (SQA Unit Code - H9JX 04)



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Scope/range

This standard is concerned with an overview of plant maintenance. Individual technical standards will highlight specific concerns for a piece of equipment.

The operator should be able to deal with all maintenance problems within his/her responsibility. The operator is also responsible for ensuring that the machine is in a safe and clean condition for normal production operations.

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