



Assist with the Maintenance of Equipment

Guidance Notes

Page 1 – For this question, your task is to identify different tools or machinery that need to be maintained. If you have any tools or pieces of machinery you have at home, then you could use these as part of this unit.

For the first part of this unit you need to write down the chosen piece of machinery or tool. For example, a chainsaw.

1.1 This question is asking what the safety requirements are when carrying out maintenance to a tool or piece of machinery. Think about what you are going to be doing and any possible dangers or hazards that could be caused. For example, if you were maintaining a chainsaw you need to think about the sharp teeth of the saw and handle it when wearing gloves.

1.2 – The next question is asking about maintaining a safe working environment and why is it important to do so? Think about the area you will be carrying out the maintenance and is it safe to do so? For example, make sure the work area is safe and clear of any obstacles.

1.3 – This next question is looking at the different tools and materials you will need to carry out the maintenance safely and correctly. Think about any pieces that may need to be replaced and any oil or lubricants that need to be cleaned or changed.

Page 2 – For this section you will require to maintain your piece of equipment and take a photo doing so. If you do not have any pieces of equipment to maintain we will carry this out when you return to CAST.

Page 3 – this page is for your tutor to complete when you return to CAST.

Page 4 & 5– The next part is to carry out the maintenance on two different pieces of equipment. Again, if you do not have any pieces of equipment to maintain we will carry out this activity when you return to CAST.

Page 6 – 2.2 – This question is asking what you should do with the tools once you have carried out the maintenance. Try to include how they should be stored and if they are required to have any guards or lubricants applied.

Page 7 – The table on page 7 is to be completed by your tutor when you return to CAST. It is based on how you carry out the activity and doing so safely and to a good standard.

Page 8 & 9 – The next two pages focus on different legislation based around using tools and machinery within the workplace. The two handouts provided will help give you a better understanding of the acronyms.

Page 10 – The photo required for page 10 is about identifying any hazards that you may encounter while carrying out the maintenance activity. Take a picture of this and when you return to CAST, we will stick this in your portfolio. Alternatively, we will carry out the activity when you return to CAST.

Page 11 – The final section of the booklet is looking at dealing with any waste that has been created during the activity. There are 4 subheadings and for each one you must identify how to dispose of waste correctly. For example, oil or hazardous waste will be taken to a specialist recycling centre to be disposed of correctly and safely.

Page 12 – This final page is to be completed by your tutor upon your return to CAST.

If you need any help just get in touch and we will be happy to help. Good luck!