Unit 712 Installing suspended ceiling systems in the workplace

8 credits

Level: 2
UAN: K/600/7022

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

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing, installing and repairing proprietary suspended ceilings in domestic, commercial and industrial situations

*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 suspended ceiling systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 **interpret and extract information from:**							
a. **drawings**							
b. **specifications**							
c. **schedules**							
d. **manufacturers' information**							
1.2 **comply with information and/or instructions derived from risk assessments and method statement**							

1.3 state 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:							
a. drawings							
b. specifications							
c. schedules							
d. manufacturers' information.							

2. Know how to comply with relevant legislation and official guidance when installing suspended ceiling systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe their responsibilities under current legislation and official guidance whilst working:							
a. in the workplace							
b. at height							
c. with tools and equipment							
d. with materials and substances							
e. with movement/storage of materials							
f. by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
2.3 state what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe working practices when installing suspended ceiling systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 **use Personal Protective Equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing suspended ceiling systems**							
3.2 explain why and when Personal Protective Equipment (PPE) should be used, relating to installing suspended ceiling systems, and the:							
a. types							
b. purpose							
c. limitations of each type							
3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
a. fires							
b. spillages							
c. injuries							
d. other task-related hazards.							

4. Select the required quantity and quality of resources for the methods of work to install suspended ceiling systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:							
a. tiles							
b. grid components							
c. hangers							
d. battens							
e. braces							
f. light fittings							
g. grilles							
h. insulation							
i. panels							
j. sealants							
k. fixings							
l. fittings							
m. hand and/or powered tools and equipment							
4.2 **select resources associated with own work in relation to:**							
a. **materials**							
b. **components**							
c. **fixings**							
d. **tools**							
e. **equipment**							
4.3 state:							
a. how the resources should be used correctly							
b. how problems associated with the resources are reported							
c. how the organisational procedures are used							

4.4 outline potential hazards associated with the resources and method of work							
4.5 describe how to calculate:							
a. quantity							
b. length							
c. area associated with the method/procedure to install suspended ceiling systems.							

5. Minimise the risk of damage to the work and surrounding area when installing suspended ceiling systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 **protect the work and its surrounding area from damage**							
5.2 **minimise damage and maintain a clean work space**							
5.3 describe how to protect work from damage and the purpose of protection in relation to:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.4 **dispose of waste in accordance with legislation**							
5.5 state why the disposal of waste should be carried out in relation to the work.							

6. Complete the work within the allocated time when installing suspended ceiling systems.							
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 state the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to install suspended ceiling systems 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 suspended ceiling systems:**							
a. **measuring**							
b. **marking out**							
c. **fitting**							
d. **finishing**							
e. **positioning**							
f. **securing**							
7.2 **install at least one of the following suspended ceiling systems to contractor's working instructions**:							
a. standard and proprietary suspended ceilings, including repairs							
and/or							
b. specialist proprietary suspended ceilings for ambient temperature controlled and/or passive fire controlled areas							
7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. install and repair exposed grid, linear and open cell, metal firring/pan grid proprietary suspended ceilings							
b. install light fittings and grilles to proprietary suspended ceilings							
c. install fire, smoke, sound and thermal cavity barriers							
d. use hand tools, power tools and equipment							
e. use access equipment							
and/or							
f. install, clean and check stability of ambient/temperature controlled suspended ceilings							
g. confirm seal of panel joints							
h. use hand tools, power tools and equipment							
i. use access equipment							
7.4 **safely use and store:**							

a. **hand tools**							
b. **portable power tools**							
c. **ancillary equipment**							
7.5 state the needs of other occupations and how to communicate within a team when installing suspended ceiling systems							
7.6 describe how to maintain the tools and equipment used when installing suspended ceiling systems.							

Unit 712 Installing suspended ceiling systems in the workplace

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:	