Modification history

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| Release | Comments |
| Release 1 | This version released with MSF Furnishing Training Package release 9.0. |

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| MSFOPS3X2 | Perform repairs and maintenance |
| Application | This unit describes the skills and knowledge required to assess, plan, and carry out repairs on existing installed items. It involves identifying faults, determining a course of action, performing repairs on or off-site, and reinstalling or returning the item to service.  The unit applies to individuals working independently or under limited supervision, requiring problem-solving and decision-making to ensure a quality outcome. Repairs may be performed on items on or off-site and may include uninstalling and reinstalling or receiving damaged product in a workshop for repair and packaging for return to service.  All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.  No licensing, legislative or certification requirements apply to this unit at the time of publication. |
| Pre-requisite Unit | Nil |
| Unit Sector | Operations (OPS) |

| 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. Assess condition of the item | 1.1 Access and interpret the work order or client request to determine the scope of work  1.2 Identify hazards associated with the work and apply risk controls  1.3 Assess the item and surrounding work area to determine and apply temporary solutions to prevent further damage as required  1.4 Systematically inspect the item to identify damage, wear, malfunction, and cosmetic defects  1.5 Identify the materials, construction methods, and operating mechanisms of the item to inform the repair plan  1.6 Determine the likely cause of the fault or failure to inform the repair and prevent recurrence  1.7 Document findings and confirm the repair plan, required resources and timeline with the supervisor or client as required |
| 2. Plan the repair process | 2.1 Select appropriate repair methods and techniques based on the assessment, material type, and extent of damage  2.2 Identify, source, and prepare the necessary tools, equipment, and replacement components or materials and check for serviceability  2.3 Sequence the repair tasks in a logical and efficient order, considering whether the repair will occur on-site or off-site  2.4 Identify potential workplace health and safety hazards associated with the task and apply relevant control measures |
| 3. Carry out repairs | 3.1 Dismantle the item to the extent required for the repair, systematically organising components and fasteners  3.2 Execute the repair plan by rectifying, replacing, or refinishing damaged or faulty components using appropriate techniques  3.3 Use tools and equipment in a safe and efficient manner, according to manufacturer specifications  3.4 Conduct ongoing quality checks throughout the repair process to ensure work meets specification and quality standards |
| 4. Complete and reinstate the item | 4.1 Reassemble the item, ensuring all components are correctly fitted and functional  4.2 Test the operational function of the repaired item to confirm the fault has been rectified and that it is ready to return to service  4.3 Clean the item and the work area, removing all waste and debris according to workplace and environmental procedures  4.4 Reinstall or reinstate the item safely and securely in its designated location, or package and prepare for return  4.5 Conduct a final inspection and operational test and complete required workplace documentation |

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| 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. | |
| Skill | Description |
| Learning | * Locate sources of information to inform repairs |
| Reading | * Interpret information in system technical manuals or manufacturer specifications |
| Writing | * Legibly and accurately fill out workplace documentation when developing a repair plan and recording parts and material used. |
| Oral communication | * Confirm work requirements, make repair recommendations and report work outcomes |
| Numeracy | * Interpret and use mathematical information embedded in specifications, work orders and instructions * Use mathematical information to estimate and measure materials and components, including deviations from specifications |

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| Unit Mapping Information | | | |
| **Code and title current release** | **Code and title previous release** | **Comments** | **Equivalence status** |
| MSFOPS3X2 Perform repairs and maintenance | Not applicable | New unit | Not applicable |

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| Links | Companion Volumes, including Implementation Guides, are available at training.gov.au |

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| TITLE | Assessment requirements for MSFOPS3X2 Perform repairs and maintenance |
| 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 carried out repairs on four items, which must include at least two of the following types of repairs:   * replacement of a faulty, damaged or worn component * upgrading a component * adjusting an operating mechanism * converting a manual item to motorised * repairing structural damage * repairing cosmetic damage * rectifying non-compliance. | |

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| Knowledge Evidence |
| 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:   * workplace procedures for:   workplace health and safety (WHS)  quality assurance  reporting equipment and faults and defects  documenting repair plans  reporting work outcomes  refusing work on product that poses risk to health and safety   * industry and workplace quality requirements:   functionality and tolerances  conformity to product technical specifications or system operating manuals   * characteristics and properties of common materials and their typical failure points * hazards associated with the work and appropriate risk controls   hygiene/cleanliness of product for repair and maintenance  sharp edges on broken/damaged parts  electrical safety when working on automated items   * common repair techniques, including:   temporary/make-safe solutions to prevent further damage or harm  replacement of a faulty, damaged or worn component  upgrading a component  adjusting an operating mechanism  repairing structural damage  repairing cosmetic damage  rectifying non-compliance  testing operational performance   * tools, materials and equipment, including personal protective equipment (PPE) commonly used to perform repairs and maintenance * protection of items during movement or transport to prevent further damage before and after repair work * installation and fitting techniques for repaired items. |

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| Assessment Conditions |
| Assessment of the skills in this unit of competency must take place under the following conditions:   * physical conditions:   assessment must occur in the workplace, or in a simulated environment that accurately reflects workplace conditions and contingencies   * resources, equipment and materials:   materials and componentry to perform repairs  hardware, fixings, fittings and fasteners  PPE applicable to job requirements  tools and equipment applicable to job requirements  repair plan template   * specifications:   WHS documentation specific to working on or offsite  work orders  workplace procedures  supplier instructions, manufacturer specifications or system technical manuals   * relationships:   supervisor  client.  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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