



LEARN AND WORK ASSIGNMENT (LWA)



NOSS (CODE NOSS)	INDUSTRIAL MAINTENANCE OPERATION (ME-010-3:2012)		
Competency Unit Title (CU CODE)	INDUSTRIAL MAINTENANCE SUPERVISION ME-010-3:2012-C08	LEVEL	3
Competency Unit Descriptor	<p>Industrial maintenance supervision role is to link between organisation's management and the maintenance workforce in order to uphold successful operation of the whole organisational structure.</p> <p>The person who is competent in this CU shall be able to Carry out daily briefing, Prepare maintenance schedule, Carry out jobs distribution, Monitor work progress performance, Carry out group meeting, Conduct internal group training and Prepare appraisal recommendation.</p> <p>The outcome of this competency is to provide excellence supervise machining operations according to company's policy, rules and regulation.</p>		
Candidate Name			
Candidate I/C Number			
Company's Name			

CU WORK ACTIVITY STATEMENT:
PERFORM INDUSTRIAL MAINTENANCE SUPERVISION ACTIVITIES

DURATION: 72 HOURS

A. SETTING GOAL

You are required to perform industrial maintenance supervision activities based on performance criteria below:

- 1.1. List daily briefing objective is in accordance to the productivity requirement.
 - 1.1.1. Job order
 - 1.1.2. Objective
 - 1.1.3. Agenda
 - 1.1.4. Etc.
- 1.2. Discuss maintenance schedule in accordance with productivity requirement.
 - 1.2.1. Schedule format
 - 1.2.2. Maintenance activity
 - 1.2.3. Resource
 - Man power
 - Machine
 - Method
 - Material.
 - 1.2.4. Production target
 - 1.2.5. Etc.
- 1.3. Explain job distribution in accordance with productivity requirement.
 - 1.3.1. Job format
 - 1.3.2. Job list
 - 1.3.3. Time duration
 - 1.3.4. Job status
 - 1.3.5. Etc.
- 1.4. Explain work progress in accordance with productivity requirement.
 - 1.4.1. Liaison with third party (authorities, etc)

- 1.4.2. Work progress report.
 - 1.4.3. Etc.
- 1.5. Explain section meeting requirement.
- 1.6. Identify training requirement accordance with company's policy
 - 1.6.1. Training objective
 - 1.6.2. In house training
 - 1.6.3. Training report
 - 1.6.4. Etc.
- 1.7. Describe staff appraisal
 - 1.7.1. Form
 - 1.7.2. Performance
 - 1.7.3. Appraisal report
 - 1.7.4. Etc.

B. PLANNING

You are required to plan activities in performing industrial maintenance supervision to achieve setting goal by using resources listed below:

2.1 Identify tools, equipment & materials.

ITEMS	RATIO (TEM : Trainees)
1. Check sheet	1:1
2. Stationaries	1:1
3. Audio Visual Aid	1:25
4. Management Information System	1:5

2.2 Perform industrial maintenance supervision workflow.

2.3 Identify industrial maintenance supervision procedures, flow chart and correct sequence.

2.4 Plan duration/time of industrial maintenance supervision procedures.

2.5 Identify manpower in performing industrial maintenance supervision activities.

2.6 You may review references as guidelines in performing this activity.

REFERENCES

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C. DECISION MAKING

You are required to get coach approval before performing industrial maintenance supervision activities.

D. EXECUTING & MONITORING

You are required to perform industrial maintenance supervision activities according to the steps below:

- 3.1. Carry out daily briefing
 - 3.1.1. Interpret Job scheduling/job order
 - 3.1.2. Comply to Company's policy, rules and regulation
 - 3.1.3. Identify daily briefing objective
 - 3.1.4. Identify daily briefing agenda
 - 3.1.5. Execute daily briefing
- 3.2. Prepare maintenance schedule
 - 3.2.1. Identify maintenance schedule requirement
 - 3.2.2. Identify maintenance schedule format
 - 3.2.3. Identify maintenance activities
 - 3.2.4. Identify resources availability
 - 3.2.5. Identify cost factor
 - 3.2.6. Identify manpower requirement
 - 3.2.7. Identify company target
 - 3.2.8. Plan maintenance schedule
 - 3.2.9. Produce maintenance schedule
 - 3.2.10. Summit maintenance schedule to superior
- 3.3. Carry out jobs distribution
 - 3.3.1. Identify job distribution form
 - 3.3.2. Identify type of maintenance
 - 3.3.3. Estimate maintenance duration
 - 3.3.4. Arrange manpower availability

- 3.4. Monitor work progress performance
 - 3.4.1. Identify types of maintenance activity
 - 3.4.2. Interpret maintenance schedule
 - 3.4.3. Update maintenance activity checklist
 - 3.4.4. Arrange recovery plan
- 3.5. Carry out group meeting
 - 3.5.1. Identify group meeting requirement
 - 3.5.2. Plan group meeting activities group
 - 3.5.3. Carry out group meeting
 - 3.5.4. Review achievement of meeting conducted
 - 3.5.5. Compile group meeting documents
- 3.6. Conduct internal group training
 - 3.6.1. Interpret internal group training procedure
 - 3.6.2. Identify internal group training module
 - 3.6.3. Prepare training material
 - 3.6.4. Arrange training location
 - 3.6.5. Perform internal group training
 - 3.6.6. Assess internal group achievement survey form
- 3.7. Prepare appraisal recommendation
 - 3.7.1. Identify personnel appraisal form format
 - 3.7.2. Identify subordinate job description
 - 3.7.3. Identify personnel appraisal evaluation criteria
 - 3.7.4. Assess subordinate performance
 - 3.7.5. Forward personnel appraisal form to superior

3.8. Comply with attitude, safety and environment listed below when performing this activity.

ATTITUDE		SAFETY	ENVIRONMENTAL
i.	Meticulous in identifying requirement of jobs schedule/jobs order	i. Ensure personnel equipment (PPE) meet Safety Regulation& Standard	NIL
ii.	Resourceful in interpreting work schedule	ii. Adhere to safety requirement	
iii.	Responsible and accountable in jobs distribution		
iv.	Resourceful in interpret maintenance process schedule		
v.	Observe procedure and condition during meeting		
vi.	Responsible and accountable in handling meeting condition		
vii.	Responsible and accountable in conducting		
viii.	Responsible in interpreting appraisal criteria		
ix.	5S compliance		

3.9. Apply core activities listed below when performing this activity.

Social Skills	Core Abilities
Communication skills	L1-CA01-01 Apply working language appropriately (English/ national language etc). L1-CA01-02 Apply oral communication and speak reasonably. L1-CA01-03 Understand reading material. L2-CA01-01 Apply two-way communication L2-CA01-02 Disseminate information electronically L2-CA01-03 Disseminate information manually L3-CA01-01 Demonstrate communication practice
Problem solving skills	L1-CA02-01 Demonstrate honesty and integrity L1-CA02-02 Adopt work punctuality L1-CA02-03 Demonstrate team cooperation L2-CA02-01 Demonstrate responsibility at workplace L2-CA02-02 Apply teamwork cooperation concept L2-CA02-03 Initiate problem solving at workplace L2-CA02-04 Demonstrate work performance awareness
Leadership skill	L3-CA02-01 Demonstrate counselling ability L3-CA02-02 Demonstrate responsibility & authority L3-CA02-03 Demonstrate teamwork ability L3-CA02-04 Demonstrate emotional intelligence L3-CA02-05 Apply work knowledge in identifying clients needs L3-CA02-06 Monitor work performance delivery L2-CA01-04 Apply information confidentiality L3-CA01-02 Apply basic negotiation skills L3-CA06-03 Implement workforce practices L3-CA03-01 Apply cultural requirement at workplace L3-CA03-02 Handle situations that require attention
Teamwork	L1-CA03-01 Respond to instructions L1-CA03-02 Demonstrate discipline at workplace L2-CA03-01 Apply practice work culture L2-CA03-02 Respond appropriately to unusual situations

	L2-CA03-03 Demonstrate initiative and flexibility L2-CA04-01 Demonstrate health compliance L2-CA04-02 Demonstrate safety compliance L2-CA04-03 Demonstrate environment compliance L3-CA04-01 Execute health consciousness L3-CA04-02 Execute safety consciousness L3-CA04-03 Execute environment compliance
Multitasking and prioritizing	L1-CA04-01 Adhere to health awareness activity L1-CA04-02 Adhere to safety awareness activity L1-CA04-03 Adhere to environmental awareness activity L3-CA05-01 Demonstrate Technology update awareness L3-CA05-02 Demonstrate Information technology regulatory Awareness L3-CA06-01 Demonstrate work asset usage awareness L3-CA06-02 Negotiate acceptance and delivery of products and/or services

E. EVALUATING

You are required to evaluate industrial maintenance supervision activities using the checklist below.

A	ASSESSMENT CRITERIA (60%)	MARKS GIVEN BY APPRENTICE					MARKS GIVEN BY COACH				
		0	1-2	3-4	5-6	7	0	1-2	3-4	5-6	7
1	Daily briefing performed										
2.	Maintenance schedule prepared										
3.	Jobs distribution carried out										
4.	Work progress performance executed										
5.	Group meeting carried out										
6.	Internal group training conducted										
7.	Appraisal recommendation prepared										
	SUBTOTAL	A₁					A₂				
	FULL MARKS	49					49				

B	ATTITUDE/SAFETY/ ENVIRONMENT (20%)	MARKS GIVEN BY APPRENTICE					MARKS GIVEN BY COACH				
		0	1-2	3-4	5-6	7	0	1-2	3-4	5-6	7
1.	Attitude										
2.	Safety										
3.	Environmental										
		B₁					B₂				
		21					21				
C	EMPLOYABILITY SKILLS (SOCIAL SKILLS) (20%)	MARKS GIVEN BY APPRENTICE					MARKS GIVEN BY COACH				
		0	1-2	3-4	5-6	7	0	1-2	3-4	5-6	7
1	Communication skills										
2	Problem solving skills										
3	Leadership skill										
4	Teamwork										
5	Multitasking and prioritizing										
		C₁					C₂				
	FULL MARKS	35					35				

CALCULATION TABLE

	MARKS GIVEN BY APPRENTICE	MARKS GIVEN BY COACH	WEIGHTED MARKS GIVEN BY APPRENTICE	WEIGHTED MARKS GIVEN BY COACH
ASSESSMENT CRITERIA	A_1	A_2	$A_1 / 49 \times 60$	$A_2 / 49 \times 60$
ATTITUDE, SAFETY & ENVIRONMENT	B_1	B_2	$B_1 / 21 \times 20$	$B_2 / 21 \times 20$
EMPLOYABILITY SKILLS (SOCIAL SKILLS)	C_1	C_2	$C_1 / 35 \times 20$	$C_2 / 35 \times 20$
Total			X	Y
Ratio of Percentage (Apprentice: Coach)			P%	Q%
Grand Total			$(P/100 \times X) + (Q/100 \times Y)$	

COMMENTS/ RECOMMENDATIONS BY COACH

COACH:
DATE:

APPRENTICE:
DATE: