

COMPETENCY ASSESSMENT: Rotary Buff & Wire Wheel

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

- Read Rotary Buff & Wire Wheel Risk Assessment, **Task ID. 36540** and associated Standard Operating Procedure, **SP-070**,
- Complete local Workshop Induction.

**Competency:** Utilize a Rotary Buff & Wire Wheel to buff 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 Rotary Buff & Wire Wheel. 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 buff 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 Rotary Buff & Wire Wheel 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:  Buffing and wire wheel:	1					
	Guards (where fitted):	1					
	Start and stop controls:	1					

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			Competent	Not yet competent	Competent	Not yet competent	
Operation of Rotary Buff & Wire Wheel	Select piece of suitable mild steel and demonstrate the following process:	2					
	Check that the buffing or wire wheel is suitable for the material that is to be buffed, change wheel if needed.	2					
	Start the Rotary Buff or Wire Wheel.	2					
	Buff the material showing the correct posture and applying the correct pressure and buffing action.	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 Has the Rotary Buff & Wire Wheel machine got the capacity to grab the work piece. True or False?**

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**2.2 Always stand to the side when turning the rotary or wire buff on as this will prevent the operator from being hit by wire or residue fragments. True or False?**

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**2.3 The metal being buffed should be moved back and forth across the wheel to produce an even wear pattern on the wheel and reduce heat build-up on the work piece. True or False?**

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**2.4 Name four potential hazards associated with using Rotary Buff & Wire Wheel.**

1)

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2)

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3)

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4)

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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		