

Workplace Performance Record

Unit/s of Competency	MEM18018C - Maintain Pneumatic System Components MEM18019B - Maintain Pneumatic Systems MEM18020B - Maintain Hydraulic System Components MEM18021B - Maintain Hydraulic Systems		MEM18052B – Maintain Fluid Power Systems for Mobile Plant AURTTA006 – Inspect and Service Hydraulic Systems AURTTA013 – Diagnose and Repair Hydraulic Systems LMTCG3003A – Assist in Overhauling or Repairing Cotton Ginning Fluid Power Equipment	
Trainee Name		Workplace		
Workplace Supervisor		Best time to contact supervisor		
Supervisor contact Phone number				
Supervisor: Please read the following and discuss with the trainee. Please only check the items that the trainee has actually completed under your supervision. The trainee should have been able to complete the task with minimal supervision and it should be to the site standards.		Trainee: Please read the following and write examples of the work you have done which show these competencies. Add a brief example of completed tasks for each line (hydraulic or pneumatic), use different examples to show a variety of tasks and skills. More room is available at the bottom of this form. Complete one form for each supervisor.		
Performance Criteria – Does the employee		Yes	No	Work Examples (Trainee to complete)
1. Prepare to inspect / diagnose systems				
Isolate (tag or lock) hydraulic / pneumatic systems / stabilising machines, and discharge stored pressure before commencing work on high pressure systems?		<input type="checkbox"/>	<input type="checkbox"/>	
Understand processes and procedures if the system / equipment is to be inspected?		<input type="checkbox"/>	<input type="checkbox"/>	
2. Check components/system operation				
Identify hydraulic / pneumatic system components and prepare them for maintenance or repairs?		<input type="checkbox"/>	<input type="checkbox"/>	
Understand the function of each component in the nominated system(s) in order to test or repair?		<input type="checkbox"/>	<input type="checkbox"/>	
Correctly inspect and repair or replace components as necessary?		<input type="checkbox"/>	<input type="checkbox"/>	
Correctly test and inspect component and system operation?		<input type="checkbox"/>	<input type="checkbox"/>	
Use fluid power principles and visual inspections to identify and confirm faulty hydraulic / pneumatic components? (including consultation with operators, trades, shift reports, etc)		<input type="checkbox"/>	<input type="checkbox"/>	
Use appropriate test equipment to test and confirm faulty systems and components?		<input type="checkbox"/>	<input type="checkbox"/>	

Initiate the repair/overhaul of the system when required?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Repair / overhaul components / system			
Disconnect and remove components from systems using correct techniques, tools and principles, confirms tool & equipment serviceability?	<input type="checkbox"/>	<input type="checkbox"/>	
Dismantle and examine components for repair or replacement?	<input type="checkbox"/>	<input type="checkbox"/>	
Repair faulty components as per manufacturer's specifications?	<input type="checkbox"/>	<input type="checkbox"/>	
Select replacement parts from OEM or manufacturer's documentation / catalogues?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Replace & recommission components / systems			
Install and test replaced or repaired components as per specifications?	<input type="checkbox"/>	<input type="checkbox"/>	
Check operation of system is correct after replacing components?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Service & maintain systems / components			
Access and interprets servicing / maintenance information?			
Performs preventative maintenance / service tasks as per requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
Completes preventive maintenance tasks, including obvious repairs / adjustments to manufacturer's specifications, confirms system operation after servicing?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Complete the work process			
Carry out follow up procedures as required?	<input type="checkbox"/>	<input type="checkbox"/>	
Complete service / shift reports using standard operating procedures?	<input type="checkbox"/>	<input type="checkbox"/>	
Understand workplace quality practices?	<input type="checkbox"/>	<input type="checkbox"/>	
Understand workplace procedures and practices?	<input type="checkbox"/>	<input type="checkbox"/>	
Communicate within the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	
Signed By Workplace Supervisor			Date:
Comments:			
Please return with copies of any qualification/trade certificates etc			