



Australian Government

Department of Education, Employment and Workplace Relations

PRMPFES11B Install portable fire extinguishers, fire blankets and battery powered smoke alarms

Release: 1

PRMPFES11B Install portable fire extinguishers, fire blankets and battery powered smoke alarms

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency covers the installation procedures for portable fire extinguishers, fire cabinets, fire blankets and battery powered smoke alarms 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 relevant persons 1.3 Identify <i>potential and actual breaches</i> of <i>legislative and industry requirements</i> and take action according to <i>organisational requirements and OHS policies and procedures</i>
2 Install portable fire extinguishers	2.1 Obtain all necessary work permits prior to entering customer premises 2.2 Confirm that the installation site is appropriate and conforms to the requirements of the relevant current Australian Standards 2.3 Fix fire extinguisher mounting brackets and fire extinguisher securely according to <i>work procedures, customer requirements</i> and manufacturers' specifications 2.4 Position approved extinguisher <i>locating signs</i> level and according to the requirements of relevant Australian Standards 2.5 Leave customer premises in a clean and tidy condition on completion of the installation functions 2.6 Complete and distribute <i>documentation</i> according to <i>organisational requirements</i>
3 Install portable fire extinguisher and fire cabinet combinations	3.1 Confirm that the installation site is appropriate and conforms to the requirements of the relevant current Australian Standards 3.2 Install the <i>fire cabinet</i> level using <i>fasteners</i> appropriate to the nominated locating surface 3.3 Position approved extinguisher <i>locating signs</i> level and according to the requirements of relevant Australian Standards 3.4 Leave customer premises in a clean and tidy condition on completion of the installation functions 3.5 Complete and distribute <i>documentation</i> according to <i>organisational requirements</i>
4 Install battery powered smoke	4.1 Confirm the installation site is appropriate

ELEMENT

alarms

PERFORMANCE CRITERIA

according to manufacturers' instructions and specifications

4.2 Install the smoke alarm securely according to manufacturers' instructions

4.3 Install batteries and check the unit for serviceability and audibility

4.4 Inform the owner of their maintenance check and other responsibilities

4.5 Leave customer premises in a clean and tidy condition on completion of the installation functions

4.6 Complete and distribute *documentation* according to *organisational requirements*

5 Install fire blankets

5.1 Confirm the installation site is appropriate according to relevant current Australian Standards and manufacturers' specifications

5.2 Install the fire blanket using *fasteners* appropriate to the locating surface

5.3 Install the fire blanket *locating sign* using appropriate *fasteners* or adhesives, and situate according to the requirements of relevant current Australian Standards

5.4 Leave customer premises in a clean and tidy condition on completion of the installation functions

5.5 Complete and distribute *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 installing portable fire extinguishers, fire blankets and battery powered smoke alarms.
- 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/or other policy occurs.
- The meaning of 'aggressive environments'.
- The implications of incorrectly locating fire extinguishers, fire blankets and smoke alarms.
- Methods of locating hidden 240-volt power cables, gas pipes, water pipes and other relevant utilities.
- Methods of determining the location of fire blankets.
- Implications of incorrectly determining the installation site of a fire blanket.
- Reasons for installing a portable fire extinguisher in a fire cabinet.
- Limitations of applications for battery powered smoke alarms.

Specific skills needed to achieve the performance criteria

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

- use tools with dexterity
- use hand and power tools safely
- be aware of OHS issues and requirements in order to work safely
- display effective customer service skills
- 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
- use appropriate workplace housekeeping techniques.

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.

Assessment on at least one installation of a fire extinguisher, fire extinguisher and fire cabinet combination, smoke alarm and a fire blanket is required as the ability to transfer skills is inferred from this assessment. (Oral questioning may also be used to provide evidence of this ability.)

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

All safety requirements must be strictly 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 also 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 information - both verbally and in writing - from a number of sources including regulatory and manufacturer sources with regard to accurately installing portable fire equipment.
How can communication of ideas and information (2) be applied?	Discuss and confirm customer requirements and record administration documentation. Administrative documentation may also be completed at customer premises.
How are activities planned and organised (2)?	Prepare planning requirements for servicing activities in the field considering customer requirements and adhering to designated work schedule.
How can teamwork (1) be applied?	Communicate with customers or colleagues, ensuring understanding of requirements to be applied.
How can the use of mathematical ideas and techniques (1) be applied?	Apply basic mathematical techniques including fieldwork and maintenance schedules are adhered to, and meeting work outcomes within designated timelines.
How can problem-solving skills (2) be applied?	Discuss with colleagues or supervisors, any problems that may arise with installation activities including steps and processes to be followed when unusual faults are detected.
How can the use of technology (2) be applied?	Apply technical fire protection principles when installing portable fire equipment.

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.

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.

Location sign fixing methods may include liquid adhesive types and/or self-tapping screws.

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.

Fasteners for fire extinguishers and fire cabinets are to be appropriate to the location and may include:

- screws
- plugs
- expanding bolt
- explosive powered fasteners.

Fire cabinets may include types that:

- accommodate one extinguisher

- accommodate more than one.

Fasteners for fire blankets are to be appropriate to the locating surface and may include:

- screws
- cup hooks.

Locating surfaces may include:

- brick
- plaster
- wood
- plastic
- metal
- concrete.

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

Unit Sector(s)

Not Applicable