

Golf Course Supervisor

UNIT 25

Prepare for and maintain equipment and machines

Overview

The aim of this unit is to provide the learner with the knowledge, understanding and skills required to maintain and repair equipment and machines. Maintenance may also be required due to equipment malfunction. The unit covers manual (hand operated) and mechanical (engine drive) equipment and machines.

	Learner Outcomes		Assessment Criteria
	The learner will:		The learner can:
1	be able to prepare equipment and machines for maintenance	1.1	obtain the relevant information and authorisation for the maintenance procedure e.g. manual/maintenance
		1.2	identify the equipment and machines requiring maintenance e.g. routine and breakdown
		1.3	make sure the equipment and machines for maintenance are safe and completely isolated from the power source
		1.4	keep the work area safe and in a condition suitable for the maintenance procedure
		1.5	obtain the appropriate tools and materials for the maintenance procedures
		1.6	complete the preparation of equipment and machines for maintenance in accordance with manufacturers instructions e.g. manual/mechanical
		1.7	identify the relevant components for disassembly and re-assembly
2	be able to maintain and repair equipment and machines	2.1	assess the maintenance requirements based on the condition and use of the equipment and machines

		2.2	identify, remove and replace worn and damaged components in accordance with manufacturers instructions
		2.3	where replacement components are unavailable, safely store the equipment and machinery and take appropriate action to obtain the suitable replacements
		2.4	carry out the maintenance in accordance with manufacturers instructions, standard procedure and legislation
		2.5	identify the need for expert advice and assistance and promptly refer this matter to the appropriate member of staff
		2.6	make sure that stored equipment and machines are safe, secure and appropriately protected from any adverse conditions
		2.7	carry out the correct tests on completion of the maintenance procedure to confirm the machinery is returned to good working order
3	know and understand how to prepare equipment and machines for maintenance	3.1	explain the purpose of a maintenance schedule plan <ul style="list-style-type: none"> • routine • breakdown
		3.2	justify circumstances in which authorisation must be obtained prior to maintenance
		3.3	research information required for the maintenance procedure and how it should be obtained
		3.4	describe methods for preparing equipment and machines <ul style="list-style-type: none"> • manual • mechanical
		3.5	investigate the dangers created by stored energy and how these should be responded to during the preparation stage

		3.6	evaluate hazardous chemicals and substances which may be present and ways in which they should be dealt with
		3.7	select the type of tools, equipment and materials required for the maintenance procedure <ul style="list-style-type: none"> • hand tools • power tools
		3.8	describe the ways and reason for making equipment and machinery for disassembly and reassembly purposes
		3.9	describe the location of stored equipment and any associated components
4	know and understand how to maintain and repair equipment and machines	4.1	describe methods for the diagnosis of faults and the identification of the root cause
		4.2	give a range of routine maintenance requirements and why these must be adhered to
		4.3	analyse factors which impact on the value of continuing with the procedure such as cost of repair, estimated working life, immediate needs for the equipment/machinery use
		4.4	describe the reasons and methods for maintaining equipment and machines
		4.5	investigate the possible consequences of not maintaining equipment and machines
		4.6	investigate legislative requirements relating to the maintenance of equipment and machinery and the work area
		4.7	give a range of components that require periodic replacement and the reasons for this
		4.8	describe procedures for obtaining replacement components
		4.9	describe safe and appropriate methods of storing equipment and machinery

		4.10	describe how and where to obtain expert advice in relation to maintenance
		4.11	describe the necessary post maintenance checks
		4.12	describe how to keep appropriate records