Unit 261 Installing fire resisting timber door assemblies and doorsets in the workplace

Level: 2

Unit aim:
This unit aims to provide you with the necessary skills and knowledge to:

- interpret information
- adopt safe and healthy working practices
- select resources and methods of work
- install fire resisting timber door assemblies and doorsets

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when installing fire resisting timber door assemblies and doorsets							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments, fire performance documentation/certification and manufacturers' information.							
1.2 Comply with information and/or instructions derived from risk assessments and method statements.							
1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.							
1.4 Describe different types of information, their source and how they are interpreted in relation to:							

• drawings							
• specifications							
• schedules							
• method statements							
• risk assessments							
• work instructions							
• fire performance documentation/certification							
• manufacturers' information							
• official guidance							
• current regulations governing buildings							
• Codes of Practice and guidance documents.							

2. Know how to comply with relevant legislation and official guidance when installing fire resisting timber door assemblies and doorsets							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 Describe 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/storage of materials and by manual handling and mechanical lifting.							
2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.							
2.3 Explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe and healthy working practices when installing fire resisting timber door assemblies and doorsets							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 **Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing fire resisting timber doorsets.**							
3.2 **Demonstrate compliance with given information and relevant legislation when installing fire resisting timber door assemblies and doorsets in relation to the following:**							
• **safe use of access equipment/working platforms**							
• **safe use, storage and handling of materials, tools and equipment**							
• **specific risks to health.**							
3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to installing fire resisting timber doorsets, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
• personal protective equipment (PPE)							
• respiratory protective equipment (RPE)							
• local exhaust ventilation (LEV)							

3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.							
3.5 and Describe how emergencies should be responded to in accordance with organisational authorisation personal skills when involved with fires, spillages, injuries and other task-related activities.							

4. Select the required quantity and quality of resources for the methods of work to install fire resisting timber door assemblies and doorsets							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.							
4.2 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:							
• manufacturer's installation instructions							
• fire doors							
• fire door frames							
• fixings, ironmongery and furniture							
• intumescent seals and cold smoke seals							
• hand tools, portable power tools and equipment.							
4.3 Describe how to check that all the correct materials and components conform to the fire performance documentation/certificates.							
4.4 Describe how the resources should be used correctly, how problems associated with the resources are reported.							
4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
4.6 Describe any potential hazards associated with the resources and methods of work.							

4.7 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install fire resisting timber door assemblies and doorsets.							

5. Minimise the risk of damage to the work and surrounding area when installing fire resisting timber door assemblies and doorsets							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.							
5.2 Maintain a clean work space.							
5.3 Dispose of waste in accordance with current legislation.							
5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.							
5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.							

6. Complete the work within the allocated time when installing fire resisting timber door assemblies and doorsets							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 Demonstrate completion of the work within the allocated time.							
6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
• types of progress charts, timetables and estimated times							
• organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to install fire resisting timber door assemblies and doorsets to the required specification							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD

7.1 Demonstrate the following work skills when installing fire resisting timber doorsets:							
• measuring							
• marking out							
• drilling							
• fixing							
• sealing							
• cutting							
• fitting							
• finishing							
• positioning and securing.							
7.2 Use and maintain hand tools, portable power tools and ancillary equipment.							
7.3 Prepare and install fire resisting timber door assemblies and door sets to given working instructions and to specification.							
7.4 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
• ensure compliance with fire performance documentation/certification							
• ensure no alterations have been carried out which may affect the fire certification of the door							
• ensure surrounding construction is to specification							
• check all component parts are undamaged							
• install doorframes to specification with defined fixings and seals							
• install intumescent protection into void, (wall and frame) as per specification							

• install door-leaves to specification with defined fixings and seals							
• install cold smoke seals according to specification							
• install intumescent seals to specification							
• confirm specified intumescent protection is fitted to ironmongery/furniture							
• fit specified ironmongery/furniture ensuring the use of a compliant fixing regime							
• recognise and determine when specialist skills and knowledge are required and report accordingly							
• work with, around and in close proximity to plant and machinery							
• use hand tools, portable power tools and equipment							
• use access equipment.							
7.5 Describe the fire resisting requirements when installing fire resisting timber doorsets.							
7.6 Describe the implications of incorrect installation.							
7.7 Describe the needs of other occupations and how to communicate effectively within a team when installing fire resisting timber doorsets.							
7.8 Describe how to maintain the tools and equipment used when installing fire resisting timber doorsets.							

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Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	