

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Common Competency

Title	Draw up procedure of housekeeping in motor vehicle environments
Code	108783L1
Range	This unit of competency is about the routine maintenance of the workplace, carrying out basic, non-specialist checks of relevant workplace equipment, cleaning the work area and using resources as directed.
Level	1
Credit	1 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Personal Protective Equipment)</p> <ul style="list-style-type: none"> • Know to select and use suitable personal protective equipment throughout all housekeeping and equipment maintenance activities. <p>2. Performance (draw up housekeeping in motor vehicle environments)</p> <ul style="list-style-type: none"> • Select and use cleaning equipment which is of the right type and suitable for the task. • Use resources as directed and for their intended purpose only following workplace procedures. • Follow workplace policies, schedules and manufacturers' instructions when cleaning and maintaining equipment. • Ensure your equipment maintenance activities keep your equipment fit for purpose. • Clean the work area(s), for which you are responsible, at the specified time and frequency. • Store your equipment in a safe manner which permits ease of access and identification for use. • Carry out housekeeping activities safely which minimises inconvenience to customers and staff. • Ensure your housekeeping activities keep your work area clean and free from debris and waste materials. • Dispose of used cleaning agents, materials and debris to comply with relevant legal, environmental and workplace requirements. • Report any faulty or damaged equipment to the relevant person(s) clearly and promptly. • Report any anticipated delays in completion to the relevant person(s) promptly.
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are that the practitioner being assessed shall prove that he/she is:</p> <ul style="list-style-type: none"> • Capable of effectively using suitable personal protective equipment; and • Capable of using resources to carry out housekeeping activities effectively and safely.
Remark	