**Course in Safe Use of Machinery in Technology Assessment Booklet**

**Woodwork**

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| Radial Arm Saw - *Set Up, Operate and Maintain Basic Static Machines* |
| **Element**  | **Performance Criteria** | **Checked** | **Completion Date** |
| 1. **Prepare for work**
 | 1. Work instructions are used to determine job requirements, including design, quality, materials, equipment, and quantities
 | ❑ |  |
|  | * 1. Workplace health and safety requirements, including ventilation requirements and personal protection needs, are observed throughout the work
 | ❑ |  |
|  | * 1. Material for machining is selected and inspected for quality
 | ❑ |  |
|  | * 1. Machines, cutting tools and jigs are identified and checked for safe and effective operation
 | ❑ |  |
|  | * 1. Procedures are determined for minimising waste material
 | ❑ |  |
| 1. **Set up machines**
 | * 1. Safety equipment, including emergency stops, gauges, guards and controls are checked
 | ❑ |  |
|  | * 1. Machine settings and adjustments are made in accordance with job requirements and machine and tool manufacturers’ instructions
 | ❑ |  |
|  | * 1. Trial runs are conducted to check machine operation, accuracy and quality of finished work
 | ❑ |  |
|  | * 1. Necessary adjustments are made to machine settings
 | ❑ |  |
| 1. **Operate machines**
 | * 1. Machine start-up procedure is carried out in accordance with manufacturers' instructions
 | ❑ |  |
|  | * 1. Material is fed into machine in accordance with manufacturers’ instructions, safe handling procedures and standard workplace operating procedures
 | ❑ |  |
|  | * 1. Machine is operated in accordance with its designed capacity and purpose, tooling requirements and to manufacturers’ recommendations
 | ❑ |  |
|  | * 1. Machine operation is monitored to ensure product quality and output
 | ❑ |  |
|  | * 1. Items that do not meet quality requirements are repaired, recycled or discarded according to workplace procedures
 | ❑ |  |
|  | * 1. Problems with the required work and/or the operation of the machine are identified and reported to appropriate persons
 | ❑ |  |
| 1. **Clean up work area and maintain equipment**
 | * 1. Material that can be reused is collected and stored
 | ❑ |  |
|  | * 1. Waste and scrap are removed following workplace procedures
 | ❑ |  |
|  | * 1. Equipment and work area are cleaned and inspected for serviceable condition in accordance with workplace procedures
 | ❑ |  |
|  | * 1. Operator maintenance is completed in accordance with manufacturers' specifications and site procedures
 | ❑ |  |
|  | * 1. Unserviceable equipment is tagged and faults identified in accordance with workplace procedures
 | ❑ |  |
|  | * 1. Equipment and tooling are maintained in accordance with workplace procedures
 | ❑ |  |

**Student Signature**

**Teacher Signature Date Competency Completed**

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| Surface Planer - *Set Up, Operate and Maintain Basic Static Machines* |
| **Element**  | **Performance Criteria** | **Checked** | **Completion Date** |
| 1. **Prepare for work**
 | * 1. Work instructions are used to determine job requirements, including design, quality, materials, equipment, and quantities
 | ❑ |  |
|  | * 1. Workplace health and safety requirements, including ventilation requirements and personal protection needs, are observed throughout the work
 | ❑ |  |
|  | * 1. Material for machining is selected and inspected for quality
 | ❑ |  |
|  | * 1. Machines, cutting tools and jigs are identified and checked for safe and effective operation
 | ❑ |  |
|  | * 1. Procedures are determined for minimising waste material
 | ❑ |  |
| 1. **Set up machines**
 | * 1. Safety equipment, including emergency stops, gauges, guards and controls are checked
 | ❑ |  |
|  | * 1. Machine settings and adjustments are made in accordance with job requirements and machine and tool manufacturers’ instructions
 | ❑ |  |
|  | * 1. Trial runs are conducted to check machine operation, accuracy and quality of finished work
 | ❑ |  |
|  | * 1. Necessary adjustments are made to machine settings
 | ❑ |  |
| 1. **Operate machines**
 | 3.1 Machine start-up procedure is carried out in accordance with manufacturers' instructions | ❑ |  |
|  | 3.2 Material is fed into machine in accordance with manufacturers’ instructions, safe handling procedures and standard workplace operating procedures | ❑ |  |
|  | 3.3 Machine is operated in accordance with its designed capacity and purpose, tooling requirements and to manufacturers’ recommendations | ❑ |  |
|  | * 1. Machine operation is monitored to ensure product quality and output
 | ❑ |  |
|  | * 1. Items that do not meet quality requirements are repaired, recycled or discarded according to workplace procedures
 | ❑ |  |
|  | * 1. Problems with the required work and/or the operation of the machine are identified and reported to appropriate persons
 | ❑ |  |
| 1. **Clean up work area and maintain equipment**
 | * 1. Material that can be reused is collected and stored
 | ❑ |  |
|  | * 1. Waste and scrap are removed following workplace procedures
 | ❑ |  |
|  | * 1. Equipment and work area are cleaned and inspected for serviceable condition in accordance with workplace procedures
 | ❑ |  |
|  | * 1. Operator maintenance is completed in accordance with manufacturers' specifications and site procedures
 | ❑ |  |
|  | * 1. Unserviceable equipment is tagged and faults identified in accordance with workplace procedures
 | ❑ |  |
|  | * 1. Equipment and tooling are maintained in accordance with workplace procedures
 | ❑ |  |

**Student Signature**

**Teacher Signature Date Competency Completed**

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| **Rip Saw -** *Set Up, Operate and Maintain Basic Static Machines* |
| **Element**  | **Performance Criteria** | **Checked** | **Completion Date** |
| 1. **Prepare for work**
 | * 1. Work instructions are used to determine job requirements, including design, quality, materials, equipment, and quantities
 | ❑ |  |
|  | * 1. Workplace health and safety requirements, including ventilation requirements and personal protection needs, are observed throughout the work
 | ❑ |  |
|  | * 1. Material for machining is selected and inspected for quality
 | ❑ |  |
|  | * 1. Machines, cutting tools and jigs are identified and checked for safe and effective operation
 | ❑ |  |
|  | * 1. Procedures are determined for minimising waste material
 | ❑ |  |
| 1. **Set up machines**
 | 2.1 Safety equipment, including emergency stops, gauges, guards and controls are checked | ❑ |  |
|  | 2.2 Machine settings and adjustments are made in accordance with job requirements and machine and tool manufacturers’ instructions | ❑ |  |
|  | * 1. Trial runs are conducted to check machine operation, accuracy and quality of finished work
 | ❑ |  |
|  | * 1. Necessary adjustments are made to machine settings
 | ❑ |  |
| 1. **Operate machines**
 | * 1. Machine start-up procedure is carried out in accordance with manufacturers' instructions
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|  | * 1. Material is fed into machine in accordance with manufacturers’ instructions, safe handling procedures and standard workplace operating procedures
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|  | * 1. Machine is operated in accordance with its designed capacity and purpose, tooling requirements and to manufacturers’ recommendations
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|  | * 1. Machine operation is monitored to ensure product quality and output
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|  | * 1. Items that do not meet quality requirements are repaired, recycled or discarded according to workplace procedures
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|  | * 1. Problems with the required work and/or the operation of the machine are identified and reported to appropriate persons
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| 1. **Clean up work area and maintain equipment**
 | * 1. Material that can be reused is collected and stored
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|  | * 1. Waste and scrap are removed following workplace procedures
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|  | * 1. Equipment and work area are cleaned and inspected for serviceable condition in accordance with workplace procedures
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|  | * 1. Operator maintenance is completed in accordance with manufacturers' specifications and site procedures
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|  | * 1. Unserviceable equipment is tagged and faults identified in accordance with workplace procedures
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|  | * 1. Equipment and tooling are maintained in accordance with workplace procedures
 | ❑ |  |

**Student Signature**

**Teacher Signature Date Competency Completed**

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| Panel Planer - Set Up, Operate and Maintain Basic Static Machines |
| **Element**  | **Performance Criteria** | **Checked** | **Completion Date** |
| 1. **Prepare for work**
 | * 1. Work instructions are used to determine job requirements, including design, quality, materials, equipment, and quantities
 | ❑ |  |
|  | * 1. Workplace health and safety requirements, including ventilation requirements and personal protection needs, are observed throughout the work
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|  | * 1. Material for machining is selected and inspected for quality
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|  | * 1. Machines, cutting tools and jigs are identified and checked for safe and effective operation
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|  | * 1. Procedures are determined for minimising waste material
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| 1. **Set up machines**
 | * 1. Safety equipment, including emergency stops, gauges, guards and controls are checked
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|  | * 1. Machine settings and adjustments are made in accordance with job requirements and machine and tool manufacturers’ instructions
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| 1. **Operate machines**
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|  | * 1. Unserviceable equipment is tagged and faults identified in accordance with workplace procedures
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|  | * 1. Equipment and tooling are maintained in accordance with workplace procedures
 | ❑ |  |

**Student Signature**

**Teacher Signature Date Competency Completed**

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| **Band Saw** - *Set Up, Operate and Maintain Basic Static Machines* |
| **Element**  | **Performance Criteria** |  | **Completion Date** |
| 1. **Prepare for work**
 | * 1. Work instructions are used to determine job requirements, including design, quality, materials, equipment, and quantities
 | ❑ |  |
|  | * 1. Workplace health and safety requirements, including ventilation requirements and personal protection needs, are observed throughout the work
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|  | * 1. Material for machining is selected and inspected for quality
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|  | * 1. Machines, cutting tools and jigs are identified and checked for safe and effective operation
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|  | * 1. Procedures are determined for minimising waste material
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| 1. **Set up machines**
 | * 1. Safety equipment, including emergency stops, gauges, guards and controls are checked
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|  | * 1. Machine settings and adjustments are made in accordance with job requirements and machine and tool manufacturers’ instructions
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|  | * 1. Trial runs are conducted to check machine operation, accuracy and quality of finished work
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|  | * 1. Necessary adjustments are made to machine settings
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| 1. **Operate machines**
 | * 1. Machine start-up procedure is carried out in accordance with manufacturers' instructions
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|  | * 1. Material is fed into machine in accordance with manufacturers’ instructions, safe handling procedures and standard workplace operating procedures
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|  | * 1. Machine is operated in accordance with its designed capacity and purpose, tooling requirements and to manufacturers’ recommendations
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|  | * 1. Machine operation is monitored to ensure product quality and output
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|  | * 1. Items that do not meet quality requirements are repaired, recycled or discarded according to workplace procedures
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|  | * 1. Problems with the required work and/or the operation of the machine are identified and reported to appropriate persons
 | ❑ |  |
| 1. **Clean up work area and maintain equipment**
 | * 1. Material that can be reused is collected and stored
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|  | * 1. Waste and scrap are removed following workplace procedures
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|  | * 1. Equipment and work area are cleaned and inspected for serviceable condition in accordance with workplace procedures
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|  | * 1. Operator maintenance is completed in accordance with manufacturers' specifications and site procedures
 | ❑ |  |
|  | * 1. Unserviceable equipment is tagged and faults identified in accordance with workplace procedures
 | ❑ |  |
|  | * 1. Equipment and tooling are maintained in accordance with workplace procedures
 | ❑ |  |

**Student Signature**

**Teacher Signature Date Competency Completed**

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| Panel Saw - *Set Up, Operate and Maintain Basic Static Machines* |
| **Element**  | **Performance Criteria** | **Checked** | **Completion Date** |
| 1. **Prepare for work**
 | * 1. Work instructions are used to determine job requirements, including design, quality, materials, equipment, and quantities
 | ❑ |  |
|  | * 1. Workplace health and safety requirements, including ventilation requirements and personal protection needs, are observed throughout the work
 | ❑ |  |
|  | * 1. Material for machining is selected and inspected for quality
 | ❑ |  |
|  | * 1. Machines, cutting tools and jigs are identified and checked for safe and effective operation
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|  | * 1. Procedures are determined for minimising waste material
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| 1. **Set up machines**
 | * 1. Safety equipment, including emergency stops, gauges, guards and controls are checked
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|  | * 1. Machine settings and adjustments are made in accordance with job requirements and machine and tool manufacturers’ instructions
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|  | * 1. Trial runs are conducted to check machine operation, accuracy and quality of finished work
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|  | * 1. Necessary adjustments are made to machine settings
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| 1. **Operate machines**
 | * 1. Machine start-up procedure is carried out in accordance with manufacturers' instructions
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|  | * 1. Material is fed into machine in accordance with manufacturers’ instructions, safe handling procedures and standard workplace operating procedures
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|  | * 1. Machine operation is monitored to ensure product quality and output
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|  | * 1. Items that do not meet quality requirements are repaired, recycled or discarded according to workplace procedures
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|  | * 1. Problems with the required work and/or the operation of the machine are identified and reported to appropriate persons
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| 1. **Clean up work area and maintain equipment**
 | * 1. Material that can be reused is collected and stored
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|  | * 1. Waste and scrap are removed following workplace procedures
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|  | * 1. Equipment and work area are cleaned and inspected for serviceable condition in accordance with workplace procedures
 | ❑ |  |
|  | * 1. Operator maintenance is completed in accordance with manufacturers' specifications and site procedures
 | ❑ |  |
|  | * 1. Unserviceable equipment is tagged and faults identified in accordance with workplace procedures
 | ❑ |  |
|  | * 1. Equipment and tooling are maintained in accordance with workplace procedures
 | ❑ |  |

**Student Signature**

**Teacher Signature Date Competency Completed**

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| **Vertical Drill -** *Set Up, Operate and Maintain Basic Static Machines* |
| **Element**  | **Performance Criteria** | **Checked** | **Completion Date** |
| 1. **Prepare for work**
 | * 1. Work instructions are used to determine job requirements, including design, quality, materials, equipment, and quantities
 | ❑ |  |
|  | * 1. Workplace health and safety requirements, including ventilation requirements and personal protection needs, are observed throughout the work
 | ❑ |  |
|  | * 1. Material for machining is selected and inspected for quality
 | ❑ |  |
|  | * 1. Machines, cutting tools and jigs are identified and checked for safe and effective operation
 | ❑ |  |
|  | * 1. Procedures are determined for minimising waste material
 | ❑ |  |
| 1. **Set up machines**
 | * 1. Safety equipment, including emergency stops, gauges, guards and controls are checked
 | ❑ |  |
|  | * 1. Machine settings and adjustments are made in accordance with job requirements and machine and tool manufacturers’ instructions
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|  | * 1. Trial runs are conducted to check machine operation, accuracy and quality of finished work
 | ❑ |  |
|  | * 1. Necessary adjustments are made to machine settings
 | ❑ |  |
| 1. **Operate machines**
 | * 1. Machine start-up procedure is carried out in accordance with manufacturers' instructions
 | ❑ |  |
|  | * 1. Material is fed into machine in accordance with manufacturers’ instructions, safe handling procedures and standard workplace operating procedures
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|  | * 1. Machine is operated in accordance with its designed capacity and purpose, tooling requirements and to manufacturers’ recommendations
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|  | * 1. Machine operation is monitored to ensure product quality and output
 | ❑ |  |
|  | * 1. Items that do not meet quality requirements are repaired, recycled or discarded according to workplace procedures
 | ❑ |  |
|  | * 1. Problems with the required work and/or the operation of the machine are identified and reported to appropriate persons
 | ❑ |  |
| 1. **Clean up work area and maintain equipment**
 | * 1. Material that can be reused is collected and stored
 | ❑ |  |
|  | * 1. Waste and scrap are removed following workplace procedures
 | ❑ |  |
|  | * 1. Equipment and work area are cleaned and inspected for serviceable condition in accordance with workplace procedures
 | ❑ |  |
|  | * 1. Operator maintenance is completed in accordance with manufacturers' specifications and site procedures
 | ❑ |  |
|  | * 1. Unserviceable equipment is tagged and faults identified in accordance with workplace procedures
 | ❑ |  |
|  | * 1. Equipment and tooling are maintained in accordance with workplace procedures
 | ❑ |  |

**Student Signature**

**Teacher Signature Date Competency Completed**

|  |
| --- |
| Horizontal Borer - *Set Up, Operate and Maintain Basic Static Machines* |
| **Element**  | **Performance Criteria** | **Checked** | **Completion Date** |
| 1. **Prepare for work**
 | * 1. Work instructions are used to determine job requirements, including design, quality, materials, equipment, and quantities
 | ❑ |  |
|  | * 1. Workplace health and safety requirements, including ventilation requirements and personal protection needs, are observed throughout the work
 | ❑ |  |
|  | * 1. Material for machining is selected and inspected for quality
 | ❑ |  |
|  | * 1. Machines, cutting tools and jigs are identified and checked for safe and effective operation
 | ❑ |  |
|  | * 1. Procedures are determined for minimising waste material
 | ❑ |  |
| 1. **Set up machines**
 | * 1. Safety equipment, including emergency stops, gauges, guards and controls are checked
 | ❑ |  |
|  | * 1. Machine settings and adjustments are made in accordance with job requirements and machine and tool manufacturers’ instructions
 | ❑ |  |
|  | * 1. Trial runs are conducted to check machine operation, accuracy and quality of finished work
 | ❑ |  |
|  | * 1. Necessary adjustments are made to machine settings
 | ❑ |  |
| 1. **Operate machines**
 | * 1. Machine start-up procedure is carried out in accordance with manufacturers' instructions
 | ❑ |  |
|  | * 1. Material is fed into machine in accordance with manufacturers’ instructions, safe handling procedures and standard workplace operating procedures
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|  | * 1. Machine is operated in accordance with its designed capacity and purpose, tooling requirements and to manufacturers’ recommendations
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|  | * 1. Machine operation is monitored to ensure product quality and output
 | ❑ |  |
|  | * 1. Items that do not meet quality requirements are repaired, recycled or discarded according to workplace procedures
 | ❑ |  |
|  | * 1. Problems with the required work and/or the operation of the machine are identified and reported to appropriate persons
 | ❑ |  |
| 1. **Clean up work area and maintain equipment**
 | * 1. Material that can be reused is collected and stored
 | ❑ |  |
|  | * 1. Waste and scrap are removed following workplace procedures
 | ❑ |  |
|  | * 1. Equipment and work area are cleaned and inspected for serviceable condition in accordance with workplace procedures
 | ❑ |  |
|  | * 1. Operator maintenance is completed in accordance with manufacturers' specifications and site procedures
 | ❑ |  |
|  | * 1. Unserviceable equipment is tagged and faults identified in accordance with workplace procedures
 | ❑ |  |
|  | * 1. Equipment and tooling are maintained in accordance with workplace procedures
 | ❑ |  |

**Student Signature**

**Teacher Signature Date Competency Completed**

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| --- |
| Belt Sander - *Set Up, Operate and Maintain Basic Static Machines* |
| **Element**  | **Performance Criteria** | **Checked** | **Completion Date** |
| 1. **Prepare for work**
 | * 1. Work instructions are used to determine job requirements, including design, quality, materials, equipment, and quantities
 | ❑ |  |
|  | * 1. Workplace health and safety requirements, including ventilation requirements and personal protection needs, are observed throughout the work
 | ❑ |  |
|  | * 1. Material for machining is selected and inspected for quality
 | ❑ |  |
|  | * 1. Machines, cutting tools and jigs are identified and checked for safe and effective operation
 | ❑ |  |
|  | * 1. Procedures are determined for minimising waste material
 | ❑ |  |
| 1. **Set up machines**
 | * 1. Safety equipment, including emergency stops, gauges, guards and controls are checked
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|  | * 1. Machine settings and adjustments are made in accordance with job requirements and machine and tool manufacturers’ instructions
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|  | * 1. Trial runs are conducted to check machine operation, accuracy and quality of finished work
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|  | * 1. Necessary adjustments are made to machine settings
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| 1. **Operate machines**
 | * 1. Machine start-up procedure is carried out in accordance with manufacturers' instructions
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|  | * 1. Material is fed into machine in accordance with manufacturers’ instructions, safe handling procedures and standard workplace operating procedures
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|  | * 1. Machine is operated in accordance with its designed capacity and purpose, tooling requirements and to manufacturers’ recommendations
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|  | * 1. Items that do not meet quality requirements are repaired, recycled or discarded according to workplace procedures
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|  | * 1. Problems with the required work and/or the operation of the machine are identified and reported to appropriate persons
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| 1. **Clean up work area and maintain equipment**
 | * 1. Material that can be reused is collected and stored
 | ❑ |  |
|  | * 1. Waste and scrap are removed following workplace procedures
 | ❑ |  |
|  | * 1. Equipment and work area are cleaned and inspected for serviceable condition in accordance with workplace procedures
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|  | * 1. Operator maintenance is completed in accordance with manufacturers' specifications and site procedures
 | ❑ |  |
|  | * 1. Unserviceable equipment is tagged and faults identified in accordance with workplace procedures
 | ❑ |  |
|  | * 1. Equipment and tooling are maintained in accordance with workplace procedures
 | ❑ |  |

**Student Signature**

**Teacher Signature Date Competency Completed**

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| --- |
| Bobbin Sander - *Set Up, Operate and Maintain Basic Static Machines* |
| **Element**  | **Performance Criteria** | **Checked** | **Completion Date** |
| 1. **Prepare for work**
 | * 1. Work instructions are used to determine job requirements, including design, quality, materials, equipment, and quantities
 | ❑ |  |
|  | * 1. Workplace health and safety requirements, including ventilation requirements and personal protection needs, are observed throughout the work
 | ❑ |  |
|  | * 1. Material for machining is selected and inspected for quality
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|  | * 1. Machines, cutting tools and jigs are identified and checked for safe and effective operation
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|  | * 1. Procedures are determined for minimising waste material
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| 1. **Set up machines**
 | * 1. Safety equipment, including emergency stops, gauges, guards and controls are checked
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|  | * 1. Unserviceable equipment is tagged and faults identified in accordance with workplace procedures
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|  | * 1. Equipment and tooling are maintained in accordance with workplace procedures
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**Student Signature**

**Teacher Signature Date Competency Completed**

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| --- |
| Disc Sander - *Set Up, Operate And Maintain Basic Static Machines* |
| **Element**  | **Performance Criteria** | **Checked** | **Completion Date** |
| 1. **Prepare for work**
 | * 1. Work instructions are used to determine job requirements, including design, quality, materials, equipment, and quantities
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|  | * 1. Workplace health and safety requirements, including ventilation requirements and personal protection needs, are observed throughout the work
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|  | * 1. Material is fed into machine in accordance with manufacturers’ instructions, safe handling procedures and standard workplace operating procedures
 | ❑ |  |
|  | * 1. Machine is operated in accordance with its designed capacity and purpose, tooling requirements and to manufacturers’ recommendations
 | ❑ |  |
|  | * 1. Machine operation is monitored to ensure product quality and output
 | ❑ |  |
|  | * 1. Items that do not meet quality requirements are repaired, recycled or discarded according to workplace procedures
 | ❑ |  |
|  | * 1. Problems with the required work and/or the operation of the machine are identified and reported to appropriate persons
 | ❑ |  |
| 1. **Clean up work area and maintain equipment**
 | 4.1 Material that can be reused is collected and stored | ❑ |  |
|  | 4.2 Waste and scrap are removed following workplace procedures | ❑ |  |
|  | 4.3 Equipment and work area are cleaned and inspected for serviceable condition in accordance with workplace procedures | ❑ |  |
|  | 4.4 Operator maintenance is completed in accordance with manufacturers' specifications and site procedures | ❑ |  |
|  | 4.5 Unserviceable equipment is tagged and faults identified in accordance with workplace procedures | ❑ |  |
|  | 4.6 Equipment and tooling are maintained in accordance with workplace procedures | ❑ |  |

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**Teacher Signature Date Competency Completed**

**Metalwork**

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| Guillotine - *Set Up, Operate and Maintain a Guillotine* |
| **Element**  | **Performance Criteria** | **Checked** | **Completion Date** |
| **1. Prepare for work** | 1. Clear the work area of obstructions prior to operating machine
 | ❑ |  |
|  | 1.2 Check for defects, isolate and tag out if faulty | ❑ |  |
| **2. Set up machines** | * 1. Check the rear access guards are in place or there are no bystanders at the rear of the guillotine.
 | ❑ |  |
|  | * 1. Check the foot pedal is clean and in good working condition
 | ❑ |  |
| 1. **Operate machines**
 | * 1. One person operates the guillotine at a time.
 | ❑ |  |
|  | * 1. Place material against right hand guide and under blade
 | ❑ |  |
|  | * 1. Keep hands clear of machine and depress the foot pedal
 | ❑ |  |
|  | * 1. Do not reach over the cutting blade to catch or hold material
 | ❑ |  |
| 1. **Clean up work area and maintain equipment**
 | * 1. Remove all material from cutting area
 | ❑ |  |

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| Off Hand Grinder - *Set Up, Operate and Maintain a Bench Grinder* |
| **Element**  | **Performance Criteria** | **Checked** | **Completion Date** |
| **1. Prepare for work** | 1. Identify types of offhand grinders
 | ❑ |  |
|  | 1.2 Describe grinding wheel faults | ❑ |  |
|  | 1.3 Mount a wheel correctly on an offhand grinder | ❑ |  |
| **2. Set up machines** | * 1. Demonstrate the procedure for the safe starting of an offhand grinder
 | ❑ |  |
|  | * 1. True/dress a wheel
 | ❑ |  |
|  | * 1. Set the work rest correctly
 | ❑ |  |
|  | * 1. Maintain workplace safety standards at all times
 | ❑ |  |
| 1. **Sharpen a twist drill to specifications**
 | 3.1 Identify the main features of a twist drill | ❑ |  |
|  | 3.2 State the safety precautions relating to drill sharpening | ❑ |  |
|  | 3.3 Identify grinding faults in twist drills | ❑ |  |
|  | 3.4 Sharpen a twist drill to the following specifications:* point angle ±2°
* equal lip lengths ± 0.25mm
* lip clearance angle ±2°
 | ❑ |  |
|  | 3.5 Maintain workplace safety standards at all times | ❑ |  |

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| Bench Drill - *Set Up, Operate and Maintain a Bench Drill* |
| **Element**  | **Performance Criteria** |  | **Completion Date** |
| **1. Prepare for work** | 1. Drawings, instructions and specifications are interpreted and understood
 | ❑ |  |
|  | 1.2 Understand benefits of using correctly sharpened cutting tools | ❑ |  |
| **2. Determine sequence of operations** | 2.1 Sequence of operations including job set-up is determined for maximum efficiency and to meet job specifications | ❑ |  |
|  | 2.2 Appropriate material is selected and datum established as required | ❑ |  |
| **3. Select and mount tools** | 3.1 Appropriate tools for job are selected, sharpened and shaped as required | ❑ |  |
|  | 3.2 Tools are mounted and positioned correctly | ❑ |  |
| 1. **Operate machines**
 | 4.1 Basic marking out techniques are used where required | ❑ |  |
|  | 4.2 Matching paramaters are set for job requirements and maximum tool life | ❑ |  |
|  | 4.3 Work is held or correctly clamped without damage to product, and all safety requirements are met | ❑ |  |
|  | 4.4 Machining is performed in a safe manner utilising all guards, safety procedures and personal protective clothing and equipment | ❑ |  |
| **5. Measure** **components** | 5.1 Components are checked with instruments or gauges appropriate to the measurement requirements to ensure compliance with specifications | ❑ |  |
| **6. Adjust and maintain machine** | 6.1 Routine maintenance and adjustments are carried out as required which may include slide and collar adjustment, cleaning and lubrication and the like | ❑ |  |

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| Cold Saw - *Set Up, Operate and Maintain a Cold Saw* |
| **Element**  | **Performance Criteria** | **Checked** | **Completion Date** |
| **1. Prepare for work** | 1. Material selected and method of holding determined
 | ❑ |  |
| **2. Set up machines** | * 1. Clamp work securely
 | ❑ |  |
|  | * 1. Check safety guards in place
 | ❑ |  |
|  | * 1. Start machine – check coolant flowing
 | ❑ |  |
|  | * 1. Support work piece both sides of machine to prevent falling or jamming during cutting
 | ❑ |  |
|  | * 1. Check stop is not in contact with material during cutting, avoiding material jamming and blade breakage occurring
 | ❑ |  |
| 1. **Operate machines**
 | 3.1 Pull handle straight down with body in line with blade | ❑ |  |
|  | 3.2 Release pressure on blade as finishing cut. Raise handle. | ❑ |  |
|  | * 1. Unclamp work
 | ❑ |  |
| 1. **Clean up work area and maintain equipment**
 | 4.1 Wipe clean cutting area | ❑ |  |

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| Bench Folder - *Set Up, Operate and Maintain a Bench Folder* |
| **Element**  | **Performance Criteria** | **Checked** | **Completion Date** |
| **1. Prepare for work** | 1. Material selected and capacity of folder checked
 | ❑ |  |
|  | 1.2 Maximum of 1.2mm material | ❑ |  |
| **2. Set up machines** | * 1. Adjust wing to suit fold requirements
 | ❑ |  |
|  | * 1. Adjust finger guides to suit fold size
 | ❑ |  |
| **3. Operate machines** | 3.1 Hold the metal firmly against the guides to prevent the metal from slipping | ❑ |  |
|  | 3.2 Lightly clamp the metal between the wing and the folding table | ❑ |  |
|  | * 1. Complete the fold
 | ❑ |  |
| 1. **Clean up work area and maintain equipment**
 | 4.1 Wipe clean cutting area | ❑ |  |
|  | 4.2 Remove scrap | ❑ |  |

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| Mill Drill - *Set Up, Operate and Maintain a Mill Drill* |
| **Element**  | **Performance Criteria** | **Checked** | **Completion Date** |
| **1. Prepare for work** | 1. Drawings, instructions and specifications are interpreted and understood
 | ❑ |  |
|  | 1.2 Understand benefits of using correctly sharpened cutting tools | ❑ |  |
| **2. Determine sequence of operations** | 2.1 Sequence of operations including job set-up is determined for maximum efficiency and to meet job specifications | ❑ |  |
|  | 2.2 Appropriate material is selected and datum established as required | ❑ |  |
| **3. Select and mount tools** | 3.1 Appropriate tools for job are selected and checked for sharpness | ❑ |  |
|  | 3.2 Tools are mounted and positioned correctly | ❑ |  |
|  | 3.3 Check to feed in a direction to avoid Climb Milling | ❑ |  |
| **4. Operate machines** | 4.1 Work is firmly clamped and all safety requirements are met | ❑ |  |
|  | 4.2 Machining is performed in a safe manner using coolant, utilising all guards | ❑ |  |
|  | 4.3 Safety procedures and personal protective clothing and equipment used | ❑ |  |
| **6. Adjust and maintain machine** | 6.1 Routine maintenance and adjustments are carried out as required which may include lubrication, slide adjustment and cleaning? | ❑ |  |

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