

## Workplace Performance Record

Unit/s of Competency	MEM18018C - Maintain pneumatic system components MEM18019B - Maintain Pneumatic Systems		MEM18020B - Maintain Hydraulic System Components MEM18021B - Maintain Hydraulic Systems	
Trainee Name		Workplace		
Workplace Supervisor		Best time to contact supervisor		
Supervisor contact Phone number				
<b>Supervisor:</b> Please read the following and discuss with the trainee. Please only check the items that the trainee has actually completed under your supervision. The trainee should have been able to complete the task with minimal supervision and it should be to the site standards.		<b>Trainee:</b> Please read the following and write examples of the work you have done which show these competencies. Put an example for Hydraulic systems AND example for Pneumatic systems for each item. More room is available at the bottom of this form. Complete one form for each supervisor.		
Check hydraulic / pneumatic systems and components				
Performance Criteria – Does the employee		Yes	No	Work Examples (Trainee to complete)
1.1 Identify hydraulic / pneumatic system components and prepare them for maintenance or repairs?		<input type="checkbox"/>	<input type="checkbox"/>	
1.2 Understand the function of each component in the nominated system(s) in order to test or repair?		<input type="checkbox"/>	<input type="checkbox"/>	
1.3 Correctly inspect and repair or replace components as necessary?		<input type="checkbox"/>	<input type="checkbox"/>	
1.4 Correctly test and inspect component and system operation?		<input type="checkbox"/>	<input type="checkbox"/>	
1.5 Carry out preventative maintenance tasks as per requirements?		<input type="checkbox"/>	<input type="checkbox"/>	
Identify, Fault Find and repair or replace faulty hydraulic / pneumatic systems and components				
Performance Criteria – Does the employee		Yes	No	Work Examples (Trainee to complete)

2.1 Use fluid power principles and visual inspections to identify and confirm faulty hydraulic / pneumatic components? (including consultation with operators, trades, shift reports, etc)	<input type="checkbox"/>	<input type="checkbox"/>	
2.2 Use appropriate test equipment to test and confirm faulty systems and components?	<input type="checkbox"/>	<input type="checkbox"/>	
2.3 Isolate (tag or lock) hydraulic / pneumatic systems and discharge stored pressure before commencing work on high pressure systems?	<input type="checkbox"/>	<input type="checkbox"/>	
2.4 Disconnect and remove components from hydraulic systems using correct techniques and principles?	<input type="checkbox"/>	<input type="checkbox"/>	
2.5 Dismantle and examine components for repair or replacement?	<input type="checkbox"/>	<input type="checkbox"/>	
2.6 Select replacement parts from OEM or manufacturers documentation / catalogs	<input type="checkbox"/>	<input type="checkbox"/>	
2.7 Repair faulty components as per manufacturers specifications?	<input type="checkbox"/>	<input type="checkbox"/>	
2.8 Install and Test replaced or repaired components as per specifications	<input type="checkbox"/>	<input type="checkbox"/>	
2.5 Check operation of system is correct after replacing components?	<input type="checkbox"/>	<input type="checkbox"/>	
2.6 Carry out follow up procedures as required?	<input type="checkbox"/>	<input type="checkbox"/>	
2.7 Complete service / shift reports?	<input type="checkbox"/>	<input type="checkbox"/>	

Signed By Workplace Supervisor		Date	
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Comments:


Please return with copies of any qualification/trade certificates etc

