

Assessment

Unit standard 8900

Version 8

Level 2

Credit 5



Clean surface extraction fixed and mobile production plant, equipment, and site, and maintain site

Learner name:

MITO ID number:

Workplace supervisor:.....

Name of business:

Contact phone number:

Learner declaration – pre-assessment

I understand how this assessment will be carried out and what I have to do.

Learner signature: Date:

Assessment outcome

Assessment decision: Achieved Not Yet Achieved

Assessor name:.....

Assessor signature:.....

Assessor stamp number:

Assessment date:

Assessor stamp

If found, please return to MITO. This is a unique record of the learner's work experience.

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Introduction

This assessment covers the following unit standard:

Unit standard	Title	Version	Level	Credit
8900	Clean surface extraction fixed and mobile production plant, equipment, and site, and maintain site	8	2	5

Assessment tasks

There are **two** tasks in this assessment. You **must** complete:

- Task 1 – written questions about cleaning surface extraction fixed and mobile production plant, equipment, and site, and maintaining the site
- Task 2 – clean surface extraction fixed and mobile production plant, equipment, and site, and maintain site.

What you should do

Step 1 Read the assessment information and the instructions for each task.

Step 2 Talk to the person you want to use as your workplace verifier and confirm they are happy to do it. Show them Task 2 and make sure you both understand what you need to do.

Step 3 Answer the questions in Task 1.

Step 4 Have your workplace verifier sign and date the documents required in Task 2. Attach the documents to the back of the assessment.

Step 5 Do the tasks set out in Task 2 while your workplace verifier observes you and fills out and sign the tables in the questions. Their comment on your completion of the tasks will help the assessor see whether you have completed the unit standard.

Once you have signed the Learner declaration at the end of the assessment, give the whole assessment and attached documents to your assessor.

Assessment conditions

This is an open book theory and practical assessment. This means that you are able to refer to any documents, manuals or books for help in completing the questions. If you use a quote from any documents in your answers, please include the document reference and page number(s).

If you need extra space, you may write or type your answers on additional sheets of A4 paper. Write your name and MITO ID number on each sheet and clearly identify which question each answer relates to, and attach the extra sheets to the back of this assessment booklet.

Plagiarism

Your answers **must** be your own work. If you are found to have copied someone else's answers, you may not achieve credit for the unit standard.

Reassessment

If you receive a 'Not yet achieved' (NYA) result, your assessor will provide feedback to you. This will include guidance around what you need to do to provide further evidence or to learn more about the subject.

Appeals procedure

If you don't agree with the result of this assessment, talk to your assessor about it.

If you still disagree, you can talk to MITO's National Assessor by calling 0800 88 21 21.

If the issue is not resolved, you can then make a formal appeal to MITO. This must be sent to MITO within 20 working days from when you received the result by emailing assessment.appeals@mito.org.nz.

Feedback

If you have feedback on the tasks or questions in this assessment or the way it is structured, email resourcecomments@mito.org.nz.

Unit standard guidance information

- 1 Performance of the outcomes of this unit standard must comply with the following:
 - Resource Management Act 1991
 - Health and Safety at Work Act 2015 (HSW)
 - Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
 - Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016
 - Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016
 - approved codes of practice issued pursuant to the HSW Act
- 2 Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.
- 3 Definitions

Fixed production plant refers to static plant and equipment associated with a mine site or quarry production process.

Industry best practice refers to those practices which competent practitioners within the industry recognise as current industry best practice. These may be documented in management plans, company procedures or requirements, site rules, occupational health and safety policy, industry guidelines, codes of practice, manufacturers' instructions, and safe working and/or job procedures (or equivalent).

Mobile production plant refers to but is not limited to – articulated dump truck (ADT), excavators, loaders, off highway dump truck or grader, diggers, scrapers, runabouts.

- 4 This unit standard is intended for, but is not limited to, workplace assessment.

Task 1 – Written questions about cleaning surface extraction fixed and mobile production plant, equipment, and site, and maintaining the site

Note: Terms for typically site-based gear such as 'plant', 'vehicle' and 'equipment' generally have different applications depending on the site and the tasks. Any common name normally used for equipment associated with surface fixed and mobile production plant on your site is acceptable.

Question 1

As an employee cleaning and inspecting surface fixed and mobile production plant, and cleaning and maintaining the surface extraction site, you have legal requirements and responsibilities under the Health and Safety at Work Act (HSWA), HSW Regulations and the Resource Management Act.

a) What are **three** things you are responsible for under the HSWA and HSW Regulations?

b) What are **three** things you are responsible for under the Resource Management Act?

Question 2

The site manager and/or owner has legal requirements and responsibilities under the Health and Safety at Work Act, HSW Regulations and the Resource Management Act towards employees cleaning and inspecting surface fixed and mobile production plant, and cleaning and maintaining the surface extraction site.

a) What are **three** things your employer is responsible for under the HSWA and HSW Regulations?

b) What are **three** things your employer is responsible for under the Resource Management Act?

Question 3

a) What does 'industry best practice' mean?

b) Name **three** documents that provide information on industry best practice.

Task 2 – Clean surface extraction fixed and mobile production plant, equipment, and site, and maintain site

Safety requirements

While cleaning surface extraction fixed and mobile plant and site, maintaining the site, and for all other associated activities, you **must** conduct work practices in a safe manner and without incident.

You **must** implement health and safety requirements before, during and after you clean **both** mobile and fixed production plant. These implementations must be in accordance with industry best practice.

You **must** comply with the relevant Health and Safety at Work legislation, the Site Health and Safety Management Plan, SOPs/SWPs, and company procedures.

You **must** operate and handle all equipment as instructed by your supervisor or site manager, and in accordance with company procedures, manufacturer instructions and industry best practice.

You **must** wear appropriate PPE at all times.

While you are carrying out **all** parts of this task, your workplace verifier will observe you to make sure you comply with **all** the safety requirements.

The checklist for **each** task includes all of these safety requirements.

Question 5

You **must** park, isolate and clean **mobile plant**. A workplace verifier **must** observe and sign off that you have completed **all** parts of the task.

While you are carrying out the task, the workplace verifier will observe you to make sure you comply with **all** the requirements in the table below.

Complete **all** the steps below when you do this task.

- a) Identify the surface extraction mobile production plant you will be cleaning and inspecting.
- b) Park the plant in the designated cleaning area. Apply the park brake, turn the key to the off position, and isolate and tag the machine.
- c) Clean the plant using the appropriate cleaning tools and chemicals.
- d) During the cleaning, inspect the machinery for wear and tear and any faults.
- e) Report any damage or faults to your supervisor and fill in the relevant forms. Leave the plant tagged if instructed to.

As verified supporting evidence of the parking and shutdown procedure and the cleaning and inspection of the mobile production plant, include:

- hazard ID
- proof of isolation, e.g. lockout tag or photos of isolated, locked out plant
- completed site or company inspection cards or forms, or Checklist A if your site does not have cards or forms
- copy of company SOP for cleaning and inspection.

Ensure you cover off **all** criteria. Ask your workplace verifier to sign **each** type of supporting evidence, and attach it **all** to this assessment booklet.

<i>Workplace verifier to confirm and tick A or NYA as appropriate</i>		
Evidence requirements	A	NYA
The learner:		
• identified hazards in the area		
• wore correct PPE		
• parked the machine in the correct area		
• applied the park brake		
• lowered all attachments to remove stored energy		
• turned off the machine, isolated the battery and power supply		
• used a tag to warn others not to start the machine while it was being cleaned		

<ul style="list-style-type: none"> inspected the machine using a company checklist or Checklist A (provided at the end of this assessment booklet) 		
<ul style="list-style-type: none"> cleaned the machine using the correct equipment and products 		
<ul style="list-style-type: none"> inspected the machine during cleaning and recorded any faults found on the checklist 		
<ul style="list-style-type: none"> reported any faults to the supervisor 		
<ul style="list-style-type: none"> carried out the task in a safe manner and following the company's safe work procedures (SWPs), standard operating procedures and industry best practice 		
<ul style="list-style-type: none"> attached any photos to their checklist or site card or Checklist A as evidence that they complied with the requirements of this task 		
<ul style="list-style-type: none"> had the verifier sign off the completed inspection checklist or site card or Checklist A and attached it to this assessment booklet. 		
Comments (necessary for assessor to judge whether learner has achieved the unit standard)		
Workplace verifier signature:		Date:

Question 6

You **must** clean **fixed plant**. A workplace verifier **must** observe and sign off that you completed **all** parts of the task.

While you are carrying out the task, the verifier will observe you to make sure you comply with **all** the requirements in the table on the next page.

Complete **all** the steps below.

- a) Identify the surface extraction fixed production plant you will be cleaning and inspecting. Before you clean the plant, isolate and tag the machine.
- b) Clean the fixed production plant using the appropriate cleaning tools and chemicals.
- c) During the cleaning, inspect the machinery for wear and tear and any faults.
- d) Report any damage or faults to your supervisor and fill in the relevant forms. Leave the plant tagged if instructed to.

As verified supporting evidence of the cleaning and inspection of the fixed production plant, include:

- hazard ID
- proof of isolation, e.g. lockout tag or photos of isolated, locked out plant
- completed site or company inspection cards or forms, or Checklist B if your site does not have cards or forms
- copy of company SOP for cleaning and inspection.

Ensure you cover off **all** criteria. Ask your workplace verifier to sign **each** type of supporting evidence, and attach it **all** to this assessment booklet.

<i>Workplace verifier to confirm and tick A or NYA as appropriate</i>		
Evidence requirements		
The learner:	A	NYA
• identified hazards in the area		
• wore correct PPE		
• turned off the machine and isolated the power supply		
• used a tag to warn others not to start the machine while it was being cleaned		
• cleaned the machine using the correct equipment and products		
• inspected the machine during cleaning and recorded any faults found on the checklist		
• reported any faults to the supervisor		

<ul style="list-style-type: none"> carried out the task in a safe manner and following the company's safe work procedures (SWPs), standard operating procedures and industry best practice 		
<ul style="list-style-type: none"> attached any photos to their checklist or site card or Checklist B as evidence that they complied with the requirements of this task 		
<ul style="list-style-type: none"> had the verifier sign off the completed inspection checklist or site card or Checklist B and attached it to this assessment booklet. 		
Comments (necessary for assessor to judge whether learner has achieved the unit standard)		
Workplace verifier signature:	Date:	

Question 7

A workplace verifier **must** observe you as you maintain your site, and fill out the form below as they observe you.

Complete the steps below.

- a) On a site you are familiar with, select **which** area(s) you will maintain for this task. You may maintain areas such as the site access, the weighbridge area, subsoil drains, silt traps, surface drains, culverts, or any other appropriate area on the surface extraction site. Check the requirements listed in the table below, and make sure you can demonstrate all of them in your chosen area(s).
- b) Maintain **each** area, following job instructions and best practice. Use the appropriate tools and equipment, and dispose of any waste in the designated area(s).
- c) If you need extra materials to complete the maintenance, e.g. gravel, report your requirements to your supervisor.

As verified supporting evidence of the maintenance of your chosen area(s), include:

- hazard ID
- completed site or company maintenance schedules for the area(s)
- copy of company SOP or SWP for maintenance of the area(s).

Ensure you cover off **all** criteria. Ask your workplace verifier to sign **each** type of supporting evidence, and attach it **all** to this assessment booklet.

<i>Workplace verifier to confirm and tick A or NYA as appropriate</i>		
Evidence requirements		
Area to maintain:		
The learner:	A	NYA
• identified hazards in the area		
• wore correct PPE		
• carried out the task in a safe manner and following job instructions, the company’s safe work procedures (SWPs), standard operating procedures and industry best practice		
• used the appropriate tools and equipment		
• disposed of waste in the designated areas		
• reported any extra materials needed to their supervisor		
• attached any photos to their completed site or company maintenance schedules for the area(s) as evidence that they complied with the requirements of this task		

<i>Workplace verifier to confirm and tick A or NYA as appropriate</i>		
Evidence requirements		
<ul style="list-style-type: none">had the verifier sign off each piece of evidence and attached it to this assessment booklet.		
Comments (necessary for assessor to judge whether learner has achieved the unit standard)		
Workplace verifier signature:	Date:	

Question 8

You **must** clean **one or more** areas of the site. A verifier **must** observe and sign off that you have completed **all** the requirements in the table below.

Complete **all** the steps below.

- Select **one or more** site areas you will clean for this task. Areas may include the walkways, the workshop and stockpiles.
- Following job instructions and industry best practice, clean the area(s). Use the appropriate tools and equipment, and dispose of any waste in the designated areas.
- Where possible, submit **completed** copies of site or company cards or forms and photos as supporting evidence of your capability and competence. Statements on unrecorded visual checks are **not** acceptable evidence.

<i>Assessor/verifier to confirm and tick A or NYA as appropriate</i>		
Evidence requirements	A	NYA
Area(s) cleaned:		
The learner:		
• identified hazards in the area(s)		
• wore correct PPE		
• carried out the task in a safe manner and following job instructions, the company's safe work procedures (SWPs), standard operating procedures and industry best practice		
• used the appropriate tools and equipment		
• disposed of waste in the designated areas		
• had the verifier sign off each piece of evidence and attached it to this assessment booklet.		
Comments (necessary for assessor to judge whether learner has achieved the unit standard)		
Workplace verifier signature:		Date:

Optional oral questions

The assessor may wish to ask you some questions about the practical tasks in this assessment. They will record their questions and your answers here.

Questions

Outcome/PC	Question asked	Learner's answer	✓/x

Assessor sign-off for oral questions

I confirm that the learner answered the questions asked, and their responses as recorded above align with legislative requirements, company/site procedures and industry best practice.

Assessor signature and stamp: _____ Date: _____

Checklists

Use these checklists if your workplace **does not** have site cards or forms that cover the inspections/checks required. Where site card or forms are available, complete those instead.

Checklist A: Parking, shutdown, inspection and cleaning of surface extraction mobile production plant

Items to check	Tick (✓) when done
Type of mobile production plant:	
Set the park brakes.	
Secure the vehicle.	
Lock the controls and ignition to prevent unauthorised starting or moving. Remove the keys.	
Check for cracks or signs of metal fatigue.	
Grease sections such as hydraulics or hinging areas.	
Top up fluids such as hydraulic oil, water and engine oil.	
Clean machine.	
Ensure all windows are clean.	
Ensure all tools are put away.	
Remove isolation/warning tags once inspection check has been completed. Leave tagged if more work is required.	
Report any damage or faults to the site manager and fill in the relevant forms.	

Faults and action taken:

Workplace verifier sign-off:

I confirm that the learner has parked, cleaned and inspected mobile production plant at a surface extractive site while I observed them. All activities are in accordance with company and site policies and procedures.

Assessor signature and stamp: _____

Date: _____

Checklist B: Inspection and cleaning of surface extraction fixed production plant

Items to check	Tick (✓) when done
Type of fixed production plant:	
Clean, including windows.	
Hoppers are clean and in good working condition.	
Electrical appliances turn off and on and perform as required, with intact and secure cabling and controls.	
Motor switchboards turn off and on and perform as required, with intact and secure cabling and controls.	
Sandscrews are in good working order.	
Crushing equipment is in good working order.	
Conveyor belts are in good working order.	
Screens are in good working order.	
Crushers are in good working order.	
Hammermills are in good working order.	
Check for cracks or signs of metal fatigue.	
Check for panel damage.	
Grease sections such as hydraulics or hinging areas.	
Top up fluids such as hydraulic oil, water and engine oil.	
Ensure all tools are put away.	
Remove isolation/warning tags once inspection check has been completed. Leave tagged if more work is required.	
Report any damage or faults to the site manager and fill in the relevant forms.	

Faults and action taken:

Workplace verifier observation sign-off:

I confirm that the learner has cleaned and inspected fixed production plant at a surface extractive site while I observed. All activities are in accordance with company and site policies and procedures.

Assessor signature and stamp: _____

Date: _____

Learner declaration

I have completed the tasks in this assessment and I confirm that the evidence I have presented is my own work.

Learner name _____

MITO ID number _____

Learner signature _____

Date _____

Assessor – workplace documentation checklist

Assessor to complete	
Documentation checklist (tick to show the learner has included the document)	<input checked="" type="checkbox"/>
Hazard IDs for their cleaning and inspection of mobile and fixed production plant, and cleaning and maintenance of their site	<input type="checkbox"/>
Proof of isolation for: <ul style="list-style-type: none"> • their cleaning and inspection of mobile production plant • their cleaning and inspection of fixed production plant • their observed maintenance • their observed cleaning of the site. 	<input type="checkbox"/>
Completed site or company cards for inspection and cleaning of mobile and fixed production plant, or completed Checklist A and Checklist B	<input type="checkbox"/>
Copy of company SOP for: <ul style="list-style-type: none"> • cleaning and inspection of mobile production plant • cleaning and inspection of fixed production plant • maintenance of area where they did observed maintenance • cleaning of area where they did observed cleaning. 	<input type="checkbox"/>
Verified, signed and dated photographs showing learner doing the following, if applicable: <ul style="list-style-type: none"> • cleaning and inspecting surface extraction mobile plant • cleaning and inspecting surface extraction fixed plant • cleaning a surface extraction site • maintaining a surface extraction site. 	<input type="checkbox"/>

Assessor feedback

Assessment summary and results

Unit standard ID/outcome number	Title and outcomes	Assessment method		Achieved/ Not Yet Achieved (A/NYA)
		Written questions	Practical tasks	
8900 version 8	Clean surface extraction fixed and mobile production plant, equipment, and site, and maintain site			
1	Clean surface extraction mobile production plant on an extraction site.	Q4	Q5	
2	Clean fixed production plant and equipment on an extraction site.		Q6	
3	Maintain and clean extraction site areas.		Q7, 8	
Guidance information note 1, 2, 3		Q1, 2, 3	Q5–8	
Overall result				

Assessor: Record the learner's overall result on the front of this assessment booklet.

Learner name: _____

Date assessment completed: ____ / ____ / ____



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