

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

- Read Hydraulic & Manual Guillotines Risk Assessment, **Task ID. 1984** and associated Standard Operating Procedure, **SP-003**,
- Read Manual Handling Risk Assessment, **Task ID. 36379** and associated Standard Operating Procedure, **SP-093**,
- Complete local Workshop Induction.

Competency: Utilize a hydraulic or manual guillotine to cut material 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 manual or hydraulic guillotine. The assessor is required to assess all aspects of the competency regarding the following operations;

1. Material selection and correct handling,
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	
Selection of materials and equipment	Use vernier calipers to confirm selection of correct material and thickness for cutting.	1					
	Locates suitable trolley to transport material to guillotine if required.	1					
	If required don protective gloves and hearing protection.	1					
Transport of materials to Guillotine	Seek assistance from another staff member to correctly manually handle material from rack onto transport trolley.	1					
	Safety transports trolley by pushing and ensuring path of travel is clear of any obstacles or personnel.	1					

COMPETENCY ASSESSMENT: Hydraulic & Manual Guillotines

Sets guillotine for correct cut size	Turn on machine if using a hydraulic powered guillotine.	2					
	Set guillotine for correct thickness of material.	2					
	Set guillotine back stop for correct length of cut	2					
Loads material onto guillotine	Lift material onto Guillotine using correct manual handling technique and with assistance if required.	1					
	Position the material against backstop or set the material to the cut position using the shadowline on the marks you made	1					
Operates guillotine	Notify any personnel nearby if sudden loud noise will be experienced when cutting thick material or if offcut is large.	2					
	Ensure all personnel are clear of the machine prior to operation	2					
	Operate foot pedal to perform cut	2					
	Switch off machine if using a hydraulic powered guillotine.	2					
Shut down Machine	Follows correct shut down and clean up.	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 Answer questions below with DO or DO Not.

- Ensure that only trained and competent personnel use the machine.

- By-pass guards to operate the machine.

- Keep the workplace clean and tidy to prevent trip hazards.

- Ensure that all guards are in place and other personnel are a safe distance away before operating the machine.

- Always report defects equipment and tag\out equipment promptly.

- Make unauthorised adjustments to the machine.

- Distract persons when operating the machine.

- Get assistance to handle large sheets of metal.

- Ensure adequate room around the operator is maintained during operation of the machine.

- Use defective equipment.

- Wear appropriate PPE as identified by the risk assessment and SOP.

- Operate the machine when someone else is in the danger area.

2.2 Name three potential hazards associated with using the Metal Cutting Guillotine.

1)

2)

3)

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		