



NOF Level: 3 US No: 116275

Assessment Guide

Primary Agriculture

Routine maintenance and servicing plans



Assessor:

Workplace / Company:

Commodity: Date:

Before we start...

This assessment guide contains all necessary activities and instructions that will enable the assessor and learner to gather evidence of the learner's competence as required by the unit standard. This guide was designed to be used by a trained and accredited assessor whom is registered to assess this specific unit standard as per the requirements of the AgriSETA ETQA.

Prior to the delivery of the program the facilitator and assessor must familiarise themselves with content of this guide, as well as the content of the relevant Learner Workbook.

The assessor, facilitator and learner must plan the assessment process together, in order to offer the learner the maximum support, and the opportunity to reflect competence.

The policies and procedures that are required during the application of this assessment are available on the website of the AgriSETA and should be strictly adhered to. The assessor must familiarise him/herself with this document before proceeding.

This guide provides step-by-step instructions for the assessment process of:

Title: Apply routine maintenance and servicing plans and procedures
US No: 116275 NQF Level: 3 Credits: 3

This unit standard is one of the building blocks in the qualification listed below. Please mark the qualification you are currently assessing, because that will be determined by the context of application:

Title	ID Number	NQF Level	Credits	Mark
National Certificate in Animal Production	49048	3	120	ρ
National Certificate in Plant Production	49052	3	120	ρ

Please mark the learning program you are enrolled in:

Are you enrolled in a:	Y	N
Learnership?	ρ	ρ
Skills Program?	ρ	ρ
Short Course?	ρ	ρ

Note to Assessor:

If you are assessing this module as part of a full qualification or learnership, please ensure that you have familiarized yourself with the content of the qualification.

1**SO 1 & 2****Instructions to learner:**

Design a maintenance schedule

Learner Guide: Page 12 Facilitator Guide: Page 10

Design a routine maintenance schedule by using five types of tools, equipment, machinery and implements

Model Answer(s):

No specific model answer, it will differ from learner to learner.

2**SO 3 & 4****Instructions to learner:**

Individual assignment

Learner Guide: Page 15 Facilitator Guide: Page 12

Choose **five** items and describe the procedure for cleaning and storing of each item. Select a wide range of items for example ranging from a tractor to pH meter.

Model Answer(s):

No specific model answer, it will differ from learner to learner.

3**SO 3 & 4****Instructions to learner:**

Individual assignment

Learner Guide: Page 16 Facilitator Guide: Page 12

Use the information that you gathered from the above activity and answer the following questions.

1. Explain why is there a need to maintain, clean and store agricultural tools, equipment, machinery and implements and implements.
2. Explain your specific work safety policy and describe in detail the safety regulations regarding the handling and use of tools, equipment, machinery, implements, fuel and agrochemicals.

Model Answer(s):

No specific model answer, it will differ from learner to learner.

4**SO 3 & 4****Instructions to learner:**

Individual assignment

Learner Guide: Page 16 Facilitator Guide: Page 12

Use the same five items of agricultural tools, equipment, machinery and implements or implements describe in the table above.

What are the five main points in the safe operation of that piece of equipment. There may be more than five, but list the most important.

Model Answer(s):

No specific model answer, it will differ from learner to learner.

Summative Test and Attitude & Attribute Evaluation

Before the knowledge test is undertaken, the learner must be reminded of what is expected from him / her in terms of summative and reflexive competence. Read and explain to the learner, the **Preparation for Your Final Assessment** section in the learner workbook. Learners and assessor should sign off this section to acknowledge that this step was completed.

Please set up a knowledge test from the questions given as a guideline to learners and supply each learner with a test sheet.

Supply each report with the following heading:

Unit Standard:	116275	NQF Level:	3
Learner Name:			

Questions	Model Answers
<p>1. Using five types of equipment design a routine maintenance schedule.</p> <ul style="list-style-type: none"> Use the given table to document the required information. Use two different colours of pens to transcribe this information into the yearly planner provided below this table. Use the red pens to indicate the major service and blue pens to indicate the frequent service. 	<p><i>Look for understanding that equipment and implements require the operator to check and clean certain equipment on a daily basis and then to plan to have a major service done at certain periods of time. This period must be in relation to usage or hours of use.</i></p> <p><i>This plan must accommodate the production cycle so that the production is not disrupted by the process of maintenance and servicing.</i></p> <p><i>As certain machinery and equipment is used by more than one person, the need of teamwork and mutual support and guidance to other workers need to be assessed.</i></p>
	<p><i>Reasons why we plan for maintenance and servicing:</i></p> <ul style="list-style-type: none"> <i>To enable the operation to function at a level of excellence.</i> <i>Financial - to ensure that money is not wasted by allowing equipment and tools to deteriorate to a point that it becomes costly to maintain.</i> <i>Legal reasons - according to the health and safety act equipment and implements must be maintained in a good condition.</i> <i>Moral - poorly maintained equipment and tools speaks of low moral and lack of responsibility to the work or the people working on the farm.</i>

Questions	Model Answers
<p>2. Choose five items to describe the procedure for cleaning and storing of each item try and select items that cover the range from tractor to ph meter.</p>	<p><i>Look for appropriate use of cleaning space and materials and equipment. establish a procedure that sets out the following for cleaning of equipment:</i></p> <ul style="list-style-type: none"> • <i>A level cement floor</i> • <i>Good ventilation and lighting</i> • <i>Good work surface to work at</i> • <i>Available space to work smart and comfortably</i> • <i>Right materials and equipment available</i> • <i>Purpose built drainage system that deals with contaminated water</i> • <i>Make sure that the correct protective gear and clothing are used</i> • <i>Make sure all the safety signs are appropriately displayed</i> • <i>Make sure that the cleaning areas are well demarcated.</i>
	<p><i>Storing of equipment:</i></p> <ul style="list-style-type: none"> • <i>Establish the requirements for specific items</i> • <i>demarcate the storage area for specific item</i> • <i>Label the area with the item code and name and the responsible persons name.</i> • <i>Establish if the item needs to be enclosed for security reasons</i> • <i>Some equipment is very costly and sensitive and needs to be stored in a store room on shelving that is dust and humidity free.</i> • <i>Provide racks and chains and store equipment the correct way</i> • <i>Group equipment together for accountability purposes.</i> • <i>Some equipment like chain saws are a fire hazard and need to be stored in a ventilated area</i> • <i>Ensure storage area is well lighted and safe for access.</i>
<p>3. Explain why is there a need to maintain, clean and store agricultural equipment and implements</p>	<ul style="list-style-type: none"> • <i>Equipment and implements are a capital expenditure and represent wealth.</i> • <i>Equipment must be in a good working condition at all times or be sent for repairs.</i> • <i>Equipment must be functional for production to occur.</i>
	<ul style="list-style-type: none"> • <i>As part of the quality management equipment and implements must be well maintained and clean.</i> • <i>It establishes good principles of accountability and responsibility.</i>

Questions	Model Answers
	<ul style="list-style-type: none"> • <i>It is cost effective to stay on top of maintenance at all times.</i> • <i>By cleaning equipment regularly the operator can observe damages or faults and report them appropriately.</i> • <i>Neat and tidy equipment and implements are safe to work with.</i>
<p>4. Explain your specific work safety policy and describe in detail the safety regulations regarding the handling and use of fuel, equipment and agrochemicals?</p>	<p><i>A policy for safety must contain the following points:</i></p> <p>Training- <i>All employees must receive the appropriate training to perform the work function safely and productively. Part of the training is in the correct use of equipment and safety gear and clothing.</i></p> <p>General duties of employers- <i>provide a safe working environment, by ensuring the following:</i></p> <ul style="list-style-type: none"> • <i>To reduce any hazards at the workplace.</i> • <i>Provide information and training.</i> • <i>To enforce health and safety standards.</i> <p>General duties of employees-</p> <ul style="list-style-type: none"> • <i>to take reasonable care</i> • <i>to co-operate with the employer</i>
	<ul style="list-style-type: none"> • <i>to report and monitor health and safety in their immediate vicinity</i> • <i>to look well after all equipment and implements within their authority range</i> • <i>To identify areas where they need training.</i> <p><i>The policy must indicate the vision of management towards safety in the workplace and home.</i></p> <p><i>The policy must be well displayed and available on demand. The policy must allow for the formation of a team to constantly evaluate and implement safety at the work place.</i></p> <p><i>The policy must allow for the selection of representatives that will champion safety in the work place.</i></p> <p><i>The policy must allow for the training of employees to adequately deal with first aid in the workplace.</i></p> <p><i>The policy must set out procedures of how to deal with emergency's and fire.</i></p> <p>Conclusion- <i>Everyone has the responsibility to make the workplace a safer place.</i></p> <p>Procedure for handling fuel:</p> <ul style="list-style-type: none"> • <i>All fuel must be signed for and accounted to a machine.</i> • <i>Fuel must be stored and transported in a purpose built container.</i>

Questions	Model Answers
	<ul style="list-style-type: none"> • <i>The person responsible for the fuel must apply the safety regulations when working with the fuel.</i> • <i>The correct equipment must be available to decant the fuel from the container into the machine.</i> • <i>The container must be correctly marked indicating that it is a hazardous substance and dealt with appropriately.</i> • <i>Fuel must be locked up in a purpose built store room when it is not being used.</i> • <i>Responsible person must have received training in the use of fuels.</i> <p><i>Procedure for handling Agro- chemicals:</i></p> <ul style="list-style-type: none"> • <i>It is essential to have a chemicals register of all chemicals on the premises.</i> • <i>This list must be in alphabetical order and maintained by a responsible authorised person.</i> • <i>Chemicals must be identified under the following headings, toxic, corrosive, flammable and explosive.</i> • <i>The following points are important when dealing with chemicals: Access, separation of chemicals, temperature, light, humidity, fire, oxidizing agents and ventilation.</i>
	<ul style="list-style-type: none"> • <i>Protective equipment to be worn</i> • <i>Correct mixing of chemicals</i> • <i>Knowing about poisoning from chemicals</i> • <i>Knowing how to treat a person that is affected by chemical poisoning.</i> • <i>Environmental hazards of using chemicals.</i> <p><i>Procedure for safe machine handling:</i></p> <ul style="list-style-type: none"> • <i>Machine guarding</i> • <i>Machine maintenance</i> • <i>Technical information about the machine</i> • <i>Know about the safety devises contained on the machine.</i> • <i>Protective clothing and equipment</i> • <i>Correct procedure for working with the equipment.</i> • <i>Correct training</i> • <i>While working be aware about the locality of other people.</i>

Assessment Feedback Form

Comments / Remarks	
<p>Feedback to learner on assessment and / or overall recommendations and action plan for competence:</p>	
<p>Feedback from learner to assessor:</p>	
<p>Assessment Judgement You have been found:</p> <p><input type="radio"/> Competent</p> <p><input type="radio"/> Not yet competent in this unit standard</p>	<p>Actions to follow:</p> <p><input type="radio"/> Assessor report to ETQA</p> <p><input type="radio"/> Learner results and attendance certification issued</p>
<p>Learner's Signature:</p>	<p>Date:</p>
<p>Assessor's Signature:</p>	<p>Date:</p>
<p>Moderator's Signature:</p>	<p>Date:</p>