

Minimum Technical Competence requirements for Fenestration Installation

	KNOWLEDGE competence requirements: (Knowledge is evidenced via an online multiple choice knowledge test)	Areas covered:
1	Understand the Building Regulations that have to be considered when carrying out Fenestrations Installation work	In respect of: (domestic replacements windows and doors) <ul style="list-style-type: none"> • Structure • Fire Safety • Resistance to moisture • Conservation of Fuel and Power • Heat producing appliances • Protection from falling • Access to building • Safety Glazing • Ventilation
2	Understand safety glazing and Fire Resistant Glazing and know the requirements for glass markings	In respect of: <ul style="list-style-type: none"> • Different types of safety glazing • When and where it must be used • Different information that must be clearly and indelibly present on safety glass • Situation where glass markings are missing or do not match job specification • Fire Resistant Glazing periods of fire resistance • When and where it must be used
3	Know the access equipment required for installation work and how to use it	In respect of: <ul style="list-style-type: none"> • Different types • Use and suitability • Safety checks to make
4	Know how to use structural supports during removal of existing windows or doors	In respect of: <ul style="list-style-type: none"> • Different types • Situations requiring use Evidence must be given that refers to load bearing bays and lintels
5	Know how to prepare frames, cills and apertures correctly during the installation process	In respect of: <ul style="list-style-type: none"> • Cills • Add ons/frame extensions • Routing of cables through the aperture

6	Know how to and be able to prepare window and door units	In respect of: <ul style="list-style-type: none"> • Different types of window units • Different types of door units
7	Know which sealing, bonding and weatherproofing materials should be used and be able to use them	In respect of: <ul style="list-style-type: none"> • Internal use • External use
8	Know different methods of securing installation materials and fix installations securely	In relation to current Codes of Practice: <ul style="list-style-type: none"> • Different types of structure • Using correct size, type and quantity of fixings
9	Know the importance of drainage holes and be able to ensure they are functioning	In respect of: <ul style="list-style-type: none"> • Need to be clear and functioning
10	Know the type of information customers require on the work carried out	In relation to: <ul style="list-style-type: none"> • Giving clear instructions relating to the operation of the window and door units • Guarantees • After care (maintenance and repair requests)
11	Know how to maintain and repair windows and doors	In respect of: <ul style="list-style-type: none"> • Routine maintenance • Typical repair
12	Know the problems that can occur when carrying out Installation work and how to deal with them	In respect of: <ul style="list-style-type: none"> • Incorrect specifications • Removal of windows and doors • Fixing • Glazing

	PRACTICAL competence requirements: (To evidence Practical competence, your Assessor will visit you onsite to observe an Installation being carried out)	Context:
13	Be able to adopt a safe system of work	In respect of legislation and official guidance relating to own responsibilities: <ul style="list-style-type: none"> • Accident Prevention • Emergency procedures • Working at Height • Use of tools and equipment • Use of materials and substances • Movement of materials <ul style="list-style-type: none"> - Manual Handling - Mechanical Handling • Handling, storage and use of materials, components, consumables and substances • Hazardous materials including asbestos Carry out a visual risk assessment of the fenestration installation environment and ensure the work area is safe. Select and use safety equipment and Personal Protective Equipment required to carry out the task. Establish safe working area: <ul style="list-style-type: none"> • Temporary barriers • Protective sheeting • Warning signs
14	Be able to confirm installation requirements and suitability of materials and components	Check and confirm installation requirements and ensure sufficient type, quantity and quality of materials and components are available.
15	Be able to remove window and door sets from the structure of the building	Remove components, materials and outer frames from the aperture causing minimum damage <ul style="list-style-type: none"> • Sash/opening light • Outer frame • Door leaf/sash • Cladding • Glazing/Glass • Internal/External linings

16	Be able to ensure the damp proof membranes are effective during the aperture preparation process	In respect of: <ul style="list-style-type: none"> • Vertical DPM • Horizontal DPC
17	Be able to handle, cut and assemble materials correctly	Handle and cut the materials accurately to the required size and shape to fit the aperture in line with the job specifications
18	Be able to check that the new or restructured apertures meet specification	Check that the new or restructured apertures meet specification
19	Be able to establish the correct position for the window and door units and ensure that the window and door units are correct for the installation	Accurately carry out measurements to ensure that the window and door units are the correct size for the installation. Check that the supplied materials meet the specification including: <ul style="list-style-type: none"> • Appearance • Drainage • Locking mechanisms Establish the correct position for the window and door units.
20	Be able to handle and position window and door units correctly into apertures according to specification	Position window and door units correctly into apertures according to specification. Ensure that window and door units are plumb, level and square ready for securing.
21	Be able to ensure that window and door units are plumb after being secured, and that they function correctly	Accurately check window and door units to ensure that they are plumb after being secured. Check that window and door units function correctly
22	Be able to fit glass correctly and securely into apertures	Fit glass into apertures correctly and securely to specification, using: <ul style="list-style-type: none"> • Packers/bridges • Alignment (toe and heel)
23	Be able to finish off the work to specification and carry out a final inspection	Carry out a final inspection and finish off the work to specification