

**Prerequisites:** All personnel undertaking this assessment must have previously completed the following;

- Read Power Sander - Hand Held (Disk or Belt) Risk Assessment, **Task ID. 36710** and associated Standard Operating Procedure **SP-062**,
- Complete local Workshop Induction.

**Competency:** Utilize a Power Sander - Hand Held (Disk or Belt) within a workshop in accordance with occupational health and safety standards.

**Operations:** This assessment should take place in any EAIT Faculty Workshop equipped with a Power Sander - Hand Held (Disk or Belt). The assessor is required to assess all aspects of the competency regarding the following operations;

1. Pre-operational checks,
2. Operation\Startup of equipment and sand material,
3. Housekeeping.

**Instructions:** Each intended user of the equipment is required to complete an individual competency assessment, detailed in Section 1 below. Each element is to be assessed and the results recorded below. The actions used and evidence gained to assess competency (listed in Appendix A) are recorded against each criteria. Users are then required to answer the questions in Section 2 and then sign and date this document.

**Notes:**

Evidence of competency allows the user access to the equipment only for the tasks assessed. Proof of competency does not permit the assessment of untrained personnel's competency using this equipment. Only authorised persons are permitted to assess the competence of others in this process. Competent users will be required to be re-assessed on any related changes to the operating procedures of this equipment.

### 1. Operational Assessment

Element of competency	Performance criteria	Operation /Scenario	Self-assessment		Assessor review		Action/evidence (Refer to Appendix A)
			Competent	Not yet competent	Competent	Not yet competent	
Pre Operational Checks	Locate electrical safety test tag on electrical equipment and ensure the tag is not out of date.	1					
	The individual must be able to correctly identify, describe and set/adjust:  Condition of power cable:	1					
	Condition of sanding disc or belt:	1					
	Guards:	1					
	Dust collector bag or Vacuum:	1					
	Start and stop controls:	1					
	Selects and fits appropriate PPE.	1					

COMPETENCY ASSESSMENT: Power Sander - Hand Held (Disk or Belt)

Element of competency	Performance criteria	Operation /Scenario	Self-assessment		Assessor review		Action/evidence (Refer to Appendix A)
			Competent	Not yet competent	Competent	Not yet competent	
Operation of Hand Held Sander (Disk & Belt)	Select piece of suitable timber to demonstrate the following process:	2					
	Secure the work piece by clamping it to the table or holding it in a vise.	2					
	Ensure the correct belt or disc is used for the material that is to be sanded.	2					
	Start sander and sand the selected material showing the correct posture and applying the correct pressure.	2					
Shut down Machine	Follows correct shut down and correct clean up procedure of stock metal, sawdust, timber or plastic swarf.	3					

**2. Review Questions**

Answer the following questions in the spaces provided. If you have any questions please ask the assessor. You may refer to the Risk Assessment, Standard Operating Procedure (SOP) or your notes if required. Once complete, insert your name and details in the space provided and return the completed form to the assessor.

**2.1 Always turn the machine off and disconnect the cord from the power source before installing or removing accessories or when making repairs. True or False?**

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**2.2 Name three forbidden actions when using the hand held power sander.**

A.

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B.

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C.

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**2.3 When securing the work piece (e.g. clamps or a vice) this enables both hands to be freed to do what?**

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**2.4 Name three potential hazards associated with using the hand held power sander.**

A.

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B.

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C.

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Authorisation					
Employee\Student name	Employee\Student signature	Date	Unit	Assessor name	Assessor signature

### Appendix A

Possibilities for Action items		Possibilities for evidence	
<b>A</b>	Watch video	<b>1</b>	Direct observation of performance during work
<b>B</b>	Review procedures	<b>2</b>	Direct observation of performance during simulation
<b>C</b>	Attend central training	<b>3</b>	Return demonstration during training
<b>D</b>	Observe other staff	<b>4</b>	Completed end product, form or document
<b>E</b>	On the job training	<b>5</b>	Verbal assessment
<b>F</b>	Be mentored by person with these skills	<b>6</b>	Written assessment
<b>G</b>	Role play with other staff	<b>7</b>	>1 year Post-training trade experience
<b>H</b>	Online course	<b>8</b>	Other – Provide details
<b>I</b>	Technical trade training		
<b>J</b>	Other – Provide details		