|  |  |
| --- | --- |
| **Task:** | **Fixing Block**  |
| **Assessors stamp:** |  |

|  |
| --- |
| **Assessor Comments/Observations** |
| **Report complete** | **Yes** | **No** |
| **Anti – plagiarism Policy** |
| **I certify that the work submitted for this assignment is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.****Learner signature: Date:** |

**1) PPE:** [ Explain the importance of wearing the appropriate PPE? What hygiene precautions did you take?]

|  |
| --- |
| **Learner Answer:** |

**2) Risk assessment:** [ Carry out risk assessment, check all safety procedures are implemented, how did you protect other people and identify hazards]

|  |
| --- |
| **Learner Answer:** |

**3) Health and Safety at work Act:** [ How or could you comply with the following, who and where can you find the information, what procedures did you follow]

|  |
| --- |
| **COSHH:** |
| **Other Regulations or standards:** |
| **Working Environment:** |
| **First Aid:** |
| **Fire:** |
| **What are the procedures to be followed in the event of a dangerous occurrence or hazardous malfunction of equipment, process or machinery?** |

**4) Drawings:** [ How did you obtain the correct drawings for this assessment and check them, report any problems, ask for any additional information if required, take care of the drawings and decide what you were going to do with the information]

|  |
| --- |
| **Learner Answer:** |

**5) Tools list and reason for use:** [Check that they are safe to use, fit for purpose and only used for the purpose intended]

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Tool** | **Reason for use** | **√ / X** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |
| **9** |  |  |  |
| **10** |  |  |  |

**6) Materials required:** [What materials did you use for this assessment of example, screw’s, Metal etc.]

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Material** | **Quantity** | **√ / X** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |

**7) The order of the activities you intend to do:**

|  |  |  |
| --- | --- | --- |
| **No.** | **Job Order** | **√ / X** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |
| **11** |  |  |
| **12** |  |  |
| **13** |  |  |
| **14** |  |  |
| **15** |  |  |

**8) Job report:** [ look at your job order, give an explanation for each heading and how you carried out the task]

|  |
| --- |
| **Job report** (Include photo’s) |

**9) Working relationships:** [ What did you do to maintain this with your assessor and peers?]

|  |
| --- |
| **Learner Answer:** |

**10) Safe disposal of waste and good housekeeping:** [ Recycle waste, general waste, hazardous waste. Why should you leave the workplace safe and clean?]

|  |
| --- |
| **Learner answer:** |

**11)** **Training and development:** [What contribution did you make? Describe what level of skill is required to complete this task and then what do you want to do next? When would you act on your own initiative and when would you seek help from others?]

|  |
| --- |
| **Learner answer:** |

**12) Reflection:** [Here you reflect on what went well and areas for improvement]

|  |
| --- |
| **Learner answer:** |