



Unit XXXX 04 (210)

Contribute to the Maintenance of Plant and Equipment in Food Manufacture

Unit Summary

This Unit is about the care and effective operation of plant and equipment in order to minimise machine down time and facilitate optimum production. It covers preparing for the maintenance of plant and equipment and undertaking maintenance of plant and equipment. Working safely, in the optimum time, using correct tools, equipment and materials, and carrying out maintenance in accordance with statutory and organisational procedures are essential features of this Unit.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:

Communication Access 3

- ◆ Produce simple written communication.

Problem Solving Access 3

- ◆ Analyse a simple situation or issue.
- ◆ Plan, organise and complete a simple task.
- ◆ Review and evaluate a simple problem solving activity.

I have completed the requirements of this Unit.

Candidate name: _____ **Date:** _____

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

IV signature: _____ **Date:** _____

Assessment centre: _____

You must be able to	Evidence Requirements	Evidence/ Activity Ref No.
<p>1 Prepare for the maintenance of plant and equipment</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Monitor and adhere to hygiene, health and safety and environmental procedures. (b) Access relevant information and instructions, interpret them correctly and evaluate them for impact on operations. (c) Identify what resources will be required and ensure that they are available and fit for use. (d) Access and prepare the work area in a manner which promotes effective and safe work practices. (e) Prioritise your work activities to achieve optimum productivity within the limits of your own contribution. (f) Ensure that maintenance activities are correctly authorised. (g) Establish effective spoken and written communication with your managers and colleagues. (h) Complete the necessary documentation accurately and legibly and process it correctly. 	<p>Evidence of preparing for the maintenance of plant and equipment in accordance with workplace procedures.</p> <p>This must include gathering and interpreting two types of information and instructions eg oral; paper-based; electronic.</p>	

		Evidence Requirements (cont)	
2	<p>Undertake maintenance of plant and equipment</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Monitor and adhere to hygiene, health and safety environmental procedures. (b) Ensure that maintenance activities are undertaken using correct tools, materials, equipment and techniques. (c) Accurately identify defects and discrepancies in components and take the necessary corrective action. (d) Minimise the wastage of consumable items and other materials and dispose of non-reusable materials correctly. (e) Evaluate maintenance activities for effectiveness, seek areas for improvement and make any recommendations for improvements to your immediate line manager. (f) Ensure that work which cannot be completed within the agreed schedule is recorded and reported to the relevant people. (g) Maintain effective spoken and written communication with your managers and colleagues. (h) Complete the necessary documentation accurately and legibly and process it correctly. (i) Leave plant and equipment safe, tidy and fit for future use. 	Evidence of undertaking maintenance of plant and equipment in accordance with workplace procedures.	

Evidence of Performance

Evidence of performance may employ examples of the following assessment:

- ◆ observation
- ◆ written and oral questioning
- ◆ evidence from company systems (eg Food Safety Management System)
- ◆ reviewing the outcomes of work
- ◆ checking any records of documents completed
- ◆ checking accounts of work that the candidate or others have written

Candidate name:		Assessor initials/date
No	Activity	
1		
2		

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You need to know and understand		Evidence
Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.		
K1	What the standards of health and safety and hygiene that you are required to work to are and why it is important that you do so.	
K2	What the limits of your own authority and competence are and why it is important to work within them.	
K3	What the lines and methods of effective communication are and why it is important to use them.	
K4	What the documentation requirements are and why it is important to meet them.	
K5	What the relevant plant and equipment operating systems are and what the maintenance needs are.	
K6	How to access information and resources.	
K7	What to do in situations where the resources are not available or are not fit for use.	
K8	What the possible implications of not undertaking maintenance are.	
K9	What impact maintenance may have on operations.	
K10	What the standards of health and safety and hygiene that you are required to work to are and why it is important that you do so.	
K11	What the limits of your own authority and competence are and why it is important to work within them.	
K12	What the lines and methods of effective communication are and why it is important to use them.	
K13	What the documentation requirements are and why it is important to meet them.	
K14	Which maintenance activities are necessary, when and how to carry them out.	
K15	How to select the correct materials and why it is important to do so.	
K16	What defects and discrepancies are likely to occur and their implications for maintenance.	
K17	What to do if maintenance uncovers unexpected problems.	
K18	How to minimise wastage and why it is important to do so.	
K19	How to leave plant and equipment safe, tidy and fit for future use and why it is important to do so.	
K20	How to dispose of all waste safely and effectively and why it is important to do so.	
K21	How to establish the effectiveness of maintenance activities.	

Notes/Comments

Assessor signature: _____ **Date:** _____