

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Common Competency

Title	Establish equipment management system
Code	108791L5
Range	This unit of competency is applicable to sizable vehicle servicing workshops, parts warehouses. Practitioners should be able to understand the operation of various workplaces, the characteristics and potential risk of individual equipment. They should establish appropriate management system according to the actual situation of the organisation to provide reliable equipment for the workplaces.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Equipment provided in the workplaces)</p> <ul style="list-style-type: none"> • Good understanding of the equipment provided in the workplaces and their functions, and identify those governed by the regulations listed out in the column "Remarks" below; and understand the respective provisions of the ordinances. • Good understanding of the potential risks of individual equipment (e.g. load-carrying facilities, lifting equipment). • Good understanding of the equipment that are critical or irreplaceable. <p>2. Performance (Formulate equipment management plan for the workplaces)</p> <ul style="list-style-type: none"> • Capable of listing out the equipment in different workplaces such as testing instruments, vehicle lifting equipment, specialised computer and software for inspection and maintenance purposes, special tools. • Capable of formulating equipment management plan for the workplace according to actual organisational needs and the established list of equipment while taking into account the factors of significance, complexity, servicing time required, stability, replacement alternative for example: <ul style="list-style-type: none"> ○ Budgeting for maintenance ○ Arranging for testing and commissioning ○ Define access authority ○ Plan for cleaning, maintenance and routine inspection procedure ○ Select maintenance scheme ○ Plan for training in operation and maintenance ○ Monitor maintenance record ○ Audit the obsolete equipment reports ○ Define system for the purchase, storage, utilisation/replacement, obsolescence for consumables • Whenever necessary, conduct detail analysis on critical and complicated equipment by retrieving major parameters such as utilisation rate, mean down-time, consumable expenditure, maintenance expenditure, servicing time required; monitor and suggest improvement proposals to enhance stability. • Conduct risk assessment for specialised computer system for inspection and maintenance purposes so as to formulate contingency plan; for example, prepare data back-up, operate without computer. • Establish management procedure to ensure that the equipment (e.g. jacks and vehicle lifting equipment) abided by regulations confirm with statutory requirements. • Establish environmental protection practice to achieve the results of energy saving, waste minimisation.

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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 grasp the specific functions, significance, stability and potential risks of the equipment in different workplaces; • Capable of formulating an appropriate equipment management plan with regard to actual organisational situation, such as the expenditure on maintenance, cleaning and inspection, access authority, servicing, consumables; • Capable of conducting detail analysis on complicated or critical equipment to enhance the stability when necessary; and • Capable of ensuring the operation of the equipment complying with respective statutory requirements.
Remark	<p>The respective legislations/rules involved in this unit of competency are as follows:</p> <ul style="list-style-type: none"> • Factories and Industrial Undertakings (Spraying of flammable liquids) Regulations • Factories and Industrial Undertakings (Dangerous Substances) Regulations • Dangerous Goods Ordinance • Gas Safety Ordinance • Factories and Industrial Undertakings (Lifting appliances and Lifting Gear) Regulations • Factories and Industrial Undertakings (Asbestos) Regulations • Occupational Safety and Health Ordinance • Code of Practice on Control of Air Impurities (Chemical Substances) in the Workplace