

## CLASS 1 EQUIPMENT ACCREDITATION FORM

**MEMBER**..... **EQUIPMENT**..... **ACCREDITOR**.....

### CLASS 1 EQUIPMENT

Angle Grinder - Arbortech - Belt and Orbital Sander - Bench Grinder - Biscuit Joiner - Bobbin Sander  
 Brad Nail Gun - Circular Saw - Dremel - Drill Press - Drum Sander (Hillier Shed) - Electric Drill - Jig Saw  
 Linisher - Pyrography Pen - Router (Hand) - Sand Flee - Scroll Saw

**NOTE:** Place a tick (✓) in the box of each **CORRECT** statement and (X) in the box of each **INCORRECT** statement.

*Answers to the 'tick-a-box' statements below can be found on **pages 3 – 9** of the "Accreditation Policy and Safe Operating Procedures" (SOP[s]) handbook.*

It's safe to wear loose and baggy clothing when using any of the equipment listed above. <input type="checkbox"/>	Avoid awkward operations and hand movements where a sudden slip could cause your hand to move into the cutting tool or blade. <input type="checkbox"/>	Feed workpiece evenly and firmly into, or through, the equipment, but if it's slow cutting apply more pressure. <input type="checkbox"/>
It is mandatory that appropriate clothing, eye protection and enclosed footwear be worn when working in the club's facilities. <input type="checkbox"/>	If someone comes to talk to you, or watch what you are doing, ignore them and keep on working. <input type="checkbox"/>	Naked flames such as LPG gas torches are okay to use in dusty work sheds provided the dust extraction is on and operational. <input type="checkbox"/>
It's okay to wear full finger gloves when using any of the equipment listed above. <input type="checkbox"/>	Ensure the material to be worked is free from imperfections or foreign objects. <input type="checkbox"/>	Only operational adjustments, such as adjusting the height of the table saw blade to accommodate job size, are permitted on any of the club's equipment. <input type="checkbox"/>
Under no circumstances are safety guards to be removed from any of the club's equipment. <input type="checkbox"/>	Ensure any or all safety guards on the equipment are in place and functioning properly. <input type="checkbox"/>	It's okay to press the stop button and walk away from the equipment before it stops. <input type="checkbox"/>
Before starting any equipment and during its operation make sure no person, or the operator, are put in harm's way by the equipment's operation. <input type="checkbox"/>	Use a small mobile table, or roller stand to support long lengths of timber you are cutting by yourself. <input type="checkbox"/>	Always wait until a spinning blade stops moving before reaching to remove waste or offcuts. <input type="checkbox"/>
Always stand directly behind or in front of timber that is being cut, planed or jointed. <input type="checkbox"/>	Keep all parts of your body, including clothing, well clear of moving equipment parts. <input type="checkbox"/>	No need to turn equipment off to make operational adjustments, such as adjusting the table saw blade height. <input type="checkbox"/>
If you find that equipment you intend using is faulty, or becomes faulty whilst in use, abandon it and use another one. <input type="checkbox"/>	It's okay to leave equipment running unattended while you do something else nearby or talk to somebody. <input type="checkbox"/>	When you complete your work with the equipment you itemised above, you leave tidying up your workstation until the end of the workshop period. <input type="checkbox"/>
Make sure you are familiar with the position and accessibility of the on/off buttons/switch. <input type="checkbox"/>	Allow equipment to come up to full speed before using to avoid overloading. <input type="checkbox"/>	On completion, clean the equipment and return hand tools to correct storage location. <input type="checkbox"/>
Only new dry timber is allowed to be machined - no other timber is allowed. <input type="checkbox"/>	Make sure the item to be cut, drilled or planed, etc., is well away from the operational end of the equipment before starting the equipment. <input type="checkbox"/>	

For additional information to assist you to respond to the following questions about the equipment you have detailed at the top of page 1 refer to the SOP[s] handbook's **TABLE OF CONTENTS** for the relevant page number/s.

**WHAT ARE THE: (a) PRE-START (b) JOB SET-UP (c) START-UP (d) OPERATING AND (e) SHUTDOWN PROCEDURES SPECIFIC TO THIS EQUIPMENT?**

(a) .....

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(b) .....

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(c) .....

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(d) .....

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(e) .....

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**WHAT ARE THE OPERATOR'S RESPONSIBILITIES WHILST USING THIS EQUIPMENT?**

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**MEMBER'S DECLARATION**

I have read and am conversant with the contents of the "Accreditation Policy and Safe Operational Procedures" handbook, and specifically as applicable to the equipment detailed at the top of page 1 of this form.

Member's Name: .....

Member's Signature: .....

Date: ...../...../.....

**ACCREDITOR'S EVALUATION**

Did the operator:

- Wear the correct PPE? Yes No
- Perform pre-start checks? Yes No
- Complete the task satisfactorily? Yes No
- Execute shutdown correctly? Yes No

Accreditor's Name: .....

Signature: .....

Date: ...../...../.....