



Australian Government

Department of Education, Employment and Workplace Relations

PRMPFES14C Service portable fire extinguishers in the workshop

Release: 1

PRMPFES14C Service portable fire extinguishers in the workshop

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to service a range of portable fire extinguishers in a workshop situation. All work in this area must be completed in accordance with relevant legislative, industry, customer and organisational requirements, including those controlling ozone depleting substance (ODS) and synthetic greenhouse gas (SGG) emissions, and occupational health and safety (OHS) policies and procedures.

Application of the Unit

Application of the unit

This unit of competency supports one or more extinguishing agent handling licences prescribed under the *Ozone Protection and Synthetic Greenhouse Gas Management Act 1989*.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Not Applicable

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|--|
| <p>1 Interpret and comply with legal and industry requirements relating to service operations.</p> | <p>1.1 Apply knowledge and understanding of legislative requirements, including relevant state and territory building codes and industry requirements, to work procedures and to servicing portable fire extinguishers in the workshop and clarify where necessary with relevant persons.</p> <p>1.2 Identify potential and actual breaches of legislative and industry requirements and take action according to organisational requirements and OHS policies and procedures.</p> |
| <p>2 Service portable fire extinguishers in the workshop.</p> | <p>2.1 Service portable fire extinguishers according to the relevant maintenance schedule of the current relevant Australian standards.</p> <p>2.2 Carry out discharge tests, hydrostatic tests, recharging procedures and leak tests according to current relevant Australian standards, workshop procedures and environmental regulations.</p> <p>2.3 Report, repair and replace faulty portable fire extinguishers according to current relevant Australian standards, technical specifications and organisational requirements.</p> <p>2.4 Complete documentation according to organisational requirements and current relevant Australian standards.</p> |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- plan and organise work in order to estimate time to complete activities and prioritise tasks
- follow maintenance schedule requirements
- use tools and equipment with dexterity
- access information from manuals
- solve problems that may arise
- report and record information neatly and legibly when completing documentation
- use effective customer service skills and relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities

- apply language, literacy and numeracy skills to:
 - communicate with others in a clear and concise manner in verbal, non-verbal and written modes
 - read, understand and comply with work instructions and specifications
 - read, understand and record measurements
- use appropriate workplace housekeeping procedures
- be aware of OHS issues and requirements in order to work safely.

Required knowledge:

- key features of legislation, regulations and codes applicable to servicing portable fire extinguishers
- purpose of the Building Code of Australia (BCA)
- implications of not applying legislative requirements to job functions
- reasons for preventing ODS and SGG emissions in the workshop
- methods used to prevent ODS and SGG emissions in the workshop
- action to take when a breach of health, safety and other policies occurs
- meaning of 'aggressive environments'
- dangers of mixing powder extinguishants
- types and quantity of spare parts that should be carried in the service workshop
- implications of incorrect servicing procedures for the customer and the organisation
- reasons for informing customers of changes to Australian standards
- reasons for ensuring gauges and scales are calibrated regularly
- disposal of waste products
- concept of hydrostatic (pressure) testing
- identification and purpose of specialised testing equipment
- purpose of safety cage
- purpose of each item of documentation
- methods of converting imperial units of measurement and pressure to metric
- relevant federal, state or territory legislation that affects organisational operations, including:
 - anti-discrimination and diversity
 - equal employment opportunity
 - industrial relations.

KEY COMPETENCIES

The seven key competencies represent generic skills considered necessary for effective participation by an individual in the workplace.

Performance level 1 - at this level the candidate is required to undertake tasks effectively.

Performance level 2 - at this level the candidate is required to manage tasks.

Performance level 3 - at this level the candidate is required to use concepts for evaluating and reshaping tasks.

Key competency	Example of application	Performance level
How are ideas and information communicated?	Gather information from a number of sources, including regulatory and manufacturer sources, to enable	2

Key competency	Example of application	Performance level
	accurate servicing to occur.	
How can information be collected, analysed and organised?	Discuss and confirm servicing arrangements and work procedures and complete administrative documentation.	1
How are activities planned and organised?	Participate in servicing activities with regard to assembling appropriate tools and hardware in the workshop environment.	1
How is teamwork used?	Provide support and assistance to work group.	1
How are mathematical ideas and techniques used?	Apply basic mathematical techniques within testing requirements, converting imperial to metric and adhering to designated work schedules.	1
How are problem-solving skills applied?	Discuss with colleagues or supervisors any problems that may arise due to ambiguous information received from different sources.	2
How is the use of technology applied?	Demonstrate technological principles used for testing requirements in the servicing process.	2

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment

- The following units of competency must be assessed prior to this unit:
 - PRMPFES04B *Identify fire protection equipment*
 - PRMPFES06C *Prepare for installation and servicing operations.*

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- Competency in this unit may be inferred from at least one practical demonstration in each of the following three categories:
 - any one from water, foam or wet chemical types
 - any powder type
 - any carbon dioxide type (the demonstration does not include hydrostatic testing).
- The candidate should be encouraged to compile a portfolio of examples of completed documentation relevant to candidate's organisation.
- One accurate example of each completed document is suggested as sufficient to infer competency and ability to transfer appropriate skills to each document type when required in the workplace.
- Procedures to prevent the emission of ODS and SGG in the workplace are followed during practical demonstrations.
- Oral questioning may contribute as evidence of this ability.
- Information derived from enterprise policies and practices must be treated as commercial-in-confidence.

Specific resources for assessment

- The following resources should be available:
 - access to a workshop or a simulated workplace environment
 - access to workshop facilities and all necessary tools, equipment, spare parts and relevant documentation
 - assessment documentation
 - training and assessment record books.
- Where applicable, physical resources should include equipment modified for people with disabilities.
- Access must be provided to appropriate learning and/or assessment support when required.
- Assessment processes and techniques must be culturally appropriate, and appropriate to the oracy, language and literacy capacity of the candidate and the work being performed.

Context of assessment

- For valid and reliable assessment of this unit,

competency should be demonstrated over a period of time and be observed by the assessor (or assessment team working together to conduct the assessment).

- Competency is to be demonstrated in a range of situations, reflecting the practical requirements of the workplace which may include customer and workplace interruptions and involvement in related activities normally experienced in the workplace.
- Assessment of competency over the full range of performance criteria may be made through practical demonstrations in the workshop environment. Consideration should be given to assessing consistency of outcome over an appropriate period of time.
- 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.)
- In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge.
- Questioning will be undertaken in such a manner as is appropriate to the oracy, language and literacy levels of the candidate and any cultural issues that may affect responses to the questions. It will reflect requirements of the unit of competency and the work being performed.
- Where assessment is for the purpose of recognition (RCC or RPL), the evidence provided will need to be authenticated and show that it represents current competency demonstrated over a period of time.
- Assessment of evidence should establish the candidate's ability to perform the job to the standard required in the workplace. A demonstrated understanding of both stored

pressure and cartridge units is required.

- Supplementary evidence may be obtained from relevant authenticated correspondence or reports from supervisors or team leaders.
- Performance and assessment of this unit must be carried out within the relevant requirements of the following legislative and industry framework:
 - building Acts, regulations and codes
 - Australian and international standards identified as relevant to the required maintenance procedure and location, and covering all work undertaken
 - environmental regulations, including those related to ODS and SGG
 - manufacturer specifications
 - organisational requirements, including policies and procedures relating to ODS, SGG and OHS
 - OHS legislation, codes and regulations
 - ODS and SGG legislation, codes and regulations.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

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

- Legislative requirements*** may include:
- relevant federal, state and territory building Acts, regulations and codes
 - OHS legislation, codes and regulations
 - relevant current Australian standards, such as AS 1851
 - fire protection industry codes of practice
 - Building Code of Australia (BCA)
 - dangerous goods regulations
 - licensing arrangements
 - environmental regulations

Work procedures may include:

- ODS and SGG legislation, codes and regulations, such as *Ozone Protection and Synthetic Greenhouse Gas Management Act 1989*
- building surveyor requirements, such as occupancy permit
- other relevant legislation relating to fire protection equipment, including international, shipping and marine codes
- Australian petroleum industry requirements.
- instructions from colleagues, supervisors and managers
- specific customer requirements
- assignment instructions
- equipment manufacturer requirements
- reporting and documentation requirements
- personal protective equipment (PPE) requirements
- work instructions to prevent the emission of ODS and SGG in the workplace.

Servicing operations for portable and mobile fire extinguishers include:

- visual inspections
- discharge tests
- hydrostatic (pressure) tests (except carbon dioxide or gas container types)
- recharging procedures
- leak testing.
- fixed building
- mobile vehicle.

Workshops may be:

Relevant persons may include:

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

Potential and actual breaches could be identified by:

- direct observation
- workplace quality assurance teams.

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

- legal and organisational policies and guidelines
- personnel practices and guidelines outlining work roles, responsibilities and delegations
- legislation relevant to the service operation
- OHS policies, procedures and programs
- procedures and work instructions to prevent the emission of ODS and SGG in the workplace
- documentation and information systems and processes

OHS policies and procedures may relate to:

- use of electronic job scheduling and communication devices.
- employer and employee rights and responsibilities
- the OHS hierarchy of control
- assessing the work site for hazards and risks prior to preparing it for the work procedure
- displaying signs and using barriers in work area
- hazard and risk identification and reporting
- risk assessment and control measures
- incident and accident investigation
- OHS audits and safety inspections
- safe operating procedures and 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
 - using PPE, including:
 - safety glasses or goggles
 - safety boots or shoes
 - hard hats
 - earmuffs or plugs
 - appropriate gloves and overalls
 - sunhats
 - dust masks
- equipment maintenance and use
- use and storage of hazardous substances
- first aid.

Portable fire extinguishers include:

- stored pressure
- reversible
- cartridge operated.

Maintenance schedule procedures for extinguishers include:

- visual inspections
- discharge tests
- hydrostatic (pressure) test
- recharging procedures
- leak tests.

Workshop procedures may

- instructions from colleagues, supervisors and

include:

managers

- following assignment instructions
- reporting and documentation requirements
- PPE requirements
- work instructions to prevent the emission of ODS and SGG in the workplace.

Environmental regulations
may be located in:

- appropriate Australian standards covering environmental safeguards
- ODS and SGG legislation, codes and regulations, such as *Ozone Protection and Synthetic Greenhouse Gas Management Act 1989*
- procedures and work instructions to prevent the emission of ODS and SGG in the workplace.

Documentation may include:

- job cards
- customer recommendation forms
- service agreements
- expense claims
- application for credit forms
- equipment recommendation forms
- motor vehicle fleet cards
- corrective action reports
- petty cash vouchers
- certificates of inspection
- product documentation
- maintenance record systems.

Unit Sector(s)

Sector

Fire Protection Equipment

Competency field

Competency field

Asset Maintenance