Task 3a – Review and report the maintenance activities

You must:

i. produce a technical report for the supervisor. This should typically be 850 words and include:
   - a review of the maintenance activities, including fault diagnosis/detection techniques and suggestions for future improvements
   - the faults found and how they were rectified
   - any outstanding faults, including recommendations that may require attention before the next planned maintenance activity according to the current maintenance schedule
   - reporting of stock levels and waste disposal

ii. produce a revised maintenance schedule from your activities and findings, this should include:
   - recommendations for future planned maintenance including justifications
   - due date of next maintenance activity.

Conditions of assessment:

- the time allocated for this task is **3 hours**
- you must carry out the task on your own, under **controlled conditions** while being observed
- you will be given copies of your completed documentation from Tasks 1 and 2.

Controlled conditions:

- you must only work on your tasks in the allocated times
- assessment evidence must be handed in at the end of each session for secure storage which cannot be accessed
- you must not share or discuss your work with other candidates
- you are not permitted to bring any materials into the assessment session.

What must be produced for marking:

- a technical report
- revised maintenance schedule, including justifications.

Resources:

- copies of completed documentation from Tasks 1 and 2
- access to relevant information sources (digital or hard copy)
- appropriate ICT equipment and software.

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