

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

- Read Hand Press (Fly, Screw & Turret) Risk Assessment, **Task ID. 35964** and associated Standard Operating Procedure, **SP-063**,
- Complete local Workshop Induction.

Competency: Utilize a Hand Press (Fly, Screw & Turret) 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 Hand Press (Fly, Screw & Turret). The assessor is required to assess all aspects of the competency regarding the following operations;

1. *Pre-operational checks,*
2. *Operation of equipment,*
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	Ensure that the Hand Press (Fly, Screw & Turret) is not tagged out of service.	1					
	The individual must be able to correctly identify, describe and set/adjust: Swing Arm:	1					
	Press bed:	1					
	Die attachments:	1					
	Arbor:	1					

COMPETENCY ASSESSMENT: Hand Press (Fly, Screw & Turret)

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 Press (Fly, Screw & Turret)	Select a suitable piece of mild steel 1-2mm thick and demonstrate the following process:	2					
	Scribe a line to show where the steel is to be cut.	2					
	Insert suitable die and punch attachment in the fly/screw or turret press.	2					
	Position the steel plate using the scribed line to line up with one side of the punch.	2					
	Use the turret lever or press swing arm to punch the material.	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 Ensure hands and other body parts are positioned away from any possible pinch point when using the press. True or False?

2.2 When using the fly, screw or turret press what object is placed into the arbor to cut the material?

2.3 Name three potential hazards associated with using the Hand Press (Fly, Screw & Turret).

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		