



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CPPFES2020A Conduct routine inspection and testing of fire extinguishers and fire blankets**

Release: 1

## **CPPFES2020A Conduct routine inspection and testing of fire extinguishers and fire blankets**

### **Modification History**

Revised unit

Element structure and performance criteria changed to incorporate the deleted unit

PRMPFES09B Service portable fire extinguishers and fire blankets in the field

Skills and knowledge requirements and the range statement updated

Unit based on PRMPFES20B Service wheeled fire extinguishers in the field

### **Unit Descriptor**

This unit specifies the outcomes required to conduct routine monthly, six-monthly and yearly inspections and testing of fire extinguishers and fire blankets at a customer's premises.

### **Application of the Unit**

This unit of competency supports fire service technicians responsible for routinely inspecting and testing fire extinguishers and fire blankets on customers' premises. The unit does not apply to the completion of annual statements.

### **Licensing/Regulatory Information**

Work in this area must be completed according to relevant legislative, industry, customer and organisational requirements, including occupational health and safety (OHS) policies and procedures.

Different states and territories may have regulatory mechanisms that apply to this unit.

Candidates are advised to check for regulatory limitations.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

- |   |  |     |  |
|---|--|-----|--|
| 1 | Apply rules and regulations to service operations. | 1.1 | Requirements of relevant <b><i>rules and regulations</i></b> are <b><i>confirmed</i></b> and applied to <b><i>work procedures</i></b> .  |
|   |  | 1.2 | <b><i>Compliance requirements are checked</i></b> and <b><i>action</i></b> is taken according to <b><i>organisational policies and procedures</i></b> .  |
| 2 | Inspect and test fire extinguishers.               | 2.1 | Necessary work permits are obtained prior to entering customer premises.   |
|   |  | 2.2 | <b><i>Fire extinguishers</i></b> are <b><i>inspected and tested</i></b> according to maintenance schedule of relevant Australian standards and <b><i>customer requirements</i></b> .                         |
|   |  | 2.3 | Area protected by extinguisher is surveyed according to relevant Australian standard.  |
|   |  | 2.4 | Maintenance record tag is updated as required for the relevant inspection and test schedule.   |
|   |  | 2.5 | Faulty fire extinguishers are reported; and replaced, repaired, labelled as withdrawn from service, or condemned according to relevant Australian standards, technical specifications and policy guidelines. |
| 3 | Inspect fire blankets.                             | 3.1 | Fire blankets are inspected according to requirements of relevant Australian standards and customer requirements.  |
|   |  | 3.2 | Fire blankets are refolded according to manufacturers' instructions.   |
|   |  | 3.3 | Faulty fire blankets are reported and replaced according   |

- to organisational and customer requirements.
- 3.4 Maintenance record tag is updated as required for the relevant maintenance schedule.
- 4 Finalise servicing operations.
- 4.1 ***Maintenance equipment and tools*** are inspected for faults, wear or damage, and repaired or replaced according to technical specifications and work procedures.
- 4.2 Customer premises are left in a clean and tidy condition on completion of servicing functions.
- 4.3 Relevant ***documentation*** is completed and distributed according to relevant Australian standards and organisational requirements.

## Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

### Required skills

- skills to work safely when:
  - applying workplace housekeeping procedures
  - performing manual-handling tasks
  - using hand and power tools
- customer service skills
- language, literacy and numeracy skills to:
  - communicate with others clearly and concisely, verbally and in writing
  - find and use relevant information
  - read and comply with work instructions and specifications
  - read and record measurements
  - record and report information neatly and legibly
- planning and organising skills to:
  - estimate time to complete activities
  - prioritise tasks
- interpersonal skills to relate to people from a range of social and cultural backgrounds

### Required knowledge

- dangers of mixing extinguishing agents
- disposal requirements for waste products
- key features of legislation, regulations and codes applicable to selecting, positioning, inspecting and testing installed fire extinguishers and fire blankets to meet hazard present in the area to be protected, including:
  - importance of applying legislative requirements to job functions, and implications of non-compliance
  - implications and outcomes of applying incorrect servicing procedures, both for the customer and the organisation
  - key procedures and licence requirements detailed in ozone depleting substances (ODS) and synthetic greenhouse gases (SGG) code of practice relevant to handling, transporting, inspecting and testing extinguishers with ODS and SGG agents
  - OHS issues and requirements and action to take when a breach of health, safety or other policy occurs
  - purpose of the Building Code of Australia (BCA) and 'deemed to comply' requirements relevant to installation of extinguishers and fire blankets
- reasons for:

- conforming to environmental protection authority (EPA) regulations, or equivalent, with respect to discharge tests
- ensuring gauges and scales are calibrated regularly
- folding fire blankets according to manufacturers' instructions
- following customer's workplace procedures and guidelines
- informing customers of changes to Australian standards
- special requirements for aggressive environments, such as those with high moisture, dust levels or acidity
- types and quantities of spare parts that should be carried in the service vehicle
- types of extinguisher operation:
  - cartridge
  - rechargeable and non-rechargeable
  - reversible
  - stored pressure
- types of extinguishing agents:
  - water
  - foam
  - wet chemical
  - powder
  - carbon dioxide
  - vaporising liquid

## Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

<p>Overview of assessment</p>	<p>This unit of competency could be assessed by practical demonstration of inspecting and testing fire extinguishers and inspecting fire blankets.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>A person who demonstrates competency in this unit must be able to provide evidence of the required skills and knowledge specified in this unit.</p> <p>In particular the person should demonstrate the ability to:</p> <ul style="list-style-type: none"> <li>• conduct inspection and testing activities according to relevant Australian standard requirements on one type of extinguisher in each of the following categories: <ul style="list-style-type: none"> <li>• water, foam, or wet chemical</li> <li>• powder</li> <li>• carbon dioxide</li> <li>• vaporising liquid</li> <li>• wheeled extinguisher</li> </ul> </li> <li>• inspect a range of fire blankets</li> <li>• survey a site to ensure that installed extinguishers, fire blankets and location signs comply with BCA and relevant Australian standards.</li> </ul>
<p>Context of and specific resources for assessment</p>	<p>Assessment of essential underpinning knowledge may be conducted in an off-site context. It is to comply with relevant regulatory or Australian standards' requirements.</p> <p>Resource implications for assessment include:</p> <ul style="list-style-type: none"> <li>• customer premises or a simulated workplace environment</li> <li>• necessary tools, specialist equipment, manuals and relevant documentation.</li> </ul>
<p>Method of assessment</p>	<p>Assessment methods must:</p> <ul style="list-style-type: none"> <li>• satisfy the endorsed Assessment Guidelines of the Property Services Training Package</li> <li>• include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application</li> <li>• reinforce the integration of employability skills with workplace tasks and job roles</li> <li>• confirm that competency is verified and able to be transferred to other circumstances and environments.</li> </ul>

Guidance information for assessment	<p>Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.</p> <p>Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.</p> <p>This unit could be assessed on its own or in combination with other units relevant to the job function, for example:</p> <ul style="list-style-type: none"><li>• CPPFES2004A Identify types of installed fire safety equipment and systems</li><li>• CPPFES2006A Prepare for installation and servicing operations.</li></ul>
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## Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<p><b><i>Rules and regulations</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• relevant legislation relating to inspecting and testing fire protection equipment, including: <ul style="list-style-type: none"> <li>• dangerous goods regulations</li> <li>• environmental regulations</li> <li>• international shipping codes</li> <li>• licensing arrangements</li> <li>• marine codes for different Australian States</li> <li>• OHS legislation, regulations and codes</li> <li>• requirements of Australian petroleum industry</li> </ul> </li> <li>• relevant commonwealth and state or territory building Acts, regulations and codes, such as the BCA</li> <li>• relevant Australian standards, such as: <ul style="list-style-type: none"> <li>• AS 1851 Maintenance of fire protection systems and equipment</li> <li>• note: Australian standards are frequently revised and users must always check for currency and amendments.</li> </ul> </li> </ul>
<p>Requirements may be <b><i>confirmed</i></b> with:</p>	<ul style="list-style-type: none"> <li>• colleagues</li> <li>• managers</li> <li>• supervisors</li> <li>• team leaders.</li> </ul>
<p><b><i>Work procedures</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• assignment instructions</li> <li>• equipment manufacturers' requirements</li> <li>• instructions from colleagues, supervisor or manager</li> <li>• personal protective equipment (PPE) requirements</li> <li>• reporting and documentation requirements</li> <li>• specific customer requirements.</li> </ul>
<p><b><i>Checking compliance requirements</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• reviewing documentation to verify that installed systems comply with relevant rules and regulations</li> <li>• applying inspection, test and survey requirements according to Australian standards.</li> </ul>
<p><b><i>Action</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• advising customer</li> <li>• documenting non-compliance</li> <li>• making equipment safe</li> <li>• reporting, as required.</li> </ul>

<p><b><i>Organisational policies and procedures</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• job scheduling systems and communication devices</li> <li>• personnel practices and guidelines outlining work roles, responsibilities and delegations</li> <li>• recording and reporting documentation and systems</li> <li>• relevant OHS policies, procedures and programs</li> <li>• relevant rules and regulations</li> <li>• standard operating procedures, work instructions and manuals.</li> </ul>
<p><b><i>Fire extinguishers</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• portable extinguishers as defined in AS/NZS 1841 Portable fire extinguishers</li> <li>• wheeled extinguishers as defined in AS 4265 Wheeled fire extinguishers.</li> </ul>
<p><b><i>Inspection and testing</i></b> include:</p>	<ul style="list-style-type: none"> <li>• activities specified in relevant standards:             <ul style="list-style-type: none"> <li>• AS/NZS 1841 Portable fire extinguishers</li> <li>• AS 4265 Wheeled fire extinguishers.</li> </ul> </li> </ul>
<p><b><i>Customer requirements</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• confirming or varying service instructions</li> <li>• following sign-in and sign-out procedures for entry to or exit from premises</li> <li>• providing non-routine or urgent services</li> <li>• providing routine services</li> <li>• providing written or verbal confirmation of services provided and future maintenance schedule</li> <li>• sighting work permits.</li> </ul>
<p><b><i>Maintenance equipment and tools</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• hand tools</li> <li>• hydrostatic test equipment</li> <li>• PPE</li> <li>• power tools</li> <li>• recharge equipment</li> <li>• safety cages</li> <li>• test equipment.</li> </ul>
<p><b><i>Documentation</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• application for credit forms</li> <li>• certificates of inspection</li> <li>• corrective action reports</li> <li>• customer recommendation forms</li> <li>• equipment recommendation forms</li> <li>• expense claims</li> <li>• job cards</li> <li>• maintenance records</li> <li>• petty cash vouchers</li> <li>• product documentation</li> <li>• service agreements.</li> </ul>

## **Unit Sector(s)**

Fire protection equipment

## **Custom Content Section**

Not applicable.