



Australian Government

MSFFL2002 Receive and prepare floor covering materials for installation

Release: 1

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Modification History

Release 1 - New unit of competency

Application

This unit of competency covers planning, preparing, packaging, protecting, transporting and loading floor covering materials to an installation site with minimum damage to floor coverings and components. Acclimatisation on site is required to ensure that material being installed is installed whilst at the same temperature and humidity as the area being covered so that the fitted material does not subsequently shrink or stretch from its fitted form.

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

Pre-requisite Unit

Competency Field

Unit Sector

Flooring technology

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 Identify preparation requirements | 1.1 Applicable work health and safety (WHS), legislative and organisational requirements relevant to receiving, preparing, packaging, protecting, transporting, loading and storage of floor coverings are verified and complied with |
| | 1.2 Floor covering materials to be prepared are identified against work orders |
| | 1.3 Instructions, work plans and product information are read and interpreted to identify the preparation process required to complete work tasks |

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| | | 1.4 | Details of the site conditions, including safety and security requirements, are confirmed from reports or physical inspection |
| | | 1.5 | Delivery point, access and storage on site are identified and methods for loading/hoisting floor coverings are determined |
| | | 1.6 | Size, shape and special packaging requirements are determined for transportation to site |
| | | 1.7 | 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 |
| 2 | Receive flooring materials | 2.1 | Flooring materials are received and segregated into products |
| | | 2.2 | Received materials are checked against delivery documentation for type and quantity |
| | | 2.3 | Received materials are inspected for defects and damage and unacceptable items rejected or segregated |
| | | 2.4 | Receipt documentation is completed to enterprise procedures |
| 3 | Prepare and package floor coverings | 3.1 | Types and quantities of materials required for the work plan are confirmed |
| | | 3.2 | Floor coverings are laid out, measured and cut to required size |
| | | 3.3 | Floor coverings and accessory products are packaged ready for transport to site taking into account potential damage factors |
| 4 | Load floor coverings on to the worksite | 4.1 | Roles and related responsibilities for the successful completion of the loading and lifting activity are identified and applied |
| | | 4.2 | Time requirements to complete the loading/lifting of floor coverings are estimated |
| | | 4.3 | Materials handling equipment appropriate to the task is selected, accessed and used in accordance with regulatory and/or site requirements |
| | | 4.4 | Labour requirements to support the floor covering |

			loading/lifting requirements are confirmed and accessed
		4.5	Movement activities are completed as an individual or working directly with others as required by the work tasks
5	Store floor coverings and accessories on site	5.1	Condition of floor coverings and accessory products are observed on arrival on site and any damaged product is identified and separated for further action
		5.2	Floor coverings and accessory products are stored on site observing any requirements for protection from potential damage factors
		5.3	Product and site acclimatisation requirements are identified and satisfied
		5.4	Materials are stacked appropriately for weight loading, size and crushability of floor coverings or accessory products
		5.5	Products are located to enable ready access when required on site
		5.6	Work is undertaken in accordance with workplace procedures
6	Complete housekeeping	6.1	Packing materials are stored or recycled as required
		6.2	Tools and equipment are cleaned and stored appropriately
		6.3	Work area is cleaned and rubbish disposed of appropriately
		6.4	Workplace documentation is completed

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.

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| Unit context includes: | <ul style="list-style-type: none">• WHS requirements, including legislation, building codes, material safety management systems, hazardous and dangerous goods codes, and local safe operating procedures, or equivalent• work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements• work requires individual to demonstrate some discretion, judgement and problem solving |
| Floor covering materials include: | <ul style="list-style-type: none">• underlays• carpets• resilient• timber and cork products• non-perishable inventory required to support installation operations |
| Tools and equipment include: | <ul style="list-style-type: none">• pre-fabricated and fixed shelving• open and enclosed pallets• shipping containers• non-motorised lifting and movement aids• other material handling equipment |
| Potential damage factors include: | <ul style="list-style-type: none">• humidity• moisture• temperature• weather effects• handling• crushing• scratching |

- Materials handling equipment include:**
 - contamination
 - those restricted to non-regulated machines and appliances
- Personal protective equipment includes:**
 - that prescribed under legislation, regulations and enterprise policies and practices
- Information and procedures include:**
 - workplace procedures relating to the use of tools and equipment
 - work instructions, including job sheets, cutting lists, plans, drawings and designs
 - workplace procedures relating to reporting and communication
 - manufacturer specifications and operational procedures

Unit Mapping Information

Supersedes and is equivalent to LMFFL2002A Receive and prepare floor covering materials for installation

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>