Modification history

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| Release | Comments |
| Release 1 | This version released with FBP Food, Beverage and Pharmaceuticals Training Package version 2.0. |

| FBPOPR2011 | Conduct routine maintenance |
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| Application | This unit of competency describes the skills and knowledge required to inspect equipment and carry out routine maintenance and adjustment using a limited range of hand tools.  This unit applies to individuals who perform routine maintenance in a food and beverage environment. It typically targets the production worker responsible for conducting simple and routine maintenance tasks to support the operation of machines or equipment.  No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.  NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements. |
| Prerequisite Unit | Nil |
| Unit Sector | Operational (OPR) |

| Elements | Performance Criteria |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Conduct routine inspection of plant and equipment | 1.1 Read or listen to work instructions from supervisor and clarify where needed  1.2 Identify work health and safety (WHS) hazards and tell supervisor  1.3 Wear appropriate personal protective equipment (PPE) and ensure correct fit  1.4 Inspect equipment to identify signs of wear  1.5 Assess the nature of maintenance requirement |
| 2. Prepare to conduct routine maintenance | 2.1 Assess the maintenance task to determine tools and services required  2.2 Prepare equipment for maintenance  2.3 Select hand tools according to task requirements  2.4 Check tools before use and report unsafe and faulty items  2.5 Plan and schedule maintenance in consultation with affected work areas to minimise disruption to production |
| 3. Carry out routine maintenance | 3.1 Carry out routine maintenance on equipment  3.2 Report maintenance activities in line with workplace procedures |
| 4. Complete maintenance tasks | 4.1 Return equipment to operating order  4.2 Store tools and materials  4.3 Notify the relevant personnel of maintenance completion  4.4 Maintain a clean and tidy workplace |

| Foundation Skills  This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria. | |
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| Skill | Description |
| Oral communication | * Interact effectively with staff members |
| Get the work done | * Make routine decisions to correct simple and familiar problems * Apply routine fault finding methods to trace and identify equipment faults and implement standard and familiar solutions |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| FBPOPR2011 Conduct routine maintenance | FDFOP2011A Conduct routine maintenance | Updated to meet Standards for Training Packages  Minor changes to Performance Criteria to clarify intent | Equivalent unit |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4 |

| TITLE | Assessment requirements for FBPOPR2011 Conduct routine maintenance |
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| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.  There must be evidence that the individual has safely and effectively conducted routine maintenance on a minimum of two different items of plant and/or equipment, including:   * identifying routine maintenance tasks for machine or equipment * monitoring operation and identifying need for maintenance tasks * carrying out routine maintenance tasks according to workplace procedures * on completion of maintenance tasks, returning equipment to operational order, including confirming that all equipment parts, nuts and bolts are accounted for and correctly tightened * scheduling maintenance tasks that are beyond one's own job role and communicating requirements with affected personnel * selecting and using appropriate tools to undertake routine maintenance within scope of own job role * assessing readiness for returning machine or equipment to operation or referring for further attention * completing maintenance documentation * applying safe work practices and identifying WHS hazards and controls. | |

| Knowledge Evidence |
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| An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:   * systems and programs in place to manage routine maintenance of plant and equipment in the workplace * responsibilities for participating in the maintenance program, including scope of operator responsibilities, roles of others involved in plant and equipment maintenance, and procedures for raising maintenance orders where requirements are outside operator role * basic operating principles of equipment to be maintained * signs and symptoms of faulty equipment and early warning signs of potential problems * basic checks used to confirm the nature of maintenance requirements, including distinguishing between mechanical and electrical faults and identifying probable causes or conditions that may increase maintenance requirements of equipment used * procedures for issuing, maintaining and storing tools used * safe use of hand tools and measuring instrumentation relevant to maintenance responsibilities * lubrication requirements, including requirements to use food grade lubricants as required, and consequences of using incorrect type or amount of lubricants * safe work procedures, including appropriate signage of maintenance activities, use of appropriate personal protective equipment (PPE), and awareness of safety hazards and controls relating to maintenance tasks * methods used to render equipment safe to work on or clean including lock out/tag out and isolation procedures (in some cases this may involve liaising with other maintenance operators) * procedures and inspections to be carried out to confirm that equipment is in operating order and all parts are accounted for * food safety risks arising from poor personal hygiene, cleaning and housekeeping practices and procedures associated with routine maintenance * maintenance planning, scheduling and recording procedures. |

| Assessment Conditions |
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| Assessment of skills must take place under the following conditions:   * physical conditions: * skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace * resources, equipment and materials: * maintenance tools and equipment * operational machinery and equipment * safety equipment * spares and consumables * specifications: * operation procedures * service equipment and maintenance instructions.   Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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