

1. Title	Supervise equipment maintenance work to ensure its quality, standard and efficiency
2. Code	EMCUMA401A
3. Range	Supervise, coordinate and support the maintenance working team to perform the repair work for electrical and mechanical engineering equipment.
4. Level	4
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Procedures, standard and requirements for repairing engineering equipment</p> <ul style="list-style-type: none"> <li>◆ Understand the general procedures, standard and requirements for repairing engineering equipment, and analyze and set the procedures, standard and requirements for repairing them according to the repairing instructions and knowledge of relevant repairing techniques</li> </ul> <p>6.2 Supervise equipment maintenance work to ensure its quality</p> <ul style="list-style-type: none"> <li>◆ Support and coordinate the repair work <ul style="list-style-type: none"> <li>• Support the repair work technically and in the aspect of resource allocation</li> <li>• Coordinate all items of repair and pay attention to the progress of crucial procedures</li> </ul> </li> <li>◆ Monitor the repair work <ul style="list-style-type: none"> <li>• Check randomly the repair quality according to the importance of procedure</li> <li>• Take appropriate steps to rectify the repair work not up to the standard, and ensure that rectification continues to be effective and the job can be finished in time</li> </ul> </li> <li>◆ Purchase suitable tools and equipment to enhance the repairing efficiency <ul style="list-style-type: none"> <li>• Apply repairing procedures and techniques, and purchase adequate suitable repairing tools and equipment to enhance the repairing efficiency</li> <li>• Formulate and implement repairing tools and equipment maintenance plan</li> </ul> </li> <li>◆ Maintain good human resources management, time management and interpersonal relationship <ul style="list-style-type: none"> <li>• Analyze and formulate manpower training plans</li> <li>• Implement good time management</li> <li>• Maintain good interpersonal relationship</li> </ul> </li> </ul>

7. Assessment Criteria	The integrated outcome requirement of this unit of competency is:  (i) Capable to support, coordinate and monitor effectively the implementation of repair work; work out methods to ensure the quality, standard and efficiency of the repair work; formulate long-term plans for equipment maintenance with human resources concerned; and maintain good staff interpersonal relationship.
8. Remarks	The credit value of this unit of competency is set on the presumption that the person already possesses basic management knowledge