## Minimum Technical Competence requirements for Fenestration Installation

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<th>KNOWLEDGE competence requirements: (Knowledge is evidenced via an online multiple choice knowledge test)</th>
<th>Areas covered:</th>
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| **1** Understand the Building Regulations that have to be considered when carrying out Fenestrations Installation work | In respect of: (domestic replacements windows and doors)  
- 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:  
- 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:  
- 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:  
- 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:  
- Cills  
- Add ons/frame extensions  
- Routing of cables through the aperture |
|   | Know how to and be able to prepare window and door units | In respect of:  
|---|------------------------------------------------------|------------------------------------------------------|
| 6 | • 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:  
|   | • Internal use  
    | • External use                                       |                                                       |
| 8 | Know different methods of securing installation materials and fix installations securely | In relation to current Codes of Practice:  
|   | • 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:  
|   | • Need to be clear and functioning                 |                                                       |
|10 | Know the type of information customers require on the work carried out | In relation to:  
|   | • 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:  
|   | • 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:  
|   | • Incorrect specifications  
    | • Removal of windows and doors  
    | • Fixing  
    | • Glazing                                             |                                                       |
| **PRACTICAL competence requirements:**  
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<th>(To evidence Practical competence, your Assessor will visit you onsite to observe an Installation being carried out)</th>
<th><strong>Context:</strong></th>
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| **13** Be able to adopt a safe system of work | In respect of legislation and official guidance relating to own responsibilities:  
* Accident Prevention  
* Emergency procedures  
* Working at Height  
* Use of tools and equipment  
* Use of materials and substances  
* Movement of materials  
  - 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:  
* 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  
* Sash/opening light  
* Outer frame  
* Door leaf/sash  
* Cladding  
* Glazing/Glass  
* Internal/External linings |
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| **16** | Be able to ensure the damp proof membranes are effective during the aperture preparation process | In respect of:
   - 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:
   - 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:
   - 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 |