

**SKILLS FRAMEWORK FOR PUBLIC TRANSPORT
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

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| TSC Category | Maintenance Management | | | | | |
| TSC | Equipment Maintenance and Housekeeping | | | | | |
| TSC Description | Maintain and upkeep tools and equipment and implement organisational housekeeping practices | | | | | |
| TSC Proficiency Description | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 | Level 6 |
| | PTP-MAI-1027-1.1 | PTP-MAI-2027-1.1 | PTP-MAI-3027-1.1 | | | |
| | Carry out equipment maintenance and housekeeping practices | Supervise equipment maintenance and housekeeping practices | Plan the implementation of equipment maintenance and housekeeping practices | | | |
| Knowledge | <ul style="list-style-type: none"> Roles and responsibilities in the use of, upkeep and maintenance of tools and equipment Types of tools and equipment used in maintenance facilities Equipment and tools operating procedures Types of quality management concepts Workplace Safety and Health (WSH) Guides on Workplace Housekeeping Organisational procedures on equipment log records and housekeeping documentation | <ul style="list-style-type: none"> Roles and responsibilities in the use of, upkeep and maintenance of tools and equipment Types of tools and equipment used in maintenance facilities Type of tools and equipment required to carry out equipment maintenance activities Types of quality management concepts Layout of organisational maintenance facilities Operational Maintenance activities schedule Organisational procedures for acquisitions of tools, equipment, spare parts and expendables Workplace Safety and Health (WSH) Guides on Workplace Housekeeping Organisational procedures on equipment log book, records and housekeeping documentation | <ul style="list-style-type: none"> Organisational equipment maintenance and housekeeping policies Types of tools and equipment used across all maintenance facilities Original Equipment Manufacturers (OEM) maintenance manuals and service cycles Layout of organisational maintenance facilities Industry best practices of equipment maintenance and housekeeping procedures Operational Maintenance activities schedule Maintenance schedule development Organisational procedures for acquisitions of tools, equipment, spare parts and expendables Workplace Safety and Health (WSH) guides on Workplace Housekeeping | | | |

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| <p>Abilities</p> | <ul style="list-style-type: none"> • Undertake safe and correct handling of tools and equipment in accordance to their intended use and operating procedures • Follow planned schedule for tools and equipment maintenance • Perform inventory count of equipment and tools used before and after maintenance activities • Carry out routine housekeeping and reinstate work areas and/or work sites after maintenance activities • Document relevant equipment maintenance and housekeeping activities | <ul style="list-style-type: none"> • Supervise the safe, correct application and handling of tools and equipment during maintenance • Organise established housekeeping practices at the worksites and maintenance facilities • Implement established maintenance schedule for tools and equipment with internal stakeholders and/or equipment providers • Maintain availability of tools, equipment, spare parts and expendables • Carry out internal audit of housekeeping exercises • Support continuous improvement of housekeeping procedures • Review documentation on equipment maintenance and housekeeping activities conducted | <ul style="list-style-type: none"> • Plan maintenance schedule of tools and equipment in accordance to manufacturer's recommendations and organisational requirements • Manage contingency plans and re-schedule maintenance activities • Assess effectiveness and performance of organisational approach towards equipment maintenance and housekeeping practices • Monitor inventory levels of tools, equipment, spare parts and expendables required for maintenance activities • Raise requisitions of tools, equipment, spare parts and expendables required for maintenance activities • Plan the implementation of internal audit procedures to maintain standards in equipment maintenance and housekeeping practices • Deploy systems and processes to ensure consistency and standardisation of equipment maintenance and housekeeping practices | | | |
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