

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

- Read Hydraulic and Manual Folders Risk Assessment, **Task ID. 1985** and associated Standard Operating Procedure, **SP-030**,
- Complete local Workshop Induction.

Competency: Utilize Hydraulic and Manual Folders to fold 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 Hydraulic and Manual Folders. 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 fold 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 the Hydraulic Sheet Folder 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: Demonstrate that he/she is familiar with all machine operations and controls.	1					
	Clamp fingers:	1					
	Guards:	1					
	Start and stop controls:	1					

COMPETENCY ASSESSMENT: Hydraulic and Manual Folders

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 Hydraulic and Manual Sheet Folders	Select a suitable sheet of mild steel and demonstrate the following process:	2					
	Scribe a fold line on metal sheet and fold the sheet to 90°.	2					
	Ensure that the material is clamped correctly.	2					
	Ensure that the bend angle protractor is set to the required angle on the hydraulic folder.	2					
	Fold the material.	2					
	Remove the material and measure the angle, repeat the bend process if the angle is not 90°.	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 Support overhanging work and signpost if it presents a hazard. True or False?

2.2 If the equipment is found to be faulty what should be done about it?

2.3 Sheet folder equipment is designed to bend metal rod and spring steel. True or False?

2.4 Name four potential hazards associated with using the Hydraulic or Manual Sheet Folder.

1)

2)

3)

4)

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		