



Australian Government

Department of Education, Employment and Workplace Relations

LMFFL3504A Inspect defective timber flooring

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit specifies the outcomes required to prepare for, carry out, and report on inspections on defective timber flooring.
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Application of the Unit

Application of the unit	This unit supports the attainment of skills and knowledge required for competent workplace performance in the wide variety of flooring technology operations. The competency applies to an on site environment and involves application of skills and knowledge at a trade worker or supervisory level. These skills and knowledge are to be used within the scope of the individual's job and authority.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and prepare for the inspection	<p>1.1. Applicable legislative, OHS and organisational requirements relevant to the inspection of timber flooring are verified and complied with</p> <p>1.2. Workplace health and safety requirements, including personal protection needs, are observed throughout the work</p> <p>1.3. The purpose, scope, formality and reporting requirements for the inspection are identified, clarified and agreed</p> <p>1.4. The need for and liability associated with for the outcome of invasive inspection techniques are documented and agreed</p> <p>1.5. Tools, equipment and materials required for the inspection are selected and checked prior to use to ensure that they are appropriate for the work and in a safe condition</p> <p>1.6. Sequence of work is planned to ensure efficiency and quality of outcome</p>
2. Conduct the inspection	<p>2.1. Initial visual and other non-invasive inspections are completed to identify and isolate further inspection needs</p> <p>2.2. Finishing faults and remedial options are identified and analysed</p> <p>2.3. Structural faults and remedial options are identified and analysed</p> <p>2.4. Material faults including infestation and moisture effects and remedial options are identified and analysed</p> <p>2.5. Sub-floor faults, their impacts and remedial options are identified and analysed</p> <p>2.6. Areas invasively inspected are made safe</p>
3. Report on the inspection	<p>3.1. The inspection report addresses the agreed terms of reference</p> <p>3.2. The report clearly identifies the scope of the inspection, the findings and the suggested options for addressing the faults or findings</p> <p>3.3. The report is presented to the client together with any required clarification</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- collect, organise and understand information related to work orders, basic plans and safety procedures
- communicate ideas and information to enable confirmation of inspection requirements and specifications, coordination of work with other workers and customers, and the reporting of inspection outcomes and problems
- work with others and in a team by recognising dependencies and using cooperative approaches to facilitate and ease inspections
- use pre-checking and checking techniques to anticipate inspection problems to avoid re-work and wastage
- apply cause and effect analytical tools in floor inspection
- recognise and respond to circumstances outside instructions or personal competence
- plan and organise activities including the preparation and layout of the worksite and the obtaining of information, equipment and materials to avoid any back tracking, work flow interruptions or wastage
- use mathematical ideas and techniques to correctly complete measurements, calculate area and confirm inspections findings
- clarify and confirm work instructions
- plan work within given task parameters
- accept responsibility for given tasks
- set, monitor and satisfy personal work goals
- satisfy the competency requirements for the job
- maintain current knowledge of:
 - tools and materials
 - timber flooring techniques
- seek learning opportunities
- use the workplace technology related to the timber flooring inspections including computers, tools, equipment, calculators and measuring devices.

Required knowledge

- State or Territory OHS legislation, regulations, standards and codes of practice relevant to the inspection of timber floors
- organisational and site standards, requirements, policies and procedures for the inspection of timber floor
- legal prerogatives and responsibilities for invasive inspection techniques and effects
- commonly experienced:

REQUIRED SKILLS AND KNOWLEDGE

- finishing faults and repair/restoration options
- structural faults and repair/restoration options
- material faults and repair/restoration options
- sub-floor faults and repair/restoration options
- environmental protection requirements
- established communication channels and protocols
- problem identification and resolution
- appropriate mathematical procedures for estimation and measurement
- procedures for the recording, reporting and maintenance of workplace records and information

Evidence Guide

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.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- Comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for inspecting timber flooring
- Interpret work order and locate and apply relevant information
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Follow work instructions, operating procedures and inspection practices to:
 - minimise the risk of injury to self and others
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
- Inspect and correctly report on two timber floors where one requires invasive inspection techniques
- Work effectively with others
- Modify activities to cater for variations in workplace contexts and environment

Context of, and specific resources for assessment

- The application of competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of essential underpinning knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to comply with relevant regulatory or Australian Standards requirements
- The following resources should be made available:
 - realistic inspection requirements
 - a client/simulated client
 - workplace location or simulated workplace
 - materials and equipment relevant to inspection and presentation of findings

Method of assessment

Assessment must satisfy the endorsed assessment

EVIDENCE GUIDE

guidelines of the Furnishing Industry Training Package

Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of underpinning knowledge

Assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application

Assessment may be applied under project related conditions (real or simulated) and require evidence of process

Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances

Assessment may be in conjunction with assessment of other units of competency

Range Statement

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.

Legislative requirements	<ul style="list-style-type: none"> are to be in accordance with applicable legislation from all levels of government that affect organisational operation. Requirements may include but not be limited to award and enterprise agreements, industrial relations, Australian Standards, confidentiality and privacy, OHS, the environment, equal opportunity, anti-discrimination, relevant industry codes of practice, duty of care and heritage
OHS requirements	<ul style="list-style-type: none"> are to be in accordance with Commonwealth, State or Territory legislation and regulations, organisational safety policies and procedures. Requirements may include but not be limited to the use of personal protective equipment and clothing, fire fighting equipment, First Aid equipment, hazard and risk control and elimination, control of hazardous materials and substances, manual handling including lifting and carrying
Organisational requirements	<ul style="list-style-type: none"> may include but not be limited to legal, organisational and site guidelines, policies and procedures relating to own role and responsibility, quality assurance, procedural manuals, quality and continuous improvement processes and standards, OHS, emergency and evacuation, ethical standards, recording and reporting, access and equity principles and practices, equipment use, maintenance and storage, environmental management (waste disposal, recycling and re-use guidelines)
Invasive inspection techniques	<ul style="list-style-type: none"> are those which require significant removal of coatings and materials and where restoration is required, regardless of the inspection finding
Finishing faults	<ul style="list-style-type: none"> may include contaminated coating (dust, foreign objects), coating rejection, incorrect

RANGE STATEMENT	
	coating, swirl marks, scratches, drum marks, waves, taper tracks, striations, rippers, chatter marks and edgebonding
Structural faults	<ul style="list-style-type: none"> may include splits, cracks, broken boards, failed fixings and incorrect board size
Materials faults	<ul style="list-style-type: none"> may include warp, wane, curvature, shakes, insect defects, knots and resin pockets
Sub-floor faults	<ul style="list-style-type: none"> may include incorrect levels, soundness and moisture

Unit Sector(s)

Unit sector	Flooring Technology
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Competency field

Competency field	Timber
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Co-requisite units

Co-requisite units		