



Australian Government

Department of Education, Employment and Workplace Relations

PRMFSSI04A Assess fire safety system documentation for compliance

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 accurately assess fire safety systems and associated fire safety sub-systems documentation required to meet the outcomes of a project and ensure compliance with relevant regulatory authority requirements. These work functions are carried out without supervision.

Fire safety system inspectors are not expected to determine:

- if supporting documentation provided by third parties has been falsified, or
- if errors have been made in the compliance requirements necessary for the completion of supporting documentation by third parties, for each fire safety sub-system, to comply to the relevant legislation.

Supporting documentation can include tests, assessment documents, and design specifications.

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 Check documentation for completion	1.1 Ensure all <i>required documentation and information</i> has been supplied 1.2 Ensure all <i>authorised persons</i> have signed <i>relevant documents</i>, where required 1.3 Ensure written information is legible
2 Identify any deficiencies in the fire safety system documentation	2.1 Apply knowledge and understanding to ensure that relevant and minimum requirements for <i>relevant standards, codes and legislative requirements</i> and specifications have been incorporated into a fire safety system 2.2 Check fire safety <i>sub-systems</i> have <i>necessary approvals</i>, where relevant 2.3 Check fire safety system calculations or refer to an appropriate third party 2.4 Check any deficiencies between the fire safety system and associated fire safety <i>sub-systems</i> 2.5 Check that test documentation is available to confirm that the fire safety system and associated fire safety <i>sub-systems</i> meet the performance criteria, prior to approval of the fire safety system
3 Assess documentation for compliance	3.1 Check and confirm given information relates to documentation requirements 3.2 Check all calculations are relevant to the documentation requirements 3.3 Discuss any obscure documentation requirements with the <i>relevant authority</i> and client 3.4 Check that the layout of the fire safety <i>sub-systems</i> matches the 'as built' drawings 3.5 Confirm that all modifications to original specifications and technical drawings are documented and dated 3.6 Develop strategies to effectively resolve all <i>non-compliance</i> issues
4 Confirm documentation compliance with the client	4.1 Report and discuss compliance and any <i>non-compliance</i> issues with the client 4.2 Discuss strategies to effectively resolve all <i>non-compliance</i> issues 4.3 Prepare recommendation for approval and/or compliance documentation and forms as

ELEMENT**PERFORMANCE CRITERIA**

appropriate

4.4 Produce reports within agreed timelines

4.5 Make reference to relevant *standards, codes and regulations* validating the performance of the fire safety system and associated fire safety *sub-systems* in report

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 assess fire safety system documentation for compliance. 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

- Assess fire safety system and associated fire safety sub-systems documentation for compliance with relevant standards, codes and legislative requirements.
- Check and confirm fire safety system and associated fire safety sub-systems documentation for completeness of information, calculations, layout requirements and modifications to the original design.
- Check and match the layout of fire safety system sub-systems to 'as built' documentation.
- Identify and record deficiencies and non-compliance issues in the fire safety system and associated fire safety sub-systems documentation.
- Develop appropriate strategies to address non-compliance issues.
- Produce reports and recommendations of fire safety system documentation assessment for approval, and in a timely manner.

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.

- A working knowledge of the documentation procedures needed to comply with the relevant standards, codes and legislative requirements.
- Type and content of relevant standards, codes and legislation applicable to the inspection of fire safety systems and associated fire safety sub-systems.
- Compliance requirements of fire safety system and associated fire safety sub-systems.
- Documentation required to meet regulatory and compliance requirements of fire safety systems and associated fire safety sub-systems.
- Purpose, content and authorisation required for compliance documentation related to fire safety system inspections.
- Effective strategies to resolve issues of non-compliance.
- Checking, confirming and recording the completeness of information, calculations and layout requirements.

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.
- Effectively presenting information.
- Effective telephone techniques.
- Interpreting technical drawings and plans.
- Recording and storing information.
- Organising, collecting and collating information.

- Basic word-processing skills.
- Checking calculations.
- Verifying that 'as built' drawings reflect current sub-system installation.
- Confirming that modifications to original plans and technical drawings are documented appropriately.
- Designing and creating reports and recommendations that meet the reporting and approval requirements of the client and other stakeholders.
- Requesting additional information or seeking advice from other organisations.
- Auditing documentation to verify sub-system documentation meets legislative requirements for each sub-system.
- Referring to third parties to authenticate that design, installation, commissioning and maintenance has been performed in accordance with legislative requirements.
- 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	Prepare, present and discuss with clients and other stakeholders reports that assess fire safety system and associated fire safety sub-systems documentation for compliance with relevant standards, codes and legislative requirements.
How can information be collected, analysed and organised ?	2	Collect information and documentation from a variety of sources. Analyse required documents in accordance with a pre-planned sequence to ensure the accuracy and completeness of the documents.
How are activities planned and organised ?		Not relevant to this unit.
How can teamwork be applied?		Not relevant to this unit.
How can the use of mathematical ideas and techniques be applied?	2	Verify that third party calculations meet design requirements by auditing their design process.
How can problem-solving skills be applied?	2	Address issues where a number of documents are not provided or specific required information was omitted.
How can the use of technology be applied?	1	Access and follow up documentation relevant to the assessment of fire safety system plans and specifications 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.

Authorised persons may include:

- building owners
- building surveyors
- fire authority personnel

- fire safety system designers
- fire safety system installers.

Fire safety sub-systems may include:

- dry chemical powder systems
- emergency evacuation lighting systems
- emergency luminaries and exit signs
- emergency warning and intercommunication systems
- external wall-wetting sprinklers
- fire and smoke control systems
- fire brigade hydrant and water supply booster and feed connections
- fire brigade intervention plans
- fire detection and alarm systems
- fire fighting equipment
- fire hydrants and fire hose reels
- fire pump set systems
- fire resistant door-sets and roller shutters
- fire resistant sealing service penetrations and control joints
- fire resistant separating building elements
- fire sprinkler deluge systems
- fire sprinkler pre-action and dry pipe systems
- fire sprinkler systems - domestic, residential, commercial and industrial
- gaseous agent suppression systems
- high and medium velocity water spray systems
- high expansion foam systems
- low expansion foam systems
- emergency warning and intercommunication system
- portable fire extinguishers
- smoke and heat venting systems
- water mist systems
- wet chemical systems.

Necessary approvals may include local government building approvals and fire and other regulatory authority approvals.

Relevant authority may include:

- building insurers
- building owners
- building surveyors
- federal/state/territory/local government authorities
- fire authorities.

Relevant documents may include:

- building owner briefs
- commissioning documentation from fire safety system installers
- dispensations from fire and other regulatory authorities
- fire authority requirements
- fire safety system designer certificates.

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.

Required documentation and information may include:

- alternative fire-engineered solution performance-based risk assessment analyses
- 'as installed' drawings
- authorities that provide product approvals
- building approval documentation
- building owner briefs
- building surveyor requirements
- commissioning documentation from fire safety system installers
- dispensations from fire and other regulatory authorities
- enterprise operating procedures
- explanatory documentation from fire safety system installers
- federal/state/territory/local government regulations
- fire safety system designer drawings
- fire safety system installer installation drawings
- hydraulic drawings and plans
- industry codes of practice
- insurance company requirements
- logbooks
- other (relevant to the project) fire safety system inspection reports
- permit drawings
- specific documentation as required by legislation
- systems set-up documentation
- workplace codes of practice.

Types of non-compliance may occur with:

- documentation signed by unauthorised person
- incomplete documentation or information
- incorrect documentation or information
- missing documentation.

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Unit Sector(s)

Not Applicable