

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

- Read Scroll Saw Risk Assessment, **Task ID. 36687** and associated Standard Operating Procedure, **SP-089**,
- Complete local Workshop Induction.

Competency: Utilize a Scroll Saw 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 Scroll Saw. 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 cut 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	Locates Scroll Saw main electrical box and controller and ensure that the equipment is not tagged out of service.	1					
	The individual must be able to correctly identify, describe and set/adjust: Condition of power cable:	1					
	Condition of cutting blade:	1					
	Guards:	1					
	Ensure the blade tension is properly adjusted:	1					
	Start and stop controls:	1					
	Selects and fits appropriate PPE.	1					

COMPETENCY ASSESSMENT: Scroll Saw

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 Scroll Saw	Select piece of suitable timber to demonstrate the following process:	2					
	Draw a curved cut line on the timber.	2					
	Ensure the correct blade is installed for the material that is to be cut.	2					
	Start the saw, cut the selected timber on the cut line whilst showing the correct posture and applying the correct pressure.	2					
Shut down Machine	Follows correct shut down and correct clean up procedure of timber 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 Ensure that the stock rests securely on the table and never start the saw with the blade in contact with the material? True or False?

2.2 The scroll saw blade should be installed so that it will cut on: *(Circle the correct answer)*

A. The slowest speed.

B. The down stroke.

C. The up stroke.

D. Both the up and down stroke.

2.3 What's the best way to remove timber swarf from the cutting table?

2.4 Name three potential hazards associated with using the scroll saw?

A.

B.

C.

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

Appendix A

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