

U31701: Check and maintain equipment

Unit Descriptor:

This unit deals with skills and knowledge required to perform regular basic maintenance on equipment used within the Entertainment and Events Technology industries.

ELEMENT	PERFORMANCE CRITERIA
<i>To be competent you must achieve the following:</i>	
1. Conduct regular checks	<p>1.1 Periodically work is undertaken to restore equipment to optimum working conditions.</p> <p>1.2 Equipment and accessories are cleaned and maintained in accordance with enterprise requirements and maintenance instructions.</p> <p>1.3 Spares are checked and replaced in accordance with enterprise requirements and manufacturer's instructions.</p> <p>1.4 Equipment safety checks are safely conducted in accordance with manufacturer's instructions.</p> <p>1.5 The status of all components checked, maintained and/or replaced is recorded or reported.</p>
2. Maintain equipment	<p>2.1 Complex maintenance activities are referred to technical specialists in consultation with the relevant personnel.</p> <p>2.2 Maintenance documentation is completed according to enterprise procedures and copies are provided to the relevant personnel.</p> <p>2.3 Equipment is safely shutdown and isolated where necessary, following manufacturer's instructions and enterprise procedures.</p>

- 2.4 Labels are written and attached to faulty equipment in accordance with organisational procedures.
- 2.5 Documentation is completed according to enterprise procedures and copies are provided to the **relevant personnel**.

RANGE STATEMENT

You must cover the items below

A. Equipment (at least 1)

- (i) light equipment
- (ii) audio equipment
- (iii) audiovisual equipment
- (iv) stage elements

B. Relevant personnel (at least 2)

- (i) supervisor
- (ii) head of department
- (iii) technicians

UNDERPINNING KNOWLEDGE AND SKILLS

1. Common maintenance needs and schedules of the range of equipment in use.
2. Fault detection techniques.
3. Maintenance and other relevant reports.
4. Typical equipment and wiring reports.
5. Typical equipment and wiring faults.
6. Relevant occupational health and safety legislation.
7. Demonstrate manual dexterity .
8. Read and interpret service documentation and manuals.
9. Work safely.
10. Communicate effectively.
11. Equipment and cleaning agents.
12. Cleaning and maintenance techniques.

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

You must provide evidence that shows you have done this over a sufficient period of time for your assessor to consider that you are competent. You have to prove that you can meet all of the performance criteria on at least two (2) occasions. This evidence must come from working in the Entertainment and Events Technology industry.

It is essential that competence be observed in the following aspects:

- conduct checks and maintain entertainment and events technology equipment
- interpret manufacturer's instructions and job specifications
- demonstrate knowledge and application of relevant occupational health and safety legislation
- consultatively deal with difficult situations and make appropriate referrals
- comply with all documentation and reporting requirements

(2) Methods of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts. Assessment should be by direct observation of tasks and/or samples of work and questioning on underpinning knowledge.

- direct observation
- oral questioning
- written test
- testimonials from clients
- evaluation of qualifications/portfolio/awards/resume/workplace documents
- authenticated assessments and/or assignments from relevant training courses
- supporting statement from supervisor or previous employer

Assessment methods should closely reflect workplace demands and the needs of particular groups (e.g. people with disabilities and people who may have literacy or numeracy difficulties).

(3) Context of Assessment

Assessment may take place on the job, off the job or a combination of both of these. However, assessment of this unit would most effectively be undertaken on the job due to the specific workplace environment requirements. Off the job assessment must be undertaken in a closely simulated workplace environment.