



Australian Government

Department of Education, Employment and Workplace Relations

LMFGG3004B Process thick glass by hand

Revision Number: 1

LMFGG3004B Process thick glass by hand

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the competency to cut, shape, drill and edge annealed glass, which is greater than 6mm thick and laminated glass, which is greater than 6.38mm thick.
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Application of the Unit

Application of the unit	
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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

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>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.</p>
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify work requirements	<p>1.1. Work requirements including materials, types of cuts, shapes and edges, processes and quantities required are identified from work instructions or job order in accordance with workplace procedures</p> <p>1.2. Workplace health and safety requirements, including personal protection needs, are observed throughout the work</p> <p>1.3. Tools, equipment and materials are selected and checked prior to use to ensure that they are appropriate for the work, serviceable and in a safe condition</p> <p>1.4. Cutting list and quality standards are determined and procedures identified in accordance with workplace requirements and industry standards</p> <p>1.5. Glass to be cut, shaped, drilled or edged is selected using information from the work order including: type of glass, thickness, colour and dimensions</p> <p>1.6. Machines, equipment and settings required to perform the work are identified</p>
2. Prepare for work	<p>2.1. Sequence of work is planned to ensure processing is conducted in a logical order</p> <p>2.2. Suitable cutting, shaping, drilling, edging and lubrication methods are selected</p> <p>2.3. Glass processing table is selected and work surface is cleared of debris and dust</p> <p>2.4. Work area is cleared of obstructions and potential hazards with cullet bins located close to work area</p> <p>2.5. Glass is checked for imperfections and damage prior to handling</p> <p>2.6. Glass to be processed is located in the work area using correct manual handling procedures</p> <p>2.7. Glass is measured accurately to minimise waste and within specified tolerances according to enterprise standards</p> <p>2.8. Components and controls of machines including emergency stops and guards are identified and tested for working order</p>
3. Process glass	<p>3.1. Tools and equipment are operated and monitored in accordance with manufacturers' instructions and workplace procedures to ensure correct product quality and output</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>3.2. Glass is processed to required standard in accordance with job order, work instructions and procedures, including the performance of routine lubrication and adjustments of machines/equipment</p> <p>3.3. Problems occurring during work operations are identified and reported to appropriate persons</p> <p>3.4. Authorised changes in working procedures are followed</p> <p>3.5. Completed product is inspected for quality of work and repaired, reprocessed or discarded in accordance with workplace procedures</p>
4. Complete work	<p>4.1. Processed glass is labelled and stored following workplace procedures ensuring there are no projections</p> <p>4.2. Scraps and off-cuts are removed for disposal or recycling as required</p> <p>4.3. Work area is cleaned and rubbish disposed of as appropriate</p> <p>4.4. Workplace documentation is completed as required</p> <p>4.5. Tools, equipment and unused materials are removed and stored appropriately</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 work requirements and specifications, coordination of work with supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities including the preparation and layout of the work area and the obtaining of equipment and materials to avoid any back tracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements, calculate area, estimate glass requirements and minimise waste
- use pre-checking and inspection techniques to anticipate processing problems, avoid re-working and avoid wastage
- use the limited workplace technology related to the processing of glass including handling aids, tools, equipment, calculators and measuring devices

Required knowledge

- the qualities and characteristics of glass, including the hazards and handling requirements
- identification of glass processing equipment, functions and procedures
- the set up and operation of glass processing equipment including procedures for reporting product defects or equipment faults
- workplace safety system requirements related to glass processing
- workflow in relation to glass processing

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 of evidence

- Interpret work orders and plan processing operations
- Identify the materials, patterns/plans, processes, machines, equipment and settings to undertake a glass processing task
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Set up for and prepare to process glass
- 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
- As a minimum, demonstrate the ability to:
 - identify and use AS4667 Quality requirements for cut to size and processed glass
 - complete straight cuts by hand and diamond saws, simple shapes, truncated and radius corners, circles and ovals in annealed and laminated glass greater than 6.38 mm and up to 1.0 m²
 - rough and smooth arris annealed and laminated glass greater than 6.38 mm by hand up to 0.5 m²
 - drill holes with portable diamond drills and tungsten spear point drills in annealed and laminated glass greater than 6.38 mm up to 0.5 m²
 - calculate the cost of glass and edgework
- Work effectively with others
- Modify activities to cater for variations in workplace contexts and environment

Resource implications

Glass sheet/product, processing facilities/equipment (such as cutting equipment and glass edging equipment), table, work area, work orders and appropriate safety and personal protection equipment.

Method of assessment

Assessment methods must confirm consistency of

EVIDENCE GUIDE	
	<p>performance over time and in a range of workplace relevant contexts.</p> <p>Assessment should be by direct observation of tasks and questioning on underpinning knowledge.</p> <p>Assessment may be in conjunction with assessment of other relevant units of competency.</p>
Context of assessment	<p>Assessment may occur on the job or in a workplace simulated facility with relevant glass processing equipment, materials, work instructions and deadlines.</p>

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.

Unit context	<ul style="list-style-type: none"> • OHS requirements may include legislation, building codes, material safety management systems, hazardous substance and dangerous goods codes and local safe operating procedures • Work is carried out in accordance with statutory requirements, environment legislation, manual handling procedures and relevant regulations and organisation insurance requirements • Work requires individuals to demonstrate discretion, judgement and problem solving skills in the planning, preparation and processing of thin glass sheet
Thick glass is:	<ul style="list-style-type: none"> • annealed sheet glass greater than 6mm thick • laminated glass greater than 6.38mm thick
Glass processing by hand includes:	<ul style="list-style-type: none"> • its cutting • use of portable diamond saws • shaping • drilling and edging. Edging may include arising
Tools and equipment may include, but are not limited to:	<ul style="list-style-type: none"> • flat felt covered cutting tables • tungsten wheel glass cutters • speed cutters • circle cutters • portable diamond saws • L-squares and straight edges • tape measures • glass handling gloves • safety glasses • gauntlets • aprons • marking pens • chinagraph pencils

RANGE STATEMENT	
	<ul style="list-style-type: none"> • templates and lubricants
Tables appropriate for cutting large glass sheets include:	<ul style="list-style-type: none"> • air flotation tables • roller castor table or tilt table with air flotation or roller castors
Edging tools includes but is not limited to:	<ul style="list-style-type: none"> • edging stones and hand arrisers
Drilling equipment may include, but is not limited to:	portable diamond drills and tungsten spear point hand drills
Materials are to include but are not limited to:	<ul style="list-style-type: none"> • annealed and laminated glass for residential and commercial windows and doors • structural glass • mirrors • table tops and shower screens
Personal protective equipment	<p>Personal protective equipment is to include that prescribed under legislation, regulations and enterprise practices and procedures. It may include:</p> <ul style="list-style-type: none"> • gloves • safety glasses and footwear • aprons and overalls
Information and procedures	<ul style="list-style-type: none"> • Workplace procedures relating to the use and operation of tools and equipment required for the handling and processing of glass • Workplace instructions, including job sheets, cutting lists, plans, drawings and designs • Workplace procedures relating to reporting and communications • Manufacturer instructions for the use of equipment and materials • Quality standards and procedures

Unit Sector(s)

Unit sector	Glass and Glazing
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		