
Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 preparing and maintaining machinery and equipment

COSVR477 – SQA Unit Code HM2F 04

Machinery and equipment maintenance

Performance criteria

- You must be able to:*
- P1 interpret the given information relating to the work and resources to confirm its relevance
 - P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
 - P3 select the required quantity and quality of resources for the methods of work
 - P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
 - P5 comply with the given contract information to carry out the work efficiently to the required specification
 - P6 complete the work within the allocated time, in accordance with the programme of work

Note: Contract information in performance criteria five can relate to drawings, specifications, schedules, cutting lists, manufacturer's information and oral instruction

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Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented
- K2 the types of **information**, their source and how they are interpreted
- K3 the organisational procedures to solve **problems** with the **information** and why it is important they are followed

Performance Criteria 2

Safe work practices

You need to know and understand:

- K4 the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied
- K5 how **emergencies** should be responded to and who should respond
- K6 the organisational **security procedures** for tools, equipment and personal belongings
- K7 what the accident reporting procedures are and who is responsible for making the report
- K8 why and when **personal protective equipment (PPE)** should be used
- K9 the safe use and storage of tools and **equipment**

Performance Criteria 3

Selection of resources

You need to know and understand:

- K10 the characteristics, quality, uses, limitations and defects associated with the **resources** and how defects should be rectified
- K11 how the **resources** should be used and how any **problems** associated with the **resources** are reported
- K12 the organisational procedures to select **resources**, why they have been developed and how they are used
- K13 the **hazards** associated with the **resources** and **methods of work** and how they are overcome

Performance Criteria 4

Minimise the risk of damage

You need to know and understand:

- K14 how to **protect work** and **equipment** from damage and the purpose of protection
- K15 why **removal of waste** should be carried out safely and how it is achieved

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You need to know and understand:

Performance Criteria 5

Meet the contract specification

- K16 how **methods of work**, to meet the specification, are carried out and **problems** reported
- K17 how **maintenance** of tools and **equipment** is carried out

You need to know and understand:

Performance Criteria 6

Allocated time

- K18 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

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Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, risk assessments and manufacturers' information related to the work to be carried out

Performance Criteria 2

- 2 comply with all current statutory legislation and approved Codes of Practice to carry out the activity safely
- 3 safe use of personal protective equipment (PPE) to carry out the activity
- 4 safe use and storage of tools and equipment

Performance Criteria 3

- 5 selection and handling of resources associated with own work
 - 5.1 materials and components
 - 5.2 tools, tooling and equipment
 - 5.3 dimensional control aids as appropriate

Performance Criteria 4

- 6 protection of the work, equipment and its surrounding area from damage
- 7 minimise damage and maintain a clean work space
- 8 removal of waste in accordance with legislation

Performance Criteria 5

- 9 demonstration of work skills to check, clean, adjust, lubricate, record, repair, replace and test
- 10 use and maintain hand tools, portable power tools and ancillary equipment
- 11 prepare and maintain wood machinery and equipment in accordance with organisational/manufacturers routine service requirements for at least three of the following
 - 11.1 sawing machinery
 - 11.2 planing machinery
 - 11.3 profiling machinery
 - 11.4 jointing machinery
 - 11.5 sanding machinery
 - 11.6 boring machinery
 - 11.7 CNC/NC machinery

- 12 set up and change appropriate tooling to meet the requirements

Performance Criteria 6

- 13 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

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Scope/range related to knowledge and understanding

Emergencies

- 1 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 1.1 fires, spillages, injuries, accidents

Equipment

- 2 tools, machinery, safety aids, safety guards as appropriate, dimensional control aids and extraction devices

Hazards

- 3 those identified by method of work, manufacturers' technical information, statutory regulations and official guidance

Information

- 4 drawings, specifications, schedules, risk assessments, manufacturers' information and regulations governing wood machining

Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, with tools, tooling and equipment, with materials and substances, with movement of materials and by manual and mechanical lifting

Maintenance

- 6 operative care of hand tools and/or portable power tools and ancillary equipment

Methods of work

- 7 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
 - 7.1 prepare and maintain wood machinery
 - 7.2 identify documentation and processing requirements
 - 7.3 use and maintain maintenance logs as appropriate
 - 7.4 identify machine principal parts and their functions
 - 7.5 identify safe working limits of machines
 - 7.6 identify defects and discrepancies
 - 7.7 identify requirements of maintenance programmes
 - 7.8 use and maintain hydraulics and pneumatics correctly
 - 7.9 identify influencing factors and their implications
 - 7.10 identify correct lubricants to meet the maintenance requirements
 - 7.11 identify the techniques of risk assessment
 - 7.12 use hand tools and equipment
- 8 team work and communication
- 9 needs of other occupations associated with preparing and maintaining machinery and equipment

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Personal protective equipment (PPE)

10 occupational use, types, purpose of each type and work situations

Problems

11 those arising from information, resources and methods of work

11.1 own authority to rectify

11.2 organisational reporting procedures

Programme

12 types of progress charts, timetables and estimated times

13 organisational procedures for reporting circumstances which will affect the work programme

Protect work

14 protect work against damage from general workplace activities and other occupations

Removal of waste

15 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Resources

16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist

16.1 lubricants

16.2 hand and/or powered tools and equipment

17 methods of calculating quantity associated with the method/procedure to prepare and maintain machinery and equipment

Security procedures

18 workplace, company and operative

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