

SFJ CO5 – SQA Unit Code H55W 04

Maintain the reliability and readiness of fire and rescue control operations and equipment



Overview

What is the unit about?

This unit is about the routine checking of communications and mobilising equipment and following organisational procedures to maintain it in good working order.

Who is the unit for?

The unit is recommended for control room staff.

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Performance criteria

Checking equipment

- You must be able to:*
- P1 check equipment according to the planned schedule
 - P2 follow organisational procedures to ensure the equipment is ready for use
 - P3 identify and clearly mark all defective items, place them in the agreed location
 - P4 record the equipment status and condition and notify relevant people
 - P5 return all passed items and support equipment to the correct location

Maintaining equipment

- You must be able to:*
- P6 confirm your objectives with relevant people and keep them informed
 - P7 progress your work to meet requirements for operational readiness
 - P8 carry out routine maintenance according to organisational procedures
 - P9 return and secure resources to their correct location and report any defects or deficiencies
 - P10 identify and report shortages of consumables
 - P11 maintain consumables to specified levels

For the whole unit

- You must be able to:*
- P12 promote a safe working environment for yourself and others
 - P13 make sure your records are in the agreed format, accurate, complete, legible and accessible to authorised users
 - P14 follow agreed contingency plans when equipment is not fit for purpose
 - P15 leave your work area clean, tidy and ready for use
 - P16 operate within agreed levels of your authority and responsibility

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Knowledge and understanding

You need to know and understand:

Health and safety

- K1 hazards and risks of the workplace affecting people and the environment
- K2 how to apply practices that maximise the health, safety and welfare of yourself and others in the workplace
- K3 how to make and apply decisions based on the assessment of risk

Organisational

You need to know and understand:

- K4 your organisation's objectives, systems of work and working practices
- K5 record systems and their use

Personal and Interpersonal

You need to know and understand:

- K6 how to communicate clearly and effectively with the range of people involved
- K7 how to treat colleagues and members of the public with respect and consideration, taking account of, and accepting, diversity
- K8 lines and methods of communication/reporting in the workplace
- K9 roles, responsibilities and limits of authority of self, others and other agencies in the workplace
- K10 how to plan and prioritise work in response to work demands
- K11 how to solve problems, make decisions and plan for contingencies

Technical

You need to know and understand:

- K12 capabilities and limitations of communications equipment
- K13 how to test and maintain operational equipment
- K14 how to use applicable mobilising systems and resources
- K15 the requirements for availability and operational readiness of resources
- K16 how to maintain internal resources
- K17 the requirements for availability, operational readiness and response of human and physical resources
- K18 how to ensure equipment is securely stored
- K19 contingency plans for when equipment is not fit for purpose

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Additional Information

Scope/range

This unit covers the following types of communications and mobilising equipment:

1. radio
2. telephony
3. computer
4. ancillary
5. primary
6. fall back

and the following types of resources:

7. equipment
8. testing equipment

Links to other NOS

This unit links to CO1, CO2, CO3, CO4, CO6

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