

Title	Conduct non-technical workplace audits on emergency equipment and systems		
Level	4	Credits	4

Purpose	<p>This unit standard is for people in the workplace who are responsible for the operation of emergency equipment and systems through inspection and compliance audits. They may hold the position of Workplace Fire and Emergency Manager or a similar management position.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> - conduct audits of workplace emergency equipment and systems to systematically identify compliance; and - report and record on audits of emergency equipment and systems.
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Classification	Community and Workplace Fire and Emergency Management > Workplace Emergency Risk Management
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Available grade	Achieved
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Guidance Information

- 1 Legislation relevant to this unit standard includes:
Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018,
Fire and Emergency New Zealand Act 2017, and
Building Act 2004.

- 2 Definitions

Emergency procedures refer to the actions to be taken in the event of an emergency as stated in the Workplace Emergency Management Plan.

Emergency equipment and systems may include but are not limited to – extinguishers, hose-reels, communications systems, emergency alarms, emergency management plans and procedures, emergency exits, ventilation and exhaust system, smoke stop doors.

Workplace Emergency Management Plan refers to the workplace document that contains emergency procedures to be conducted in the event of an emergency. The plan may be referred to as a Disaster Management Plan, Emergency Plan, or Business Continuity Plan and will include the building Evacuation Scheme or Procedure.

Workplace requirements refer to the written policies covering workplace emergency equipment and systems commissioning, maintenance, audit, and decommissioning.

Outcomes and performance criteria

Outcome 1

Conduct audits of workplace emergency equipment and systems to systematically identify compliance.

Performance criteria

- 1.1 Compliance audits are undertaken to ensure the first-time operation of emergency equipment.
- Range located and positioned correctly, within service date, accessible.
- 1.2 Commissioning and re-commissioning audits are undertaken to ensure the first-time operation and performance of emergency systems.
- Range may include but is not limited to – flow testing, pressure testing, sensitivity testing, range testing, integrity testing, systems operation.
- 1.3 Due dates for testing are programmed and appropriate steps are taken to ensure tests are completed.
- 1.4 Used emergency equipment is identified, labelled, and removed from service for replenishment, and/or repair in accordance with workplace requirements.
- 1.5 Compliance audits are completed in accordance with Building Warrant of Fitness requirements.

Outcome 2

Report and record on audits of emergency equipment and systems.

Performance criteria

- 2.1 Audits are scheduled as specified in legislation to ensure all emergency equipment is inspected.
- 2.2 Reporting and recording are completed after each audit in accordance with workplace requirements.
- 2.3 Replacement items are obtained as identified by the report and positioned in accordance with the Workplace Emergency Management Plan and/or workplace requirements.

Planned review date	31 December 2023
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 October 1999	31 December 2013
Revision	2	22 March 2004	31 December 2013
Review	3	24 August 2006	31 December 2013
Review	4	17 November 2011	N/A
Revision and Rollover	5	30 September 2021	N/A

Consent and Moderation Requirements (CMR) reference

0039

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact The Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.