

Training Package	Metal and Engineering (MEM98)			HSC Requirements and Advice
Title	Use hand tools			
Unit code	Unit Weight	Field	Band	HSC Indicative Hours
MEM18.1AB	2	Maintenance & diagnostics	Specialisation band A	

Evidence Guide		HSC Requirements and Advice
Assessment context	This unit may be assessed on the job, off the job, or a combination of both on and off the job. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.	Key Terms and Concepts <ul style="list-style-type: none"> • faults • hand tool applications • hand tools • hazards • maintenance • manufacturers' standards • occupational health and safety (OHS) • personal protective equipment (PPE) • reporting and recording • safety procedures • safe work practices • standard operating procedures (SOP) • storage • safe work practices.
Assessment conditions	<p>The candidate will have access to:</p> <ul style="list-style-type: none"> • all tools, equipment, materials and documentation required. <p>The candidate will be permitted to refer to the following documents:</p> <ul style="list-style-type: none"> • any relevant workplace procedures • any relevant product and manufacturing specifications • any relevant codes, standards, manuals and reference materials. <p>The candidate will be required to:</p> <ul style="list-style-type: none"> • orally, or by other methods of communication, answer questions put by the assessor • identify colleagues who can be approached for the collection of competency evidence where appropriate • present evidence of credit for any off-job training related to this unit. <p>Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge.</p>	
Critical aspects	This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with the use of hand tools or other units requiring the exercise of the skills and knowledge covered by this unit. Competency in this unit cannot be claimed until all prerequisites have been satisfied.	

Evidence Guide		HSC Requirements and Advice
Special notes	<p>During assessment the individual will:</p> <ul style="list-style-type: none"> • demonstrate safe working practices at all times; • communicate information about processes, events or tasks being undertaken to ensure a safe and efficient working environment; • take responsibility for the quality of their own work; • plan tasks in all situations and review task requirements as appropriate; • perform all tasks in accordance with standard operating procedures; • perform all tasks to specification; • use accepted engineering techniques, practices, processes and workplace procedures. <p>Tasks involved will be completed within reasonable timeframes relating to typical workplace activities.</p>	

<p>Range Statement</p> <p>Work undertaken autonomously or in a team environment using predetermined standards of quality, safety and workshop procedures involving the use of various hand tools, including but not limited to hacksaws, hammers, punches, screwdrivers, sockets, wrenches, scrapers, chisels, gouges, wood planes and files of all cross-sectional shapes and types.</p> <p>Applications may include hand tools used for adjusting, dismantling, assembling and finishing of items or components and the finishing, cutting, scraping of metallic and non-metallic material to size and shape. This includes simple tapping and threading.</p> <p>Routine maintenance tasks may include cleaning, lubricating, tightening, simple tool repairs, hand sharpening and adjustments using engineering principles, tools, equipment and procedures.</p> <p>This unit should not be selected if the hand tool is dedicated to a single operation or machine and if only a machine specific/customised tool is used.</p> <p>For using power tools used for hand held operations see Unit 18.2A (Use power tools/hand held operations).</p>

Element	Performance Criteria	Assessor Guide		HSC Requirements and Advice
		To observe that	To confirm that	
1 Use hand tools	1.1 Appropriate hand tools selected according to the task requirements.	The appropriate hand tools are selected in accordance with the task requirements.	<p>The task(s) to be performed can be identified.</p> <p>The appropriate hand tools for the task(s) to be performed can be selected from a range of hand tools provided.</p> <p>The reasons for selecting the chosen hand tools can be explained.</p>	<p>Learning experiences for the HSC must address:</p> <p>An awareness of the function of hand tools including:</p> <ul style="list-style-type: none"> • name • characteristics • purpose.
	1.2 Hand tools used to produce desired outcomes to job specifications which may include finish, tension, size or shape.	The appropriate hand tools are used to produce the desired outcomes to job specifications.	<p>The outcomes to be achieved by the use of hand tools can be identified.</p> <p>The job specifications to be achieved by the use of hand tools can be identified.</p>	<p>Learning experiences for the HSC must address:</p> <p>Knowledge of the use of hand tools in:</p> <ul style="list-style-type: none"> • staging • scenery • props • costumes.
	1.3 All safety requirements are adhered to before, during and after use.	All safety procedures are followed at all times and appropriate personal protective clothing and safety equipment are used.	<p>The safety procedures to be followed before, during and after the use of hand tools can be identified.</p> <p>The personal protective clothing and safety equipment to be used when using hand tools can be identified.</p>	<p>Learning experiences for the HSC must address:</p> <p>A basic understanding of occupational health and safety (OHS) legislation.</p> <p>Awareness of a range of personal protective equipment (PPE) including:</p> <ul style="list-style-type: none"> • footwear • head protection • gloves • protective clothing • respirator • face mask • hearing protection • eye protection <p>Safe work practices for using tools and equipment including:</p> <ul style="list-style-type: none"> • following standard operating procedures (SOP) before, during and after use • hazard and risk control • correct manual handling • handling, application and storage of hazardous substances

Element	Performance Criteria	Assessor Guide		HSC Requirements and Advice
		To observe that	To confirm that	
				<ul style="list-style-type: none"> • appropriate use of PPE • regular servicing and maintenance of tools and equipment • selection of appropriate tool for use.
	1.4 Unsafe or faulty tools identified and marked for repair according to designated procedures before, during and after use.	Where appropriate, unsafe or faulty tools identified before, during or after use are marked for repair in accordance with standard operating procedures.	<p>Common faults and/or defects in hand tools can be identified.</p> <p>The procedures for marking unsafe or faulty tools for repair can be given.</p>	<p>Learning experiences for the HSC must address:</p> <p>Identification of faulty tools and equipment including:</p> <ul style="list-style-type: none"> • malfunctions • broken or missing components including safety guards • unusual noise/vibration/smell • damage to job.
	1.5 Routine maintenance of tools, including hand sharpening undertaken according to standard operational procedures, principles and techniques.	Where appropriate, hand tools are maintained/sharpened using appropriate techniques in accordance with standard operating procedures.	<p>The routine maintenance requirements of a range of hand tools can be identified. The procedures for maintaining/sharpening a range of hand tools can be identified.</p> <p>The techniques to be used in maintaining/sharpening a range of hand tools can be identified.</p>	<p>Learning experiences for the HSC must address:</p> <p>Awareness of routine maintenance requirements including:</p> <ul style="list-style-type: none"> • lubrication • safety checks • cleaning and decontamination • tightening and adjustment • replacement of consumable components • repair/replacement of worn, malfunctioning or damaged components/parts • sharpening. <p>Maintenance records including:</p> <ul style="list-style-type: none"> • manual • electronic.
	1.6 Hand tools are stored safely in appropriate location according to standard operational procedures and manufacturer's recommendations.	All hand tools are safely stored in the appropriate location in accordance with manufacturer's/standard operating procedures.	<p>The storage location of a range of hand tools can be identified.</p> <p>The procedures for storing a range of hand tools can be identified.</p>	<p>Learning experiences for the HSC must address:</p> <p>Issues relating to the storage of hand tools and equipment including:</p> <ul style="list-style-type: none"> • security • climatic effects • OHS considerations • stability • ease of access. <p>Knowledge of methods by which hand tools are catalogued and accessed during production.</p>