



Australian Government

**MSFGG4008 Undertake planning and
coordination for commercial glazing
installation operations**

Release: 1

MSFGG4008 Undertake planning and coordination for commercial glazing installation operations

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers planning and scheduling commercial glazing installation resources, coordinating on-site communications and work ensuring compliance with building codes and standards and glass product quality control.

State and territory legislation should be checked for any required licensing or permits and a construction site supervisor's safety certificate is essential.

Pre-requisite Unit

Competency Field

Unit Sector

Glass and Glazing

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

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| 1 | Interpret installation contract documentation to identify operational requirements | 1.1 | Contract documentation is reviewed to identify all aspects of installation requirements, use of plant and equipment or penalties, variations and costs |
| | | 1.2 | Principal contractors and architects/engineers for the construction project are consulted to confirm glass installation specifications and timing |
| | | 1.3 | Subcontractors necessary to complete the installation are determined, where necessary |
| | | 1.4 | Availability of installation plant and equipment is assessed and confirmed from organisational supplies or other suppliers |

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| | 1.5 | Site access requirements and limitations are identified, including any necessary permits to facilitate entry |
| | 1.6 | Documentation for authorities controlling construction work is accessed and glass installation dates confirmed |
| | 1.7 | Procedures for controlling and recording site deliveries are determined and recorded |
| | 1.8 | On-site labour requirements are determined and documented |
| 2 | Plan installation operations and prepare a project schedule | |
| | 2.1 | Installation glass and on-site plant and equipment are scheduled and confirmed |
| | 2.2 | Installation operations are sequenced and operational details entered into a manual or computer-based project schedule |
| | 2.3 | Critical path of the installation is defined and revised, as required |
| | 2.4 | Project timeframes are adjusted to account for other construction activity scheduling |
| | 2.5 | Installation site and safety plans are developed for coordinating with other building trades and contractors |
| | 2.6 | Necessary permits for the installation are obtained |
| 3 | Coordinate delivery of glass, installation plant and on-site human resources | |
| | 3.1 | On-site plant delivery and placement is checked and supervised |
| | 3.2 | On-site human resource requirements are managed |
| | 3.3 | Construction work supervisor and other trades are identified and engaged in meetings and day-to-day contact to coordinate installation activity |
| 4 | Coordinate on-site installation operations | |
| | 4.1 | On-site communication is maintained, including communications with clients, contractors, inspectors and suppliers |
| | 4.2 | Installation work is coordinated to ensure quality outcomes and a safe working environment |
| | 4.3 | Subcontracted plant operators are supervised |
| | 4.4 | Site reports of specific supervisory inspections are prepared with any variation requests or requirements |

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- communicated to the appropriate person
- 4.5 Administrative processes are conducted with reference to relevant regulatory and organisational requirements
- 5 Manage compliance with installation quality control procedures
- 5.1 Site checklists detailing specific items to be inspected at appropriate stages are used and completed
- 5.2 Industry and organisational quality manuals and procedures are used in managing the quality process with all quality requirements communicated to on-site personnel
- 5.3 Regulatory inspections of the completed installation are arranged
- 5.4 Contractual quality standards are met

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit scope includes:

- planning and scheduling commercial glass products, installation plant/equipment and human resources for a commercial glass installation project
- communicating with construction senior personnel, such as architects, engineers and primary contractors
- obtaining necessary plans, specifications, permits and other documentation for the installation process
- variations to contracts in time of construction completion
- supervising commercial glass installation including plant, equipment, subcontractors and installation personnel
- liaising with construction site personnel
- ensuring quality installation outcomes and safe working environment

Work health and safety (WHS) requirements include:

- Commonwealth, state or territory legislation and regulations
- organisational safety policies and procedures
- material safety data sheets (MSDS)
- job safety analysis (JSA) forms
- hazardous substances and dangerous goods codes and local safe operating procedures
- safe working at heights
- licensing of crane, scaffolding, rigging and dogging personnel
- the use of personal protective equipment and clothing
- firefighting equipment
- first aid equipment
- hazard and risk control and elimination of hazardous materials and substances
- manual handling, including lifting and carrying

Procedures include:

- work instructions
- standard operating
- verbal, written or computer-based procedures

Organisational requirements include:

- legal, organisational and site guidelines, policies and procedures relating to own role and responsibility
- quality assurance
- procedural manuals
- quality and continuous improvement processes and

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- standards
 - 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)
- Planning documentation includes:**
- plans and specifications
 - project schedules
 - contracts and subcontracting agreements
 - applications for permits and service connections
 - copies of plans, drawings and specifications
 - environmental applications
 - parking restriction applications
- Project scheduling includes:**
- human resource schedules
 - glass and other materials delivery schedules
 - project critical path
 - project timeframes
 - schedules of installation plant and equipment delivery and use
- Regulatory and organisational requirements include:**
- building approval conditions
 - contract documents
 - architect and engineer reports
 - environmental standards
 - planning and scheduling
 - plans and specifications
 - safety management plans
 - site consultations
 - wage and taxation requirements
- On-site coordination includes:**
- allocating and managing human resources
 - applying communication and interpersonal skills to facilitate dispute prevention and resolution
 - communicating with regulatory authorities and ensuring conformity with relevant requirements
 - dispersal and scheduling of plant and equipment
 - maintaining environmental controls and obligations
 - participating in on-site meetings
 - liaising with other construction personnel
- Quality control includes:**
- checking glass supplied to the site
 - comparing installation processes against specifications
 - quality checklists and reporting
 - regular on-site progress and quality checks

- reviews of plans and specifications with clients

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>