



Australian Government

Department of Education, Employment and Workplace Relations

PRMFSSI02A Identify fire safety system inspection requirements

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency covers the skills and knowledge required to identify the initial inspection requirements for pre-installed, new, existing or modified fire safety systems and associated fire safety sub-systems that are yet to be, or have been, installed or modified according to regulatory requirements.

These work functions are carried out without supervision.

Fire safety system inspectors are not expected to determine documentation requirements for fire safety sub-systems that form alternative, fire-engineered solutions that do not comply with the relevant Australian Standard for that sub-system.

Note: It is a prerequisite of this unit of competency that fire safety system inspectors demonstrate the relevant technical skills and knowledge prior to inspecting fire safety systems and associated fire safety sub-systems.

Application of the Unit

Not Applicable

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Not Applicable

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|---|
| 1 Identify client details and client-specific criteria for the project | 1.1 Identify the <i>client's</i> level of involvement in the project
1.2 Identify the level of involvement of other <i>stakeholders</i> in the project
1.3 Discuss and match specific <i>criteria for the project</i> with client expectations
1.4 Discuss and confirm the timeframe leading to the project's conclusion |
| 2 Identify the regulatory requirements applicable to the project | 2.1 Determine the <i>relevant standards, codes and legislative requirements</i> applicable to the project
2.2 Determine the relevant sections of the appropriate <i>standards, codes and legislative requirements</i>
2.3 Identify and confirm the relevant <i>status of the project</i> |
| 3 Identify and access relevant documentation | 3.1 Identify and list the <i>types of documentation</i> required for the project
3.2 Determine the <i>sources of relevant documentation</i>
3.3 Make <i>necessary arrangements</i> to collect all relevant documentation |

Required Skills and Knowledge

Refer to Evidence Guide

Evidence Guide

EVIDENCE GUIDE

The evidence guide identifies the requirements to be demonstrated to confirm competence for this unit. Assessment must confirm sufficient ability to use appropriate skills and knowledge to identify fire safety system inspection requirements. Assessment of performance should be conducted within an agreed timeframe, covering all categories within the range statement applicable to normal work requirements.

Critical aspects of competency

- Organise initial meetings with clients to view and discuss criteria related to the installation of specific fire safety systems and associated fire safety sub-systems.
- Determine the needs and involvement of clients and other stakeholders in the inspection of fire safety systems and associated fire safety sub-systems.
- Identify inspection, documentation and regulatory requirements relevant to the fire safety system inspection, in consultation with clients and other stakeholders.
- Correctly identify relevant standards, codes and legislative requirements that impact on the development and inspection of fire safety systems and associated fire safety sub-systems.
- Apply a working knowledge of all procedural requirements involved with the inspection process.
- Identify the project timeframe and the impact on the inspection of a fire safety system and associated fire safety sub-systems.
- Access from appropriate sources and compile regulatory and compliance documentation relevant to the fire safety system and associated fire safety sub-systems.

Knowledge needed to achieve the performance criteria

Knowledge and understanding are essential to apply this unit in the workplace, to transfer the skills to other contexts, and to deal with unplanned events. The knowledge requirements embedded in performance include those listed below.

- Type and content of relevant standards, codes and legislative requirements applicable to the inspection and compliance of fire safety system and associated fire safety sub-systems.
- How to identify alternative, fire-engineered fire safety system solutions that do not comply with relevant Australian Standards for installed systems. These are sub-systems designed, installed and commissioned outside the specifications of the relevant Australian Standard for that sub-system.
- Purpose and content of required documentation for compliance inspection procedures.
- How to source and access documentation required to meet regulatory and compliance requirements.
- Collection and collation of required regulatory and compliance documentation.

Specific skills needed to achieve the performance criteria

To achieve the performance criteria, some complementary skills are required. These include the following.

- Effective networking.
- Active listening techniques.
- Effective telephone techniques.
- Clarifying the scope of work and level of involvement of others in the project.

- Using technology, reference libraries and personal contacts to ascertain the required documentation needed for each sub-system.
- Identifying the relevant standards, codes and legislative requirements applicable to each sub-system within a range of projects.
- Identifying and preparing documentation required to certify compliance and/or maintenance requirements to comply with the relevant legislation for each sub-system.
- Identifying and recording client and other stakeholder details relevant to the project.
- Interpreting fire safety system project plans to determine timelines and status of project.
- Interpreting project plans and timelines.
- Recording and storing information.
- Organising, collecting and collating information.
- Basic word-processing skills.
- Language, literacy and numeracy skills necessary to process written and verbal information and perform basic calculations related to the job.

Other units of competency that could be assessed with this unit

This unit of competency can be assessed on its own or in conjunction with any practical unit.

Gaining evidence to assess this unit

For valid and reliable assessment of this unit, the competency should be demonstrated over a period of time and be observed by the assessor.

The competency is to be demonstrated in a range of situations, which may include customer/workplace interruptions and involvement in related activities normally experienced in the workplace.

Assessment of competency may be made through practical demonstration in the work environment or in a simulated work environment.

Key competency levels

There are a number of processes that are learnt throughout work and life that are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added.

Information below highlights how these processes are applied in this unit of competency.

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|------------------------------|---|---|
| 1 Perform the process | 2 Perform and administer the process | 3 Perform, administer and design the process |
|------------------------------|---|---|

How can communication of ideas and information be applied?	2	Communicate with clients and other stakeholders to define and confirm levels of involvement and allocation of responsibilities during the inspection of a fire safety system and associated fire safety sub-systems.
How can information be collected, analysed and organised ?	2	Identify sources of relevant standards, codes and legislative requirements that impact on the fire safety system and associated fire safety sub-systems. Obtain required documentation from a range of identified sources.
How are activities planned and organised ?	1	Organise meetings involving clients and other stakeholders, as needed.
How can teamwork be applied?		Not relevant to this unit.
How can the use of mathematical ideas and techniques be applied?		Not relevant to this unit.
How can problem-solving skills be applied?	2	Discuss project timelines with clients and other stakeholders, to ensure that the inspection of a fire safety system and associated fire safety sub-systems is scheduled appropriately. Determine the sources of standards, codes and legislative requirements relevant to the inspection of a fire safety system and associated fire safety sub-systems.
How can the use of technology be applied?	2	Access and follow up documentation relevant to the inspection of the fire safety system and associated fire safety sub-systems using appropriate technology such as personal computers, database systems and the Internet.

Range Statement

RANGE STATEMENT

The range statement links the required knowledge and organisational and technical requirements to the workplace context. It describes any contextual variables that may be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The following variables are listed in alphabetical order and may be present for this particular unit.

Clients and other stakeholders involved in the project may include:

- agents/agent representatives
- builders
- building architects
- building owners/occupiers
- building surveyors
- federal/state/territory/local government authorities
- fire and other regulatory authorities
- fire engineers
- fire safety system designers
- fire safety system installers
- industry associations
- maintenance providers
- other appropriate bodies or organisations
- project managers/site managers.

Criteria for the project may include:

- Certificate of Occupancy issued before fire safety system inspection
- fire safety system documentation ready for fire safety system inspection
- scheduling of fire safety system inspection.

Necessary arrangements to collect relevant documentation may include:

- collect on site
- courier
- email
- facsimile
- personal contact followed by later delivery to site
- posted mail.

Relevant standards, codes and legislative requirements may include:

- Australian Communications Authority - cabling provider rules
- Australian Dangerous Goods Code
- Australian Standards
- Building Code of Australia
- building surveyor requirements
- client and other stakeholder requirements
- dispensations from fire and other regulatory authorities
- enterprise operating procedures
- federal/state/territory/local government authority legislation and regulations, including:
 - state or territory building legislation and regulations
 - state or territory environmental regulations
 - state or territory fire service legislation and regulations

- industry codes of practice
- international fire system and equipment standards
- plumbing codes
- product manufacturer's technical manuals and data sheets
- updates and interpretations of the Building Code of Australia
- workplace codes of practice.

Relevant status of the project may include:

- project timeframes/inspection schedule
- stages of construction
- total construction.

Sources of relevant documentation may include:

- building surveyors
- federal/state/territory/local government authorities
- fire and other regulatory authorities
- fire safety system designers
- fire safety system installers
- other fire safety system inspectors
- project managers/site managers/site offices.

Types of documentation may include:

- alternative fire-engineered solution performance-based risk assessment analyses
- 'as installed' drawings
- commissioning documentation from fire safety system installers
- design/installation drawings
- dispensations from fire and other regulatory authorities
- explanatory documentation from fire safety system installers
- hydraulic drawings and plans
- other (relevant to the project) fire safety system inspection reports
- permit drawings
- specific documentation as required by legislation and regulatory authorities.
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Unit Sector(s)

Not Applicable