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| Title | **Perform basic mechanical works using hand tools** |
| Level | **1** | **Credits** | **8** |

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| Purpose | This competency standard is intended for those who perform basic metal processing works using hand tools in a variety of contexts. People holding credit for this competency standard are able to: Plan and prepare for work; perform grinding operations; perform drilling operations; perform hand-saw cutting; perform thread cutting; perform filing; and complete work. |

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| Classification ISCED | 0713 Electricity and energy |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **D1:****Plan and prepare for work** | **Trainee will be able to:****P1-** Obtain job requirements from specifications**P2-** Identify auxiliary tools and/or equipment to carry out work processes in a safe manner**P3-** select auxiliary tools and/or equipment to carry out work processes in a safe manner**P4-** Identify and minimise hazards and risks associated with job requirements | **K1-** Safety procedures, including PPE**K2-** Types of holding devices**K3-** Properties of metal**K4-** Potential risks and hazards for self and other associated with metal processing |
| **D2:****Perform hand-saw cutting** | **Trainee will be able to:****P1-** Select saw and saw blade according to job requirements**P2-** Apply safe hand-saw cutting process**P3-** Check for conformance with job requirements | **K1-** Types and application of saw blades, and accessories**K2**- Saw cutting procedures**K3**- Safe working procedures |
| **D3:****Perform thread cutting** | **Trainee will be able to:****P1-** Select thread cutting tools & equipment according to job requirements**P2-** Apply safe thread cutting process**P3-** Check for conformance with job requirements | **K1-** Types and application of tap set, accessories, and lubricants**K2**- Thread cutting procedures**K3**- Safe working procedures |
| **D4:****Perform filing** | **Trainee will be able to:****P1-** Select appropriate file according to job requirements**P2-** Apply safe filing process**P3-** Check for conformance with job requirements | **K1-** Types and application of files**K2**- Use of marking and measuring tools**K3**- Safe working procedures |
| **D5:****Complete work** | **Trainee will be able to:****P1-** Complete work related documents and procedures**P2-** Perform final quality inspection**P3-** Clean up and store tools, equipment and materials | **K1-** Importance of documentation**K2-** Importance of quality assurance **K3-** Waste disposal procedures; care of tools and equipment |