

**Unit ID: 748**

**Domain**

**POSTAL OPERATIONS**

**Title:**

**Use, check and maintain mechanical equipment and work area as part of postal operations**

**Level: 2**

**Credits: 10**

### **Purpose**

This unit standard specifies the competency required to use, check and maintain work mechanical equipment and work area as part of postal operations. It includes checking and reporting on work area and equipment operational capability; safely operating mechanical equipment; conducting routine equipment maintenance and performing housekeeping tasks; and securing and storing mechanical equipment. This unit standard is intended for those who work in postal service operations.

### **Special Notes**

1. Entry information

Prerequisite:

- Unit 737 *Follow safety and security work procedures in a postal services environment*  
or demonstrated equivalent knowledge and skills.

2. Operators of mechanised equipment must have undertaken training where appropriate; hold the relevant licence, permit or certificate; be recognised as competent for the class of machinery being used.

3. Assessment evidence may be collected from a real workplace, or simulated real workplace or an appropriate simulated realistic environment in which postal operations are carried out.

4. Mechanical equipment may include but is not limited to: mechanical handling and lifting equipment; small plant such as motorised drills and saws.

5. Personal protective equipment may include but is not limited to: gloves; safety headwear and footwear; safety glasses; two-way radios; protective clothing; high visibility clothing.

6. Regulations and legislation relevant to this unit standard include the following:

- Namibia Post and Telecommunications Establishment Act, No. 17 of 1992
- Labour Act, No. 11 of 2007
- Social Security Act, No. 34 of 1994
- Financial Intelligence Act, No. 3 of 2007
- National Road Traffic Act, No. 22 of 1999; Chapter 6 part 4 (Hazardous goods)
- Occupational Health and Safety Regulations No. 18, 1997

and all subsequent amendments to any of the above.

### **Quality Assurance Requirements**

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website [www.nta.com.na](http://www.nta.com.na)

### **Elements and Performance Criteria**

#### **Element 1: Check and report on condition of mechanical equipment and work area**

##### **Range**

Equipment checking includes but is not limited to: making sure it is free from damage, leaks and obstructions that may risk safety or limit operational capability; safety and operational capability checks.

Operational checks include but are not limited to: operating or checking the functionality of various pieces of safety and component equipment (where applicable).

Adjustments to equipment may include but are not limited to: details of faulty equipment or specific components; results of testing; details of repair and maintenance work to be undertaken.

Reports on faulty equipment may include but are not limited to: workplace personnel; supervisors and managers; equipment manufacturers; site visitors; contractors; official representatives.

##### **Performance Criteria**

- 1.1 Work area and mechanical equipment are checked prior to start-up in line with company procedures.
- 1.2 Aspects of mechanical equipment or work area found to be outside safety and workplace specifications are reported to designated persons for appropriate action in line with company procedures.
- 1.3 Mechanical equipment and components are tested after start-up in line with manufacturer's specifications and company procedures.
- 1.4 Warning systems are checked for operational effectiveness in line with company procedures.
- 1.5 Necessary adjustments to mechanical equipment are made to ensure efficient operation, according to manufacturer's instructions and company procedures.
- 1.6 Faulty mechanical equipment is reported to relevant persons to ensure equipment is safe and effective to use in line with company procedures.

## **Element 2: Safely operate mechanical equipment**

### **Range**

Hazards in the work area include but are not limited to: chemicals; dangerous or hazardous substances; movements of equipment, goods and materials; fire or explosion; faulty equipment or tools.

Environmental hazards may include but are not limited to: leaking oil and fuel; inappropriate disposal of fluids in drains or sewerage systems; inappropriate disposal of waste.

### **Performance Criteria**

- 2.1 Hazards, including environmental hazards are identified, eliminated or controlled to ensure safe working conditions in line with company procedures.
- 2.2 Appropriate personal safety protection measures are used to minimise hazards and the risk of injury to operator in line with company procedures.
- 2.3 Mechanical equipment is safely operated in line with manufacturer's requirements and company procedures.

## **Element 3: Conduct routine maintenance on mechanical equipment**

### **Range**

Materials may include but are not limited to: servicing materials such as lubricants; coolants; filters; fuses; globes; spare parts and other consumables.

### **Performance Criteria**

- 3.1 Materials used in routine maintenance of mechanical equipment are identified in line with company procedures.
- 3.2 Mechanical equipment is cleaned and maintained to ensure optimum functionality in line with manufacturer's instructions and company procedures.
- 3.3 Faults that may affect the safe operation of mechanical equipment are reported to the appropriate personnel for rectification in line with company procedures.

## **Element 4: Secure and store mechanical equipment**

### **Performance Criteria**

- 4.1 Mechanical equipment is handled and transported in a safe, secure and efficient manner to minimise risk of injury to personnel and damage to equipment in line with company procedures.
- 4.2 Mechanical equipment is stored and secured to prevent damage and loss in line with company procedures.

## **Element 5: Clean work area**

### **Performance Criteria**

- 5.1 Work site is checked for cleanliness and operational safety in line with company procedures.
- 5.2 Work area is cleaned in line with company procedures.

5.3 Safety and maintenance issues identified in work area are reported to supervisor in line with company procedures.

### **Registration Data**

<b>Subfield:</b>	Postal Services
<b>Date first registered:</b>	
<b>Date this version registered:</b>	
<b>Anticipated review:</b>	
<b>Body responsible for review:</b>	Namibia Training Authority