

## ASTPC306

### Co-ordinate provision of equipment for maintenance and caretaking



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#### Overview

This unit is designed to assess the Property and Caretaking Supervisor's competence in obtaining, deploying and maintaining equipment for use in caretaking and routine maintenance in a safe, working condition.

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### Performance criteria

#### Requisition and plan the deployment of equipment and associated supplies on sites

*You must be able to:*

- P1 make sure sufficient equipment, tools and associated supplies of the appropriate types are requisitioned and deployed on sites to meet requirements
- P2 make sure records of equipment use, servicing and use of associated supplies are established and maintained accurately
- P3 establish contingency arrangements that allow for planned servicing of equipment, exceptional variances in the use of supplies and breakdowns or loss of tools and equipment
- P4 clearly explain to users methods of operation, limitations of use and requirements for routine maintenance of equipment
- P5 explain to users procedures and responsibilities for the safe use, care, routine maintenance and storage of equipment, tools and associated supplies in accordance with organisational and statutory requirements
- P6 make sure appropriate training by a competent authority is provided for users where required to comply with legal, contractual and organisational requirements
- P7 make sure hazards to users and other affected parties are assessed accurately, potential risks identified and appropriate procedures and safeguards which will minimise risk are specified and explained clearly
- P8 ensure equipment, tools and associated supplies which are no longer fit for purpose or required are withdrawn promptly and dealt with in accordance with organisational procedures

#### Maintain equipment

*You must be able to:*

- P9 establish a programme of inspection, maintenance and testing which maximises the efficiency, safety and continued utilisation of equipment
- P10 make sure regular checks are made to verify that maintenance and inspection is carried out in accordance with suppliers recommendations and organisational procedures
- P11 report non-compliance with servicing and maintenance schedules promptly to decision makers
- P12 replace unserviceable equipment and components promptly in accordance with organisational procedures
- P13 make sure recurring problems in maintaining equipment in effective and safe operating condition are fully investigated, causes identified and appropriate and clear recommendations are made to decision makers

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### Knowledge and understanding

*You need to know and understand:*

### Requisition and plan the deployment of equipment and associated supplies on sites

- K1 how to establish and maintain a requisition, deployment and utilisation recording system
- K2 how to establish contingency arrangements
- K3 how to identify training needs
- K4 how to assess hazards
- K5 the types and uses of equipment and associated supplies
- K6 the different types of recording systems
- K7 the different types of hazard
- K8 safe working practices
- K9 organisational and statutory requirements
- K10 the different sources of training

### Maintain equipment

*You need to know and understand:*

- K11 how to establish and monitor programmes of maintenance, inspection and testing
- K12 how to maintain the cost-effective operation of plant and equipment
- K13 how to brief personnel
- K14 how to investigate and report on persistent problems with equipment
- K15 suppliers', organisational and statutory requirements for maintenance, inspection and testing of plant and equipment
- K16 the types of maintenance programme
- K17 the types and sources of personnel for maintenance and inspection

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