



Australian Government

MSFFL2030 Receive and prepare flooring materials

Release: 1

MSFFL2030 Receive and prepare flooring materials

Modification History

Release 1. Supersedes and is not equivalent to MSFFL2002 Receive and prepare floor covering materials for installation and MSFFL2003 Select, operate and maintain floor covering cutting machine.

Application

This unit describes the skills and knowledge required to check, prepare, package, transport and load flooring materials to an installation site with minimum damage. It includes acclimatisation and storage of materials on site and only the use of non-regulated moving devices such as hand trolleys and palette-jacks.

This unit applies to flooring technicians working in accordance with pre-determined work orders.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

N/A

Unit Sector

Flooring technology

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify preparation requirements	1.1 Identify and follow work health and safety, legislative and organisational requirements 1.2 Read work documentation and identify job and material preparation requirements 1.3 Confirm details of the site conditions, including safety and security requirements, from reports or physical inspection 1.4 Identify delivery point, access and storage on site and determine methods for loading and/or hoisting floor coverings 1.5 Determine any special packaging requirements for transportation to

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	site 1.6 Select and check tools, equipment and materials for suitability, serviceability and safety prior to use
2. Receive flooring materials	2.1 Receive and segregate flooring materials into products 2.2 Check received materials against delivery documentation for type, quantity and production batch 2.3 Inspect received materials for defects and damage and reject or segregate unacceptable items 2.4 Accurately complete receipt documentation in accordance with workplace procedures
3. Prepare and package flooring materials	3.1 Confirm types and quantities of materials required for the work plan 3.2 Prepare and accurately measure or estimate materials based on job requirements 3.3 Package materials and equipment for transport to site taking into account potential damage factors
4. Secure and protect load	4.1 Check distribution to ensure that it is even, meets regulatory loading and transporting requirements and is within safe working capacity 4.2 Check load to ensure that dangerous goods and hazardous substances are appropriately segregated in accordance with current dangerous goods codes 4.3 Secure load using the correct load restraint and protection equipment for different loads, carrying and storage conditions 4.4 Protect load in accordance with legal and workplace safety requirements
5. Load flooring materials on to the worksite	5.1 Identify roles and related responsibilities for the successful completion of the loading and lifting activity 5.2 Estimate time requirements to complete the loading and/or lifting of flooring materials based on scope of work 5.3 Select, access and use materials handling equipment appropriate to the task in accordance with regulatory and/or site requirements 5.4 Complete movement activities as an individual or working directly with others as required by the work tasks

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
6. Store flooring materials and accessories on site	6.1 Observe condition of flooring materials and accessory products on arrival on site, identify any damage and separate for further action 6.2 Store flooring materials and accessory products on site observing any requirements for protection from potential damage factors 6.3 Identify and satisfy product and site acclimatisation requirements 6.4 Stack materials appropriately for weight loading, size and crushability of flooring materials or accessory products 6.5 Locate required products to enable ready access when required on site
7. Complete housekeeping	7.1 Store and recycle unused materials in accordance with workplace procedures 7.2 Check, clean and store tools and equipment in accordance with workplace procedures 7.3 Clean work area and dispose of rubbish safely 7.4 Accurately complete required workplace documentation

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for MSFFL2030 Receive and prepare flooring materials

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- checked, prepared, packaged, loaded for transport and stored flooring materials in accordance with workplace requirements for 2 different jobs with varied site conditions and potential damage considerations
- safely used 2 different non-regulated materials handling devices.
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Knowledge Evidence

There must be evidence the candidate has knowledge of:

- mathematical procedures for estimation and measurement, including calculation of weight and estimation of material requirements
- handling, transporting and storage of flooring materials:
 - relevant Australian standards and regulations including state/territory mass and loading regulations
 - Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances
 - workplace safety and risk management systems
 - environmental protection requirements
 - work flow
 - types, characteristics and uses of flooring materials and common defects
 - items used in installation of different types of flooring materials
- the importance of acclimatisation on site, factors that can cause damage to flooring materials and how this impacts handling and storage:
 - humidity
 - moisture
 - temperature
 - weather effects
 - handling
 - crushing

- scratching
- contamination requirements for minimising damage to and maintaining contaminant free unfinished materials goods and completed products
- potential hazards around products to be stored, including:
 - fire and explosion risk
 - security issues
 - operator safety
- types, characteristics, safe use, maintenance and limitations of tools and equipment used in preparing flooring materials for their safe use, operation and maintenance, including:
 - non-motorised lifting and movement aids
 - open and enclosed pallets
 - pre-fabricated and fixed shelving
 - shipping containers
 - cutting machinery
- transportation of prepared flooring materials and associated equipment to the installation site including:
 - packaging for damage minimisation during transportation
 - weight calculations and considerations for package shape, size and suitability for the vehicle to be used for transportation
 - workplace procedures and policies for the loading and unloading of goods or cargo
- procedures for the recording, reporting and maintenance of workplace records and information.
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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - sites for storage and handling of product
 - flooring materials in sufficient quantity to undertake complete installations
 - non-regulated materials handling devices and preparation equipment
 - work orders
 - workplace procedures.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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