Task 3b – Peer review

Your revised maintenance schedule will now be reviewed by two peers to provide you with feedback. You will also peer review two maintenance schedules. The assessor will distribute the maintenance schedules to review and provide peer review forms for you to complete written feedback.

i. carry out a peer review on two maintenance schedules provided by your assessor. You must consider the following:
   - *how well does the schedule enable planned maintenance activities to be performed and recorded over time?*
   - *how appropriate are the recommended planned maintenance intervals and why?*
   - *what are the implications to the business of the proposed maintenance schedule?*
   - *how could the maintenance schedule be optimised/ improved?*

ii. write up feedback for each of the maintenance schedules on separate peer review forms

iii. update your maintenance schedule following feedback from the peer review. Any updates need to include justifications for these changes and any changes not made will be reviewed in the handover.

Conditions of assessment:

- the time allocated for this task is **2 hours**:
  i. 30 minutes to complete a review of two maintenance schedules
  ii. 30 minutes to write up feedback on a peer review form for each maintenance schedule
  iii. 1 hour to independently update your maintenance schedule justifying any changes made.
- you must carry out the task on your own, under **controlled conditions** while being observed
- the peer reviewers will be providing written feedback using the peer review form provided by the assessor on any aspect of the maintenance schedule for you to reflect on and respond to.

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.

For parts i) and ii) **peer reviewers** must:

- manage your time effectively
- respond constructively and fairly
- ensure the feedback review form is completed fully and handed to the assessor.

For part iii) **candidates** must:

- reflect on and respond to the feedback provided on the peer review feedback form to update your maintenance schedule.

What must be submitted:

- completed peer review forms.

What must be produced for marking:

- maintenance schedule amended from peer review feedback, including justifications.

Resources:

- copies of completed documentation from Tasks 1, 2 and 3a
- two completed peer review forms
- access to relevant information sources (digital or hard copy)
- appropriate ICT equipment and software.

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