



Australian Government

Department of Education, Employment and Workplace Relations

LMFFL3101A Inspect sub-floors

Revision Number: 1

LMFFL3101A Inspect sub-floors

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit specifies the outcomes required to inspect and formally report on the condition of both timber and concrete sub-floors.
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Application of the Unit

Application of the unit	This unit supports the attainment of skills and knowledge required for competent workplace performance in the wide variety of flooring technology operations. The competency applies to an on site environment and involves application of skills and knowledge at a trade worker level. These skills and knowledge are to be used within the scope of the individual's job and authority.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for work	<p>1.1. Applicable legislative, OHS and organisational requirements relevant to the inspection of sub-floors are verified and complied with</p> <p>1.2. Customer enquiry and relevant information is consulted to determine the type of proposed flooring operation and other work requirements</p> <p>1.3. Floor surface requirements for the proposed coverings are determined from manufacturer or workplace information</p> <p>1.4. Tools, equipment and required materials are obtained and prepared for the work</p>
2. Conduct inspection of timber flooring	<p>2.1. The type of floor construction materials and the building floor structure and substructure are identified</p> <p>2.2. Datum lines are run and checked to confirm dimensions</p> <p>2.3. Moisture testing is completed in accordance with the approved process and standard</p> <p>2.4. Timber sub-flooring inspections are completed to identify irregularities</p> <p>2.5. Ventilation flow is confirmed and irregularities noted</p> <p>2.6. Floor joists, bearers and stumps are checked for irregularities</p>
3. Conduct inspection of concrete flooring	<p>3.1. The type of floor construction materials and the building floor structure and substructure are identified</p> <p>3.2. Datum lines are run and checked to confirm dimensions</p> <p>3.3. Moisture testing is completed in accordance with the approved process and standard</p> <p>3.4. Concrete sub floor inspections are completed to identify irregularities</p> <p>3.5. Expansion joints are inspected to ensure they are clean and unobstructed</p>
4. Notify findings of inspection	<p>4.1. Notification of the findings of the inspection is completed in accordance with the current and relevant standards</p> <p>4.2. Copies of the notification are sent to appropriate personnel and suitably filed following workplace procedures</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- collect, organise and understand information related to work orders, plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with site supervisor, other workers and customers, and the reporting of inspection outcomes and problems
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity
- use pre-checking and inspection techniques to anticipate sub-floor inspection problems to avoid re-work and wastage
- diagnose and identify the causes and consequences of sub-flooring irregularities
- recognise and respond to circumstances outside instructions or personal competence
- plan and organise activities including the obtaining of equipment and materials to avoid any back tracking, work flow interruptions or wastage
- use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate other material requirements
- clarify and confirm work instructions
- plan work within given task parameters
- accept responsibility for given tasks
- set, monitor and satisfy personal work goals
- satisfy the competency requirements for the job
- maintain current knowledge of:
 - tools and materials
 - installation techniques
- seek learning opportunities
- use the workplace technology related to the inspection of sub-floors including tools, equipment, calculators and measuring devices.

Required knowledge

- workplace safety system requirements related to floor inspection
- type, characteristics and defects of:
 - timber sub-floor structures
 - concrete sub-floor structures
- types and uses of inspection tools and equipment and procedures for their safe use, operation and maintenance
- requirements for floor condition for floor coverings

REQUIRED SKILLS AND KNOWLEDGE

- characteristics and requirements of sub-floor preparation
- work flow in relation to inspection processes and procedures

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, range statement and the Assessment Guidelines for the Training Package.

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

- Comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for sub-floor inspection
- Interpret work order and locate and apply relevant information
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Follow work instructions, operating procedures and inspection practices to:
 - minimise the risk of injury to self and others
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
- Complete a minimum of:
 - one timber sub-floor inspection and written notification
 - one concrete sub-floor inspection and written notification
- Work effectively with others
- Modify activities to cater for variations in workplace contexts and environment

Context of, and specific resources for assessment

- The application of competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of essential underpinning knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to comply with relevant regulatory or Australian Standards requirements
- The following resources should be made available:
 - workplace location or simulated workplace
 - testing equipment, tools and materials relevant to sub-floor inspection
 - specifications and work instructions

EVIDENCE GUIDE**Method of assessment**

Assessment must satisfy the endorsed assessment guidelines of the Furnishing Industry Training Package

Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of underpinning knowledge

Assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application

Assessment may be applied under project related conditions (real or simulated) and require evidence of process

Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances

Assessment may be in conjunction with assessment of other related units of competency, e.g. Plan and cost flooring technology work

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, if used in the performance criteria, is detailed below. 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) may also be included.

Legislative requirements	<ul style="list-style-type: none"> are to be in accordance with applicable legislation from all levels of government that affect organisational operation. Requirements may include but not be limited to award and enterprise agreements, industrial relations, Australian Standards, confidentiality and privacy, OHS, the environment, equal opportunity, anti-discrimination, relevant industry codes of practice, duty of care and heritage
OHS requirements	<ul style="list-style-type: none"> are to be in accordance with Commonwealth, State or Territory legislation and regulations, organisational safety policies and procedures. Requirements may include but not be limited to the use of personal protective equipment and clothing, fire fighting equipment, First Aid equipment, hazard and risk control and elimination, control of hazardous materials and substances, manual handling including lifting and carrying
Organisational requirements	<ul style="list-style-type: none"> may include but not be limited to legal, organisational and site guidelines, policies and procedures relating to own role and responsibility, quality assurance, procedural manuals, quality and continuous improvement processes and standards, OHS, emergency and evacuation, ethical standards, recording and reporting, access and equity principles and practices, equipment use, maintenance and storage, environmental management (waste disposal, recycling and re-use guidelines)
Relevant information	<ul style="list-style-type: none"> Workplace procedures relating to the use and operation of tools and equipment Workplace instructions, including job sheets, plans, drawings and designs Workplace procedures relating to notification

RANGE STATEMENT	
	<p>and communications</p> <ul style="list-style-type: none"> • Manufacturer instructions for the use of equipment and materials
Tools and equipment	<ul style="list-style-type: none"> • are to include straight edges (150 mm - 3m), spirit level, string line, chalk line, electrical resistance meter, tape measure, laser level, dumpy, measuring pole, water level, hygrometer, thermometer probe, acid and alkaline testing equipment, electric drill and masonry drill bits
Materials	<ul style="list-style-type: none"> • may include timber strip flooring, construction sheet flooring, concrete floors, above grade, on grade and below grade floors
Datum line checks	<ul style="list-style-type: none"> • are used to confirm floor fall, dips and irregularities and finished floor height in relation to other floor coverings and door clearances
Timber sub-flooring inspections	<ul style="list-style-type: none"> • are to include tests for moisture content, protruding nails, loose metal and other objects, cracked, loose or damaged boards, rotting, insect attack and cross flow ventilation
Concrete sub-floor inspection	<ul style="list-style-type: none"> • are to include checks for any protruding obstacles, for cracks or damage, moisture, damage to expansion joint, concrete surface for weakness or damage and for the presence of during agents
Inspection notifications	<ul style="list-style-type: none"> • are to cover the type of the inspection completed, testing methods used, inspection findings, suggested remedies to any faults identified and recommendations for floor coverings or finishing

Unit Sector(s)

Unit sector	Flooring Technology
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Competency field

Competency field	Floor preparation
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Co-requisite units

Co-requisite units	