

## Install shopfitting frames and finishings

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### Overview

This standard is about preparing and fixing internal timber and/or timber based products and/or composite materials and/or metal shopfitting frames and finishings, interpreting information, adopting safe, healthy and environmentally responsible work practices, and selecting and using materials, components, tools and equipment

This standard is for people working in the occupational area of Wood Occupations and can be used by operatives, supervisors and managers

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**Performance criteria**

- You must be able to:*
- P1 interpret the given information relating to the work and resources to confirm its relevance
  - P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices
  - P3 select the required quantity and quality of resources for the methods of work
  - P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
  - P5 comply with the given contract information to carry out the work efficiently to the required specification
  - P6 complete the work within the allocated time, in accordance with the programme of work

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## Knowledge and understanding

*You need to know and understand:* **Performance Criteria 1**

### Interpretation of information

K1 the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented

K2 the types of **information**, their source and how they are interpreted

K3 the organisational procedures to solve **problems** with the **information** and why it is important they are followed

### Performance Criteria 2

#### Safe work practices

K4 the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied

K5 the types of **fire extinguishers** and how and when they are used

K6 how **emergencies** should be responded to and who should respond

K7 the organisational **security procedures** for tools, equipment and personal belongings

K8 what the accident reporting procedures are and who is responsible for making the report

K9 why, when and how **health and safety control equipment** should be used

K10 how to comply with environmentally responsible work practices to meet current **legislation and official guidance**

### **Performance Criteria 3**

#### **Selection of resources**

K11 the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified

K12 how the **resources** should be used and how any **problems** associated with the **resources** are reported

K13 the organisational procedures to select **resources**, why they have been developed and how they are used

K14 the **hazards** associated with the **resources** and **methods of work** and how they are overcome

### **Performance Criteria 4**

#### **Minimise the risk of damage**

K15 how to **protect work** from damage and the purpose of protection

K16 why **disposal of waste** should be carried out safely and how it is achieved

### **Performance Criteria 5**

#### **Meet the contract specification**

K17 how **methods of work**, to meet the specification, are carried out and **problems** reported

K18 how **maintenance** of tools and equipment is carried out

### **Performance Criteria 6**

#### **Allocated time**

K19 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

**Scope/range****Performance Criteria 1**

1 interpretation of drawings, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out

**Performance Criteria 2**

2 avoidance of risk by complying with the given information relating to at least four of the following

2.1 methods of work

2.2 safe use of health and safety control equipment

2.3 safe use of access equipment

2.4 safe use, storage and handling of materials, tools and equipment

2.5 specific risks to health

**Performance Criteria 3**

3 selection of resources associated with own work

3.1 materials, components and fixings

3.2 tools and equipment

**Performance Criteria 4**

4 protection of the work and its surrounding area from damage

5 maintain a clear and tidy work space

6 disposal of waste in accordance with current legislation

### **Performance Criteria 5**

7 demonstration of work skills to measure, mark out, fit, finish, position and secure

8 use and maintain hand and power tools

9 install to given working instructions at least six of the following in timber, timber based products and/or composite materials and/or metal

9.1 door frames

9.2 hung doors

9.3 door sets

9.4 moulding or trims

9.5 ironmongery

9.6 service encasement

9.7 linings

9.8 panelling or cladding

9.9 partition walling

9.10 staircase finishings and balustrades

9.11 staircases

9.12 bulkheads and soffits

9.13 units and fitments

9.14 window frames

### **Performance Criteria 6**

10 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

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### Scope/range related to knowledge and understanding

#### **Disposal of waste**

1 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

#### **Emergencies**

2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with

2.1 fires, spillages, injuries

2.2 emergencies relating to occupational activities

#### **Fire extinguishers**

3 water, CO<sub>2</sub>, foam, powder and their uses

#### **Hazards**

4 those identified by risk assessment, methods of work, manufacturers' technical information, statutory regulations and official guidance

#### **Health and safety control equipment**

5 identified by the principles of prevention for occupational use, types and purpose of each type, work situations and general work environment

5.1 collective protective measures

5.2 personal protective equipment (PPE)

5.3 respiratory protective equipment (RPE)

5.4 local exhaust ventilation (LEV)

#### **Information**

6 drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current building regulations associated with installing shopfitting frames and finishings

**Legislation and official guidance**

7 this relates to the operative's responsibilities regarding potential accidents, health hazards and the environment whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting

**Maintenance**

8 sharpening of tools and operative care of hand and power tools

**Methods of work**

9 application of knowledge for safe and healthy work practices, procedures and skills relating to the method and area of work and materials used to

9.1 prepare and fix timber and/or metal: door frames, hung doors (fire resisting and non-fire resisting), door sets, ironmongery, trims, mouldings, panelling and cladding, service encasements, partition walling, staircase finishings and balustrades, staircases, baulkheads and soffits

9.2 form joints associated with shopfitting

9.3 recognise and determine when specialist skills and knowledge are required and report accordingly

9.4 determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance

9.5 identify and follow the installation quality requirements

9.6 work with, around and in close proximity to plant and machinery

9.7 use hand and power tools

9.8 work at height

9.9 use access equipment

10 team work and communication

11 needs of other occupations associated with installing shopfitting frames and finishings



### **Problems**

12 those arising from information, resources and methods of work

12.1 own authority to rectify

12.2 organisational reporting procedures

### **Programme**

13 types of productivity targets and time scales

14 how times are estimated

15 organisational procedures for reporting circumstances which will affect the work programme

### **Protect work**

16 protect work against damage from general workplace activities, other occupations and adverse weather conditions

### **Resources**

17 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist

17.1 timber, timber based products, composite materials, metals, plastics, fabrics, door frames, linings, doors, paneling and cladding, staircases, mouldings and trims, ironmongery, adhesives and sealants

17.2 fittings and fixings

17.3 hand and power tools

18 confirm resources and materials conform with the specification including suitability, moisture and durability

19 methods of calculating quantity, length, area and wastage associated with the method and procedure for installing shopfitting frames and finishings

### **Security procedures**

20 site, workplace, company, operative and vehicles

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