

Domain	OPERATE MACHINERY, TOOLS AND EQUIPMENT	Unit ID:	1381
Title:	Use and maintain hand and power farm tools		
Level:2			Credits: 2

Purpose

This unit standard specifies the competencies required to use hand and power farm tools. It specifies competencies required to:

- Identify and select tools
- Use tools
- Carry out post use operations.

This unit standard is intended for people who work in agriculture as well as people in other occupations that work with hand or power tools.

Special Notes

1. Entry information:

Prerequisites:

- None

2. This unit standard is to be delivered and assessed in the context of agricultural operations and can be assessed in conjunction with other relevant technical unit standards.

3. The evidence required to demonstrate competency in this unit must be relevant to workplace operations.

4. Assessment evidence may be collected from a real workplace or an appropriate simulated environment in which agricultural operations are carried out.

5. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with manufacturers' guidelines and instructions.

6. Glossary of terms

- '*Hand tools*' may include but are not limited to spanners, wrenches, crow bars, picks, mattocks, shovels, bolt cutters, chisels, hacksaws, handsaws, hammers, mallets, measuring tapes, snips, pliers, sealant gun, spirit level, straight edge, soldering irons, files, scribes, pop riveters, punches, sockets, wire cutters, wire strainers, rakes, hoes and string lines.
- '*Power supply*' may include but is not limited to electricity.
- '*Power tools*' may include but are not limited to drills, screwdrivers and angle or bench grinders.
- '*Workplace procedures*' may include but are not limited to work notes and plans, product labels, manufacturer's specifications, operator's manuals, workplace

policies and procedures including, safety plans, waste disposal, recycling, reuse guidelines and supervisors oral or written instructions.

- '*Safety requirements*' may include but are not limited to safe systems and procedures for safe workshop/worksite work practices, manual handling, hazard and risk control, safe use of hand and power tools and equipment, safety procedures for protecting others, outdoor work and the use of personal protective equipment.
- '*Hazards*' may include but are not limited to falling objects, noise, fumes, hazardous substances (fuels, oils), power tools (electricity), sharp tools, solar radiation, dusts and adverse weather conditions.
- '*Personal Protective Equipment*' may include but is not limited to boots, overalls, gloves, protective eyewear, hearing protection, respirator or facemask, sun protection, and high visibility clothing.

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

- Labour Act, No. 11, 2007
- Regulations relating to the Health and Safety of employees at work, 1997
- National Agricultural Policy , 1995
- National Drought Policy , 1997
- Environmental Management Act -No: 7 of 2007
- Standards Act, 2005, Standards Regulations: Standards Act, 2005 and relevant Namibian Standards as established

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 on www.namqa.org.na and the Namibia Training Authority on www.nta.com.na.

Elements and Performance Criteria

Element 1. Identify and select tools

Performance Criteria

- 1.1 Types of hand tools and power tools, their functions and sources of power supply are identified.
- 1.2 Specific hand and power tools required for various jobs in work operations are identified.
- 1.3 Safety requirements are followed in accordance with safety plans and policies.
- 1.4 Appropriate personal protective equipment are selected, correctly fitted and used according to workplace procedures.

- 1.5 Hand tool, power tools and leads are selected according to workplace procedures and job requirements.
- 1.6 Power tools and leads are examined for serviceability and safety, marked if unsafe or faulty and repaired and reported according to workplace procedures.
- 1.7 Equipment to hold or support materials for power tool application where applicable is selected according to workplace procedures.

Element 2. Use tools

Performance Criteria

- 2.1 Material is located and held in position for hand tool application according to workplace procedures and job requirements.
- 2.2 Hand tools are used safely and effectively according to their intended use according to workplace procedures and job requirements.
- 2.3 Hand tools are secured in a safe position when not in immediate use according to workplace procedures and job requirements.
- 2.4 Material is located and held in position for power tool use where applicable according to workplace procedures and job requirements.
- 2.5 Power tools are used safely and effectively in application processes according to workplace procedures and job requirements.
- 2.6 Power tools are placed safely when not in use according to workplace procedures and job requirements.
- 2.7 Safe routes for placement of leads are identified according to workplace procedures and job requirements.
- 2.8 Run out electric power leads to power supply and support them overhead clear of traffic or cover them if presenting possible trip hazard according to workplace procedures and job requirements.
- 2.9 Electric power leads are connected to supply and power board or direct to power tool according to workplace procedures and job requirements.

Element 3. Carry out post use operations

Performance Criteria

- 3.1 An understanding of principles of maintenance of tools is demonstrated according to workplace procedures and job requirements.
- 3.2 Hand and power tools are cleaned, maintained and securely stored according to workplace procedures.
- 3.3 Power leads are cleaned, visually checked and securely stored according to workplace procedures.

- 3.4 Work area is cleared, equipment is securely stored and waste is removed according to workplace procedures.
- 3.5 Workshop is maintained as a clean and safe place according to workplace requirements.
- 3.6 Identified faults, defects and maintenance procedures are recorded in the machine/workshop record.
- 3.7 Tool faults or malfunctions are detailed and reported to the supervisor according to workplace procedures.
- 3.8 Tools used are recorded and what needs to be bought is reported according to workplace procedures.

Registration Data

Subfield:	Machinery and Equipment
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