

Domain	JOINERY AND CABINET MAKING	Unit ID: 409
Title:	Install and replace timber windows and doors	
Level: 2		Credits: 7

Purpose

This unit standard specifies the competencies required to install and replace timber windows and doors. It includes planning and preparing for work, identifying different types of timber windows and doors, installing window units, replacing window units and door frames, preparing door frame and fixing frames, installing door and door units, completing work and cleaning up the work area.

This unit standard is intended for those who work as joiners and cabinet makers.

Special Notes

1. Entry information:
 - Prerequisite
 - 391 - *Apply safety rules and regulations in joinery and cabinet making operations* or demonstrated equivalent knowledge and skills.
2. To demonstrate competence, at a minimum, evidence is required of installing one timber door and one timber window.
3. Materials may include but are not limited to timber door and door frame, timber window and window frame, metal flashings, hinges, locks, dead bolts, handles, latches, flash bolts, closers and may include passage sets, night latches, barrel bolts and cabin hooks.
4. Doors may include but are not limited to the following types of timber doors: panelled, panelled and beaded, solid panelled and beaded and glazed.
5. Windows may include but are not limited to sliding double lining, ancillary and casement.
6. Assessment evidence may be collected from a real workplace, or simulated real workplace or an appropriate simulated realistic environment in which joinery and cabinet making operations are carried out.
7. Performance of all elements in this unit standard must comply with workplace specific requirements and manufacturers' instructions and/or recommendations.
8. Safe working practices include the identification, selection and wearing of personal protective clothing; reading and interpretation of safety signs and symbols used in joinery and cabinet making; compliance with health and safety instructions on product labelling and the safe use maintenance and storage of all tools.

9. Regulations and legislation relevant to this unit standard include the following:
- Labour Act, No. 6, 1992
 - Occupational Health and Safety Regulations No. 18, 1997
- and all subsequent amendments

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na.

Elements and Performance Criteria

Element 1: Plan and prepare for work

Range

Planning and preparation include but are not limited to worksite inspection, equipment and materials defects identification, assessment of conditions and hazards and determination of work requirements.

Performance Criteria

- 1.1 Work instructions, including plans, specifications, quality requirements and operational details are obtained, confirmed and applied.
- 1.2 Safety requirements are followed in accordance with safety plans and policies.
- 1.3 Sign and barricade requirements are identified and implemented.
- 1.4 Plant, tools and equipment selected to carry out tasks are consistent with the requirements of the job, checked for serviceability and any faults rectified or reported prior to commencement.
- 1.5 Material quantity requirements are calculated in accordance with plans and/or specifications.
- 1.6 Materials appropriate to the work application are identified, obtained, prepared, safely handled and located, ready for use.
- 1.7 Environmental protection requirements are identified and applied in accordance with environmental plans and regulatory obligations.

Element 2: Identify different types of timber windows and doors

Performance criteria

- 2.1 Different types of timber doors and windows are identified using standard reference materials.
- 2.2 Uses and limitations of different types of timber doors and windows are identified using standard reference materials.

Element 3: Install window unit

Range

Installation of window unit includes the installation of handles, hinges, locks, bolts, fisher plugs and screws.

Performance criteria

- 3.1 Window opening size is checked in line with workplace procedures.
- 3.2 Window frame is installed in line with workplace procedures and manufacturers' specifications.

Element 4: Replace window units and door frames

Performance criteria

- 4.1 Architraves and nosing are removed in line with workplace procedures.
- 4.2 Sill bricks or cladding are removed where specified in line with workplace procedures.
- 4.3 Fasteners are cut, packing removed and flashing detached from frame in line with workplace procedures.
- 4.4 Window unit and door frame is removed in line with workplace procedures.
- 4.6 Window unit and door frame is installed to plumb level and wind in line with workplace procedures.
- 4.7 Architraves and mouldings are replaced in line with workplace procedures.

Element 5 : Prepare door frame opening and fix frame

Performance criteria

- 5.1. Door frame opening size is checked in line with workplace procedures.
- 5.2. Jamb stiles are marked and cut to length allowing for clearances according to specifications.
- 5.3. Head is trenched to accommodate jamb stiles allowing for clearance according to specification.
- 5.4. Jamb frame is assembled, squared and braced with rebates flush in line with workplace procedures.
- 5.5. Joints and rebates are cleaned and finished to quality requirements in line with workplace procedures.

Element 6: Install door and door unit

Performance criteria

- 6.1. Door unit is positioned in place so that the head or sill are level and sites plumb and in wind ensuring reveals or frame finished flush with face of inside wall lining.
- 6.2. Door is fitted to jamb allowing for clearances according to specifications with lock stile door backed off to facilitate correct operation.
- 6.3. Hinges are marked out on door and jamb.
- 6.4. Hinges fitted to door and jamb in line with workplace procedures.
- 6.5. Final adjustment of door is made in line with workplace procedures.
- 6.6. Door furniture components are fitted and fixed to manufacturers specifications.

Element 7: Complete work and clean up

Performance Criteria

- 7.1 Work is completed and appropriate personnel notified in line with workplace procedures.
- 7.2 Work area is cleared of waste, cleaned, restored and secured in line with workplace procedures.
- 7.3 Plant, tools and equipment are cleaned, checked and maintained in line with workplace procedures.

7.4 Work completion details are finalised in line with workplace procedures.

Registration Data

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