

TRAINING OCCUPATION: INDUSTRIAL MAINTENANCE OPERATIONS	
Competency Unit (CU) 8: INDUSTRIAL MAINTENANCE SUPERVISION	Code: ME-010-3:2012-C08
Work Activity 1: Carry out daily briefing	Duration : 4 Hour
<p><u>Learning Objectives</u></p> <p>At the end of learning session the apprentice will be able to:</p> <ol style="list-style-type: none"> 1. Interpret job scheduling/job order <ol style="list-style-type: none"> 1.1. Job title 1.2. Contract (If any) 1.3. Date 1.4. Scope of work 1.5. Duration 1.6. Authorized and Accepted: 1.7. Person In Charge 2. Explain company's policy, rules and regulation <ol style="list-style-type: none"> 2.1. Company background 2.2. Policy statement 2.3. Scope of the policy 2.4. Responsibilities 2.5. Process requirement 3. Explain daily briefing objective <ol style="list-style-type: none"> 3.1. Importance of the daily briefing 3.2. Clear communication 3.3. Face to Face communication 3.4. Encourage communication 3.5. Job delegation 4. List daily briefing agenda <ol style="list-style-type: none"> 4.1. Situation 4.2. Task 4.3. Intent 4.4. Concern 4.5. Coordinate 	

Work Activity 2 : Prepare maintenance schedule	Duration : 4 Hours
<p><u>Learning Objectives</u></p> <p>At the end of learning session the apprentice will be able to:</p> <ol style="list-style-type: none"> 1. Describe work schedule requirement <ol style="list-style-type: none"> 1.1. Purpose 1.2. Scope 1.3. Location 1.4. Time period 1.5. Delivery schedule 1.6. Applicable standards 1.7. Acceptance criteria 1.8. Special requirement 2. Explain maintenance schedule format <ol style="list-style-type: none"> 2.1. Equipment 2.2. Maintenance Task 2.3. Perform by 2.4. Time Spent 3. Describe maintenance activities <ol style="list-style-type: none"> 3.1. Machine tool 3.2. Automation system 3.3. Welding machine 3.4. Fitting and joining 3.5. Static and rotating 3.6. Material handling (Conveyor) 3.7. Etc. 4. Identify resources availability <ol style="list-style-type: none"> 4.1. Cost factor 4.2. Manpower 4.3. Facilities 4.4. Spare parts 4.5. Technical Data 4.6. Test Equipment 4.7. Tools 5. Explain Company target <ol style="list-style-type: none"> 5.1. Achievement 5.2. Goals 5.3. Aims 5.4. Commitment 5.5. Staff Responsibilities 5.6. Planning 	

Work Activity 3 : Carry out jobs distribution	Duration : 4 Hours
<p><u>Learning Objectives</u></p> <p>At the end of learning session the apprentice will be able to:</p> <ol style="list-style-type: none"> 1. Describe job distribution form <ol style="list-style-type: none"> 1.1. Job title 1.2. Start Date 1.3. Duration 1.4. Purpose 1.5. Deadline 1.6. Perform by 2. Explain type of maintenance <ol style="list-style-type: none"> 2.1. Preventive 2.2. Corrective 2.3. Predictive 3. Describe maintenance time <ol style="list-style-type: none"> 3.1. Duration 3.2. Effective & efficiency 3.3. Optimization 4. Identify manpower availability <ol style="list-style-type: none"> 4.1. Person in charge 4.2. Competency level 4.3. Certification 4.4. Discipline 4.5. Criteria 4.6. Right man for the right job 4.7. Optimization 4.8. Multiskilling 	

Work Activity 4 : Monitor work progress performance	Duration: 4 Hours
<p><u>Learning Objectives</u></p> <p>At the end of learning session the apprentice will be able to:</p> <ol style="list-style-type: none"> 1. Explain types of maintenance <ol style="list-style-type: none"> 1.1. Preventive 1.2. Corrective 1.3. Predictive 2. Describe maintenance schedule <ol style="list-style-type: none"> 2.1. Needs of maintenance schedule 2.2. Task list 2.3. Person incharge 2.4. Duration 2.5. Planing 2.6. Resources 3. Prepare maintenance activities checklist <ol style="list-style-type: none"> 3.1. Format 3.2. Task 3.3. Duration 3.4. Resources 3.5. Responsibilities 3.6. Standard operating procedures 3.7. Technical manual 3.8. References 4. Describe recovery plan <ol style="list-style-type: none"> 4.1. Documented process 4.2. Structured approached 4.3. Instruction for responding 4.4. Unplanned incidents 4.5. Set of procedure 4.6. Minimize downtime 	

Work Activity 5 : Carry out group meeting	Duration: 4 Hours
<p><u>Learning Objectives</u></p> <p>At the end of learning session the apprentice will be able to:</p> <ol style="list-style-type: none"> 1. Identify group meeting requirement <ol style="list-style-type: none"> 1.1. Type of meeting 1.2. Meeting objective 1.3. Meeting frequency 1.4. Meeting documents 1.5. Company's rule and regulation requirement 2. Describe group meeting activities <ol style="list-style-type: none"> 2.1. Meeting plan 2.2. Meeting agenda 2.3. Meeting participants 2.4. Meeting preparation 2.5. Effective meeting 2.6. Chairman functions 	

Work Activity 6 : Conduct internal group training	Duration: 4 Hours
<p><u>Learning Objectives</u></p> <p>At the end of learning session the apprentice will be able to:</p> <ol style="list-style-type: none"> 1. Identify internal group training procedure <ol style="list-style-type: none"> 1.1. Training needs analysis 1.2. Training requirement 1.3. Training resources 1.4. Training management 1.5. Certification and recognition 1.6. Work based training 1.7. Competency based training 1.8. Assessment needs 2. Explain internal group training module <ol style="list-style-type: none"> 2.1. Module development 2.2. Training objective 2.3. Learning outcome 2.4. Assessment criteria 2.5. Planing 2.6. References 3. Describe training material <ol style="list-style-type: none"> 3.1. Type of training material 3.2. Training fascilities 3.3. Training aids 3.4. Raw material 3.5. Tool, equipment & material 3.6. Quality of product 3.7. Technical data 3.8. References 4. Identify training location <ol style="list-style-type: none"> 4.1. Type of training 4.2. Space 4.3. Distance 4.4. Time 5. Explain internal group training achievement survey form <ol style="list-style-type: none"> 5.1. Manual 5.2. Online 	

Work Activity 7 : Prepare appraisal recommendation	Duration : 4 Hours
<p><u>Learning Objectives</u></p> <p>At the end of learning session the apprentice will be able to:</p> <ol style="list-style-type: none"> 1. Identify personnel appraisal form format <ol style="list-style-type: none"> 1.1. Employee name 1.2. Position 1.3. Supervisor name 1.4. Department 1.5. Date of completion 1.6. Self assessment by employee 1.7. Review and completion by supervisor 1.8. Supervisor signature 1.9. Employee signature 2. Describe subordinate job description <ol style="list-style-type: none"> 2.1. Definition 2.2. Company KPI 2.3. List of job 2.4. Job analysis 2.5. Job description 2.6. Resources 2.7. References 2.8. Career pathway 3. Identify personnel appraisal evaluation criteria <ol style="list-style-type: none"> 3.1. Performance of key job duties 3.2. Completion of annual goal 3.3. General performance requirement 3.4. Overall rating 3.5. Recommendations for improvement / career development 3.6. General comments and signature 4. Describe subordinate performance assessment <ol style="list-style-type: none"> 4.1. Quality of work 4.2. Quantity of work 4.3. Knowledge of job 4.4. Dependability 4.5. Teamwork 4.6. Adhere to policy 4.7. Attitude 4.8. Initiative 	
TOTAL	28 Hours