

COSVR670 – SQA Unit Code HM4H 04

Determine and complete service to maintain plant or machinery



Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components, consumables and equipment
- 4 determining and completing servicing and maintaining plant or machinery by making adjustments as servicing progresses

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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 and healthy 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

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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, when and how **health and safety control equipment** should be used

Performance Criteria 3

Selection of resources

You need to know and understand:

- K9 the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified
- K10 how the **resources** should be used and how any **problems** associated with the **resources** are reported
- K11 the organisational procedures to select **resources**, why they have been developed and how they are used
- K12 the **hazards** associated with the **resources** and **methods of work** and how they are overcome

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Performance Criteria 4

Minimise the risk of damage

You need to know and understand:

K13 how to **protect work** from damage and the purpose of protection

K14 why **disposal of waste** should be carried out safely and how it is achieved

Performance Criteria 5

Meet the contract specification

You need to know and understand:

K15 how **methods of work**, to meet the specification, are carried out and **problems** reported

K16 how **maintenance** of tools and equipment is carried out

Performance Criteria 6

Allocated time

You need to know and understand:

K17 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, procedures, method statements, risk assessments, workshop manuals, technical service bulletins, parts manuals and manufacturers' information related to the work to be carried out

Performance Criteria 2

- 2 avoidance of risk by complying with the given information relating to at least five of the following
 - 2.1 methods of work
 - 2.2 safe use of health and safety control equipment
 - 2.3 safe use of access equipment
 - 2.4 safe use, storage and handling of materials
 - 2.5 safe use and storage of tools and equipment
 - 2.6 specific risks to health

Performance Criteria 3

- 3 selection of resources associated with own work
 - 3.1 materials, components and fixings
 - 3.2 tools and equipment
 - 3.3 consumables

Performance Criteria 4

- 4 protection of the work and its surrounding area from damage
- 5 minimise damage and maintain a clean work space
- 6 disposal of waste in accordance with current legislation

Performance Criteria 5

- 7 demonstration of work skills to replenish, replace, lubricate, unfasten, adjust, align, assemble, position, fix, fasten, secure and calibrate
- 8 use and maintain hand tools, portable power tools and ancillary equipment
- 9 determine and complete service to maintain plant or machinery to given working instructions
 - 9.1 replenish or replace fluids, fuels, lubricants, coolants
 - 9.2 replace service items (filters, drive belts, brake components, bulbs, fuses, gaskets, seals)
 - 9.3 lubricate parts, components, linkages, cables
 - 9.4 flush through cooling, lubrication and fluid systems
 - 9.5 clean parts and components
 - 9.6 secure fastenings (nuts, bolts, caps, plugs etc)

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- 9.7 replace components
- 9.8 carry out adjustments to specification
- 10 complete functional, operational safety checks
- 11 complete and maintain records

Performance Criteria 6

- 12 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

Disposal of waste

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

Emergencies

- 2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 2.1 fires, spillages, injuries
 - 2.2 emergencies relating to occupational activities

Hazards

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

Health and safety control equipment

- 4 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
 - 4.1 collective protective measures
 - 4.2 personal protective equipment (PPE)
 - 4.3 respiratory protective equipment (RPE)
 - 4.4 local exhaust ventilation (LEV)

Information

- 5 drawings, specifications, schedules, procedures, method statements, risk assessments, workshop manuals, technical service bulletins, parts manuals, manufacturers' information and current regulations associated with the service and maintenance of plant or machinery

Legislation and official guidance

- 6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance

- 7 operative care of hand tools and portable power tools and ancillary equipment

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Methods of work

- 8 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
 - 8.1 refer to workshop and parts manuals, guides and technical service bulletins, electronic data and cross reference information
 - 8.2 apply routine and non-routine maintenance service methods and procedures
 - 8.3 identify requirements of periodic, scheduled and event based servicing methods
 - 8.4 replenish or replace fluids, fuels, lubricants, coolants
 - 8.5 replace service items (filters, drive belts, brake components, bulbs, fuses, gaskets, seals)
 - 8.6 lubricate parts, components, linkages, cables
 - 8.7 flush through cooling, lubrication and fluid systems
 - 8.8 clean parts and components
 - 8.9 secure fastenings (nuts, bolts, caps, plugs etc)
 - 8.10 replace components
 - 8.11 make adjustments and adaptations to maintain operational effectiveness, efficiency and economy
 - 8.12 work systems and components with high and low temperature surfaces
 - 8.13 work on pressurised systems and components
 - 8.14 check for defects by sight, touch, smell and sound
 - 8.15 complete functional operational and safety checks
 - 8.16 inform others in accordance with operational requirements
 - 8.17 use hand tools, portable power tools and equipment
 - 8.18 work at height
 - 8.19 use access equipment
 - 8.20 complete and maintain records
- 9 team work and communication
- 10 needs of other occupations associated with service and maintenance of plant and machinery

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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, other occupations and adverse weather conditions

Resources

- 15 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:
 - 15.1 fluids, fuels, lubricants and coolants
 - 15.2 service items: filters, drive belts, brake components, bulbs, fuses, gaskets and seals
 - 15.3 fastenings, nuts and bolts, pins and clips
 - 15.4 hand tools, portable powered tools and equipment
- 16 methods of calculating quantity, volume, length, area and wastage associated with the method/procedure to service and maintain plant and machinery

Security procedures

- 17 site, workplace, company and operative

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