

Standard Operating Procedure			
MACHINE COMPETENCY			
	Name	Signature	Date
Prepared by	Terry Coleman	<i>Terry Coleman</i>	9/11/2022
Checked by	Andy Peters	<i>A.M. Peters</i>	9/11/2022
Authorised by	Peter Taylor	<i>P.A Taylor</i>	16/12/2022

Part of the objectives of the Southern Illawarra Men’s Shed (SIMS) is to provide the opportunity for members to obtain skills and or enhance skills to enable them to undertake projects for themselves and others.

Attached is a Machine Competency Form for you to complete. The form sets out a variety of equipment for woodworking and metalworking and some general machines. These machines are available within SIMS and would have been observed by you during your tour of the Shed’s facilities. Fill in the form to show us which machines or equipment you already have a basic competency with by inserting DIY, Extensive DIY or Trade and sign the adjacent signature column. Once you have read the safe operating procedures and satisfied the Supervisor or Training Co-ordinator of Competency he will sign and date that tool which will Authorise use of those tools. The remainder of the form will be completed as Competency is gained on other tools you wish to use.

The information on the Machine Competency Form will than allow us to provide:-

- Basic machine understanding and
- The safety requirements
- Followed by ‘hands on’ “Practical Guided instruction”, to achieve Competency on machine you wish to use.

The Machine selection process will be based around the machines required to complete your project as needed.

Your form will then be signed off and dated deeming you have achieved basic competency on that machine and authorised to use that equipment.

Machine “Practical Guided instruction”, can be carried out by the Day Supervisor on the day that the machine is required or by contacting the Training Co-ordinator to book a day. Guided practice can be carried out by a Day supervisor or an Authorised Machine user. All guided practice is to be recorded on Member’s Competency Form by person giving guidance. This form is to be placed in Training Co-ordinators pigeon hole for recording on the Machine Competency Progress Spreadsheet.

Summary of Training Procedure

1. Reading and understanding the machine operating and safe operating procedures.
2. A practical basic demonstration by an authorised member.
3. Hands on guided practice with an authorised member.

IMPORTANT NOTE: Experienced new members will also be required to read the safe operating procedures for our powered hand tools and fixed power tools and show a demonstrated competency on our floor mounted machines prior to being authorised on that machine

Controlled Document	
Revision No.: 1.0	Page 1 of 4 (Including Forms)
Reference No.: SIMS-MT-154	Valid to: 16/12/ 2027

MACHINE COMPETENCY FORM

Name:	
Phone:	
Email:	

In the "Experience type" column write: eg: DIY, Extensive DIY or Trade. (The remainder is to be progressively completed by Supervisor or Traing Co-ordinator as Competency's are achieved. In the "Experience type column" write T/C for Training has achieved basic Competency.)

	<u>WOOD WORKING TOOLS</u>	Experience type	Members signature declaring tool competency	Supervisors signature and date, basic machine competency is achieved
1	Manual tools, eg: chisels, hand plane, hand saw, etc			
2	Low risk power tools eg: drill, jig saw, sander			
3	Higher risk power tools eg: power saw, power planer, router, grinder			
4	Table Saw			
5	Planer / Thicknesser			
6	Table Router			
7	Linisher			
8	Chisel Mortiser			
9	Bobbin Sander			
10	Band Saw			
11	Combination Saw			
12	Wood Lathe			
13	Wet Sharpener			
14	Scroll Saw			
15	Drum Sander			

Continued on Following Page

