



Australian Government

Department of Education, Employment and Workplace Relations

PRMPFES09B Service portable fire extinguishers and fire blankets in the field

Release: 1

PRMPFES09B Service portable fire extinguishers and fire blankets in the field

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency covers the servicing procedures for a range of portable fire extinguishers and fire blankets, which are conducted at a customer's premises. All work in this area must be completed in accordance with relevant legislative, industry, customer and organisational requirements, including occupational health and safety (OHS) policies and procedures.

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 Interpret and comply with legal and industry requirements relating to service operations | 1.1 Apply knowledge and understanding of <i>legislative and industry requirements</i> , including relevant state/territory building codes, to <i>work procedures</i>
1.2 Confirm or clarify knowledge and understanding of <i>legislative and industry requirements</i> , including state/territory building codes, where necessary, with <i>relevant persons</i>
1.3 Identify <i>potential and actual breaches</i> of <i>legislative and industry requirements</i> and take action according to <i>organisational requirements</i> and <i>OHS policies and procedures</i> |
| 2 Service portable fire extinguishers | 2.1 Obtain all necessary work permits prior to entering customer premises
2.2 Service <i>portable fire extinguishers</i> according to the appropriate <i>maintenance schedule</i> of relevant current Australian Standards and according to <i>customer requirements</i>
2.3 Complete discharge tests, recharging procedures and leak tests in accordance with relevant current Australian Standards, <i>organisational requirements</i> and environmental regulations
2.4 Complete hydrostatic tests according to relevant current Australian Standards and <i>organisational requirements</i> and <i>OHS policies and procedures</i>
2.5 Report, repair and replace faulty <i>portable fire extinguishers</i> in accordance with relevant current Australian Standards, <i>technical specifications</i> and <i>policy guidelines</i> |
| | 2.6 Inspect maintenance equipment and tools for faults, wear or damage, and repair or replace according to technical specifications and <i>work procedures</i>
2.7 Leave customer premises in a clean and tidy condition on completion of servicing functions
2.8 Complete and distribute relevant <i>documentation</i> according to relevant current Australian Standards and <i>organisational requirements</i> |
| 3 Inspect fire blankets | 3.1 Inspect fire blankets according to the |

ELEMENT**PERFORMANCE CRITERIA**

- requirements of relevant current Australian Standards
- 3.2 Refold fire blankets according to manufacturers' instructions
- 3.3 Report and replace faulty fire blankets according to *organisational requirements* and *customer requirements*
- 3.4 Update maintenance record tag as required for the relevant *maintenance schedule*
- 3.5 Complete and distribute all *documentation* according to *organisational requirements*

Required Skills and Knowledge

Refer to Evidence Guide

Evidence Guide

EVIDENCE GUIDE

Knowledge needed to achieve the performance criteria

Knowledge and understanding are essential to apply this unit of competency in the workplace, to transfer the skills to other contexts, and to deal with unplanned events. The knowledge requirements for this unit are listed below.

- The key features of legislation, regulations and codes applicable to servicing portable fire extinguishers and fire blankets.
- The purpose of the Building Code of Australia.
- The implications of NOT applying legislative requirements to job functions.
- Action to take when a breach of health, safety and other policies occurs.
- Reasons for conducting a periodic maintenance schedule.
- Types and quantity of spare parts that should be carried in the service vehicle.
- Implications of incorrect servicing procedures for the customer and the organisation.
- Reasons for informing customers of changes to Australian Standards.
- Reasons for conforming to the customer's workplace procedures and guidelines.
- Reasons for ensuring gauges and scales are calibrated regularly.
- Reason why fire blankets must be folded according to manufacturers' instructions.

Specific skills needed to achieve the performance criteria

To achieve the performance criteria, some complementary skills are required. These relate to the ability to:

- find and use information
- report and record information neatly and legibly when completing documentation
- apply language, literacy and numeracy skills to:
 - communicate with others in a clear and concise manner in both written and verbal modes
 - read, understand and comply with work instructions/specifications
 - read, understand and record measurements
- utilise effective customer service skills and relate to people from a range of social and cultural backgrounds
- plan and organise work in order to estimate time to complete activities and prioritise tasks
- solve problems that may arise
- use correct manual handling techniques
- be aware of OHS issues and requirements in order to work safely
- use tools with dexterity
- use appropriate workplace housekeeping procedures.

Other units of competency that could be assessed with this unit

The following units of competency must be assessed prior to this unit:

- PRMPFES04B Identify fire protection equipment
- PRMPFES06C Prepare for installation and servicing operations.

Resources required to assess this unit

The following resources should be available:

- access to a customer's premises or a simulated workplace environment
- assessment documentation

- all necessary tools, specialist equipment, manuals, spare parts and relevant documentation
- training and assessment record book.

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 (or assessment team working together to conduct the assessment). 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 competence over the full range of performance criteria should be made through practical demonstrations at a customer's premises. However, at times this may not be practicable, and in these situations, the conditions normally available to the candidate may be simulated in an environment suitable for assessment.

Candidates should also be given the opportunity to practise and undertake self-assessment of performance before requesting formal assessment.

All safety requirements must be adhered to during all practical activities.

Oral questioning or a written assessment may be used to assess underpinning knowledge. (In assessment situations where the candidate is offered a preference between oral questioning and written assessment, questions are to be identical.)

Assessment of evidence should establish the candidate's ability to perform the job to the standard required in the workplace.

Supplementary evidence may be obtained from relevant authenticated correspondence or reports from supervisors or team leaders. Other forms of evidence may include audit reports, client/customer survey reports and appraisal reports.

Note: The candidate should be encouraged to compile a portfolio of examples of completed documentation relevant to the candidate's organisation. One accurate example of each completed document is suggested as sufficient to infer competency and the ability to transfer the appropriate skills to each document type when required in the workplace. (Oral questioning may contribute as evidence of this ability.)

Information derived from enterprise policy and practices must be treated as commercial-in-confidence.

Performance and assessment of this unit must be carried out within the relevant requirements of the following legislative and industry framework:

- building Acts/regulations/codes
- Australian Standards identified as relevant to the required maintenance procedure
- environmental regulations
- manufacturers' specifications
- organisational requirements, including OHS policies and procedures
- OHS legislation, codes and regulations.

Key competency levels

There are a number of processes learnt throughout work and daily life that are required in all jobs. They are fundamental processes and generally transferable to other work environments. Some of these work processes are covered by the key competencies listed below. Information provided to each question highlights how these processes are applied in this unit of competency.

The number in brackets indicates the level to which the key competency should be demonstrated.

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

How can information be collected, analysed and organised (2) ?	Gather, analyse and organise information from a number of sources such as customer, including regulatory and manufacturer sources.
How can communication of ideas and information (2) be applied?	Discuss with customer to confirm their requirements and complete administrative documentation.
How are activities planned and organised (2) ?	Prepare activities with regard to assembling appropriate tools and hardware.
How can teamwork (1) be applied?	Provide support and assistance to work groups.
How can the use of mathematical ideas and techniques (1) be applied?	Discuss basic mathematical techniques including measuring pressure and adhering to designated work schedules.
How can problem-solving skills (2) be applied?	Prepare activities to identify problem-solving techniques to ensure safeguards for persons and property.
How can the use of technology (2) be applied?	Discuss technological principles, including electrical safeguards in the servicing process.

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 will 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 may be present for this particular unit.

Legislative and industry requirements may include:

- relevant Commonwealth and state/territory building Acts/regulations/codes
- OHS legislation, codes and regulations
- relevant current Australian Standards e.g. AS1851
- Building Code of Australia
- dangerous goods regulations
- licensing arrangements

- environmental regulations
- building surveyor requirements
- other relevant legislation (including international and shipping/marine codes) relating to fire protection equipment
- Australian petroleum industries' requirements.

Work procedures may include:

- instructions from colleagues/supervisor/manager
- specific customer requirements
- assignment instructions
- equipment manufacturers' requirements
- reporting and documentation requirements
- personal protective equipment requirements.

Relevant persons may include:

- team leaders
- supervisors
- managers
- colleagues
- customers.

Potential and actual breaches of legislative and industry requirements could be identified by:

- direct observation
- as part of workplace quality assurance teams.

Organisational requirements may be located in quality assurance and/or procedures manuals relating to:

- legal and organisational policy/guidelines
- personnel practices and guidelines outlining work roles, responsibilities and delegations
- legislation relevant to the service operation
- OHS policies, procedures and programs
- documentation and information systems and processes
- use of electronic job scheduling and communication devices.

OHS policies and procedures may relate to:

- employer/employee rights and responsibilities
- the OHS hierarchy of control
- assessing the work site for hazards and risks prior to preparing the work site for the work procedure
- displaying signs and/or utilising barriers in the work area
- hazard and risk identification and reporting
- risk assessment and control measures
- incident/accident investigation
- OHS audits and safety inspections
- safe operating procedures/instructions including:
 - working safely around electrical wiring, cables and overhead powerlines
 - working safely around tools and equipment
 - working safely on ladders and raised platforms

- risk and hazard recognition
- emergency procedures
- awareness of electrical hazards
- following confined spaces procedures
- utilising personal protective equipment including:
 - safety glasses or goggles
 - safety boots or shoes
 - hard hat
 - ear muffs or plugs
 - appropriate gloves and overalls
 - sun hat
 - dust mask
- equipment maintenance and use
- use and storage of hazardous substances
- First Aid.

Portable fire extinguisher types include:

- water
- foam
- wet chemical
- powder
- CO₂
- vaporising liquid.

Maintenance schedule procedures for extinguishers include:

- visual inspections
- discharge tests
- hydrostatic test
- recharging procedures
- leak tests
- updating tags on equipment
- referring to manufacturers' specifications.

Customer requirements may include:

- provision of routine services
- provision of non-routine or urgent services
- confirmation of, or variations to, service instructions
- sighting work permits
- sign-in/out procedures for entry to or exit from premises
- written or verbal confirmation of services provided and/or future maintenance schedule.

Documentation may include:

- job card
- customer recommendation forms
- service agreements
- expense claims
- application for credit form
- equipment recommendation form

- Fleetcard
- corrective action report
- petty cash voucher
- certificate of inspection
- product documentation
- maintenance record system.

Maintenance equipment and tools may include:

- hand tools
- power tools
- safety cage
- personal protective equipment
- test equipment
- recharge equipment
- hydrostatic test equipment
- leak detection equipment or products.

Portable fire extinguisher Level 4 maintenance items refer only to:

- water
- foam
- wet chemical types.

Note: Australian Standards are frequently revised and users must always check for currency.

Unit Sector(s)

Not Applicable