

Name _____ MITO ID _____

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		

Workplace verifier to confirm and tick A or NYA as appropriate

Evidence requirements

- 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:

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: _____