

Title	Use and maintain hand and portable power tools in a wood manufacturing operation		
Level	3	Credits	5

Purpose	People credited with this unit standard are able to: select and use hand tools to perform wood manufacturing operations; select and use portable power tools to perform wood manufacturing operations; and complete preventative maintenance of hand tools and portable power tools used to perform wood manufacturing operations.
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Classification	Solid Wood Manufacturing > Wood Product Manufacturing Skills
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Available grade	Achieved
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Guidance Information

- 1 Legislation
Health and Safety at Work Act 2015.
Resource Management Act 1991.
- 2 Definitions
Accepted industry practice refers to approved codes of practice and standardised procedures accepted by the wider wood manufacturing industry as examples of best practice.
Power transmission components refer to extension leads and associated portable electrical safety devices.
Preventative maintenance refers to maintenance that does not require the services of a qualified service technician.
Workplace procedures refer to documented policies and procedures set by the organisation carrying out the work, and to documented or other directions provided to staff, and applicable to the tasks being carried out. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor’s instructions, and procedures to comply with legislative and local body requirements relevant to the wood manufacturing sector.
- 3 Assessment information
All activities and evidence must meet workplace procedures, accepted industry practice, and manufacturer’s recommendations.

Outcomes and performance criteria

Outcome 1

Select and use hand tools to perform wood manufacturing operations.

Range hand tools may include but are not limited to – measuring tape, hammer, hand drill, screwdrivers, end cutting nippers, adjustable spanner, ring and open end spanners, allen keys, socket set, pliers, tin snips, hacksaw, hand saw, string line.

Performance criteria

- 1.1 Safety equipment is obtained and worn.
- 1.2 Hand tools are selected and used to meet identified job requirements.
- 1.3 Hand tools are used safely considering the safety of the user and bystanders, and the effective use of materials.

Outcome 2

Select and use portable power tools to perform wood manufacturing operations.

Range power tools may include but are not limited to – circular saw, jig-saw, drill, belt sander, disc grinder;
evidence of two is required.

Performance criteria

- 2.1 Safety equipment is obtained and worn.
- 2.2 Portable power tools are selected and set-up to meet job requirements.
- 2.3 Portable power tools are used safely considering the safety of the user and bystanders, and the effective use of materials.

Outcome 3

Complete preventative maintenance of hand tools and portable power tools used to perform wood manufacturing operations.

Performance criteria

- 3.1 Cutting edges and points are maintained.
- 3.2 Hand tools are maintained.

Range includes but is not limited to – free of rust and dirt, lubricated, in sound mechanical condition.

3.3 Portable power tools are maintained in safe working condition.

Range includes but is not limited to – free of rust and dirt, lubricated, in sound mechanical and electrical condition.

3.4 Power connections and safety features are maintained.

3.5 Damaged and faulty hand and power tools and power transmission components are removed from service for repair or replacement.

Planned review date	31 December 2024
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	25 November 2000	31 December 2014
Review	2	18 December 2006	31 December 2014
Review	3	15 April 2011	31 December 2014
Review	4	21 March 2013	N/A
Review	5	27 August 2020	N/A

Consent and Moderation Requirements (CMR) reference	0013
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.