



**Australian Government**

# **CPPSPS4013A Establish maintenance plans for swimming pools and spas**

**Release: 1**

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## **Modification History**

| <b>Version</b> | <b>Comments</b>                                                                       |
|----------------|---------------------------------------------------------------------------------------|
| 1              | This version first released with CPP07 Property Services Training Package Version 13. |

## **Unit Descriptor**

This unit of competency specifies the outcomes required to establish maintenance plans for swimming pools and spas. It includes determining maintenance requirements, developing a maintenance plan, implementing the plan and reviewing the plan.

## **Application of the Unit**

This unit of competency supports the work of swimming pool and spa technicians engaged in servicing domestic, commercial and public swimming pools and spas.

## **Licensing/Regulatory Information**

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

## **Pre-Requisites**

Nil

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

## Elements and Performance Criteria

- |   |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Determine maintenance requirements.</b>            | <p>1.1 <b><i>Relevant documentation</i></b> is obtained and analysed to establish swimming pool or spa <b><i>maintenance requirements</i></b> in line with enterprise and legislative requirements.</p> <p>1.2 <b><i>Industry benchmarks</i></b> are reviewed to determine maintenance intervals and other requirements.</p> <p>1.3 Workplace health and safety (WHS) and other relevant <b><i>regulatory requirements</i></b> are interpreted and incorporated into maintenance requirements.</p>                                                                                                                                                                                                                                                                                                                      |
| 2 | <b>Develop swimming pool or spa maintenance plan.</b> | <p>2.1 Maintenance plan is established in line with owner instructions, legislative requirements and enterprise procedures.</p> <p>2.2 Maintenance costs are established in line with enterprise procedures.</p> <p>2.3 Contract specifications for maintenance services are developed, where appropriate, in line with enterprise and legislative requirements.</p> <p>2.4 <b><i>Safety and security requirements</i></b> are incorporated into maintenance plan in line with legislative requirements and enterprise procedures.</p> <p>2.5 <b><i>Criteria</i></b> for the selection of tradespeople and other specialist service providers to support maintenance activities are established.</p> <p>2.6 Register of tradespeople and other specialist service providers is compiled and maintained in line with</p> |

- enterprise procedures.
- 2.7 Maintenance schedule is established in line with enterprise procedures.
- 2.8 Systems for recording and implementing maintenance requirements and reporting to owners are established in line with enterprise procedures.
- 2.9 Aspects of maintenance plan requiring **specialist services** are identified and assistance is sought as required.
- 3 Implement maintenance plan.**
- 3.1 Maintenance plan, including fees, is presented to swimming pool or spa owner or operator for discussion and approval in line with enterprise procedures.
- 3.2 Maintenance plan is implemented in line with owner or operator instructions, legislative requirements and enterprise procedures.
- 3.3 Information is provided to clients on compliance of swimming pool or spa and environs with safety legislation in line with enterprise requirements.
- 3.4 Relevant documentation is completed and securely maintained in line with enterprise procedures.
- 4 Review maintenance plan.**
- 4.1 Maintenance plan is assessed in consultation with relevant people using appropriate data and interpersonal communication strategies.
- 4.2 Outcomes of assessment are prepared in required format, style and structure and presented to owners and other relevant people within agreed timeframes.
- 4.3 Recommendations for improvement to maintenance plan are presented to swimming pool or spa owner or operator and other relevant people in line with enterprise procedures.
- 4.4 **Business equipment and technology** are used to securely maintain documentation in line with enterprise procedures.

## Required Skills and Knowledge

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

### Required skills

- communication skills to interact in an ethical manner with clients from diverse social, economic and cultural backgrounds
- analytical skills to interpret documents, such as legislation, regulations, building plans and swimming pool and spa maintenance reports and specifications
- decision-making and problem-solving skills to:
  - analyse situations and make decisions regarding swimming pool and spa maintenance consistent with legislative, safety and ethical requirements
  - apply risk-management strategies associated with swimming pool and spa maintenance
- literacy skills to:
  - access and interpret a variety of texts, including legislation, regulations and building and safety codes
  - prepare general information, papers, formal and informal letters, reports and applications
  - complete standard and statutory forms
- negotiation skills to establish contracts with tradespeople and service providers for provision of maintenance and repair services
- numeracy skills to calculate and interpret data on maintenance costs, such as the annual level of maintenance expenditure required to sustain swimming pool or spa at its current condition
- planning, organising and scheduling skills to provide routine, seasonal and preventative maintenance services for swimming pools and spas
- research skills to identify and locate documents and information relating to the maintenance of swimming pools and spas
- technology skills to:
  - access the internet and web pages and search online databases
  - prepare and complete online forms

### Required knowledge

- Australian Competition and Consumer Commission product safety guidelines
- chemical safety:
  - principles, practices and benefits
  - possible consequences of not adhering to chemical-safety principles
- commonwealth, state or territory, and local government legislation and regulations, Australian standards, and codes of practice impacting on maintenance plans for swimming

pool and spas related to:

- dangerous goods
- electrical and plumbing regulations controlling conduct of electrical and plumbing work
- environment protection
- environmental health
- work health and safety
- private and public swimming pools and spas
- waste disposal
- factors to consider in designing a maintenance plan based on:
  - design and type of facility
  - length of the operating season
  - nature, purpose, goals or mission of the sponsoring agency
  - need to generate revenue
  - number and age of the pools and spas
  - size and capabilities of the staff
- contents of maintenance plans for swimming pools and spas:
  - advantages
  - preventative maintenance
  - procedures:
    - inspection
    - replacement
    - service
  - routine maintenance:
    - brushing
    - opening and closing checklist: pool and spa deck, and pump room
    - tile cleaning
    - vacuuming
  - seasonal maintenance:
    - deterioration of equipment and materials
    - disassembling and assembling equipment
    - hydrostatic pressure
    - pool covers
    - pool water chemistry: chemical composition, chemical imbalance and its consequences, and ways of rectifying chemical imbalance
    - start-up procedures
    - utilities
    - vandalism prevention
- maintenance strategies relevant to private and public swimming pools and spas
- procedures for reporting repairs and maintenance to owners and operators
- procedures for selecting tradespeople and specialist service providers

- risks and management strategies associated with swimming pool and spa maintenance
- systems for implementing swimming pool and spa maintenance requirements
- tendering procedures

## 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.

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|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Overview of assessment</b>                                                                       | This unit of competency could be assessed planning, preparing, implementing and reviewing a maintenance plan for a swimming pool or spa.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b> | <p>A person should demonstrate the ability to:</p> <ul style="list-style-type: none"> <li>• determine maintenance requirements for swimming pools and spas</li> <li>• develop a maintenance plan for a swimming pool or spa that includes procedures for selecting maintenance contractors and maintaining safety and security of clients</li> <li>• implement a maintenance plan for a swimming pool or spa</li> <li>• review the maintenance plan for a swimming pool or spa.</li> </ul>                                                                                                                                                                                                                                                                             |
| <b>Context of and specific resources for assessment</b>                                             | <p>Assessment of essential underpinning knowledge may be conducted in an off-site context and is to comply with relevant regulatory and Australian Standards' requirements.</p> <p>Resource implications for assessment include:</p> <ul style="list-style-type: none"> <li>• relevant codes, standards and government regulations</li> <li>• a technical reference library with current publications on maintenance plans for swimming pools and spas.</li> </ul>                                                                                                                                                                                                                                                                                                     |
| <b>Method of assessment</b>                                                                         | <p>Assessment methods must:</p> <ul style="list-style-type: none"> <li>• satisfy the endorsed Assessment Guidelines of the CPP07 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> <p>This unit could be assessed on its own or in combination with other units relevant to the job function.</p> |
| <b>Guidance information for assessment</b>                                                          | <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,</p>                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|  | take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed. |
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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.

|                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Relevant documentation</i></b> may include:   | <ul style="list-style-type: none"> <li>• equipment inventory</li> <li>• feedback from users</li> <li>• inspection reports</li> <li>• maintenance specifications</li> <li>• owner or operator instructions</li> <li>• risk assessment data</li> <li>• swimming pool and spa usage data.</li> </ul>                                                                                                                                                                                                                                              |
| <b><i>Maintenance requirements</i></b> may include: | <ul style="list-style-type: none"> <li>• preventative</li> <li>• routine</li> <li>• seasonal.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><i>Industry benchmarks</i></b> may include:      | <ul style="list-style-type: none"> <li>• age of swimming pool or spa with allowance for mid-life upgrades and refurbishments</li> <li>• annual level of maintenance expenditure required to sustain swimming pool or spa at its current condition</li> <li>• compliance with safety codes</li> <li>• compliance with environmental health guidelines</li> <li>• expenditure on repairs and maintenance as a percentage of asset value</li> <li>• functionality and amenity of swimming pool or spa</li> <li>• structural soundness.</li> </ul> |
| <b><i>Regulatory requirements</i></b> may include:  | <ul style="list-style-type: none"> <li>• relevant federal, and state or territory legislation and local government regulations relating to: <ul style="list-style-type: none"> <li>• environmental health</li> <li>• environmental issues</li> <li>• property and facility management</li> <li>• public safety</li> <li>• swimming pools and spas</li> <li>• waste.</li> </ul> </li> </ul>                                                                                                                                                     |
| <b><i>Safety and security</i></b>                   | <ul style="list-style-type: none"> <li>• emergency situations, including fire, flood, drowning, bomb</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| <b>requirements</b> may include:                      | <p>threats, suicide attempts or other actions likely to lead to property or bodily threat</p> <ul style="list-style-type: none"> <li>• potential safety and health hazards, such as physical, mechanical, bacterial, viral or chemical agents that are already in the swimming pool or spa, or are brought to the pool or spa, or created as a by-product of use or management of the pool or spa.</li> </ul>                                                                                                                          |
| <b>Criteria</b> may include:                          | <ul style="list-style-type: none"> <li>• cost</li> <li>• quality of work</li> <li>• service standards</li> <li>• specialist expertise.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Specialist services</b> may include:               | <ul style="list-style-type: none"> <li>• chemicals</li> <li>• computer systems</li> <li>• electrical systems</li> <li>• electronic systems</li> <li>• engineering</li> <li>• environmental health</li> <li>• information technology</li> <li>• landscaping</li> <li>• leak detection and repair</li> <li>• lighting systems</li> <li>• plumbing systems</li> <li>• pool and spa surfacing</li> <li>• public health</li> <li>• risk assessment</li> <li>• security</li> <li>• specialist equipment</li> <li>• water quality.</li> </ul> |
| <b>Business equipment and technology</b> may include: | <ul style="list-style-type: none"> <li>• data storage devices</li> <li>• electronic tablet</li> <li>• email</li> <li>• facsimile machine</li> <li>• laptop computer</li> <li>• photocopier</li> <li>• printer and scanner</li> <li>• smart phone</li> <li>• software applications, such as databases and word applications.</li> </ul>                                                                                                                                                                                                 |

## Unit Sector(s)

### Competency field

**Unit sector** Swimming pool and spa service

## **Custom Content Section**

Not applicable.