

# Sample Performance checklist

Set out below is a typical performance checklist that an assessor would use during your practical demonstration. This example relates to operating a planer.

## **Demonstration criteria**

**YES**

### **START UP**

1. Wears safety glasses, hearing protection and fully enclosed non-slip footwear
2. Ensures that the work area is clean and free of any trip hazards
3. Ensures that all guards are in place and adjusted correctly
4. Checks that cutters are not short or bent and are secured properly
5. Checks the depth of cut adjustment before starting

### **OPERATION**

6. Uses appropriate depth of cut for the speed of operation and material being planed
7. Checks finished size for accuracy
8. Avoids cutting across the grain and over-fast or excessive cuts
9. Ensures guides are adjusted and well secured
10. Ensures power is locked out and spindles have stopped rotating before removing guards
11. Keeps hands well clear of cutters – uses push sticks as required
12. Completes documentation according to site procedures

### **SHUTDOWN**

13. Stops machine and turns it off at the main power supply
14. Reduces cutters to a minimum cut
15. Cleans up the work area
16. Reports faults and hazards as per site procedure, and follows correct lockout procedure

<b>Comments:</b> including equipment, machinery and/or materials used	
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<b>Trainee's signature</b>	
<b>Assessor's signature</b>	

<b>ASSESSMENT RESULT</b>
<b>COMPETENT</b> <input type="checkbox"/> <b> NOT YET COMPETENT</b> <input type="checkbox"/>