

Sample Third Party Evidence Checklist – template style

Competency	LMFFM3024B: Set up, operate and maintain multi-head planing and moulding machines		
Candidate		Position	
Workplace		No. of yrs at this workplace	

Line manager's name		Position	
Address			
Phone		Email	
Length of time having supervised candidate prior to this report			
Own technical or trade qualifications in areas being assessed			

I acknowledge that the candidate has confirmed their competence in the workplace by demonstrating their ability to:

Use work instructions to determine job requirements	<input type="checkbox"/>
Read and interpret job specifications correctly	<input type="checkbox"/>
Work safely and follow all company and legislative OHS requirements	<input type="checkbox"/>
Follow all company and legislative environmental care procedures	<input type="checkbox"/>
Carry out all required pre-start checks before operating machines and equipment	<input type="checkbox"/>
Work efficiently and productively, and minimise the generation of waste	<input type="checkbox"/>
Set up and adjust machines accurately, in accordance with job requirements	<input type="checkbox"/>
Monitor output, and maintain company standards in the quality of work produced	<input type="checkbox"/>
Operate machine in accordance with manufacturers' recommendations	<input type="checkbox"/>
Identify problems promptly and report them in accordance with company procedures	<input type="checkbox"/>
Clean equipment and work area and maintain a safe working environment	<input type="checkbox"/>
Identify faults and tag and report unserviceable equipment	<input type="checkbox"/>
Complete operator maintenance in accordance with site procedures	<input type="checkbox"/>
Complete all required documentation accurately and in a timely manner	<input type="checkbox"/>
Maintain tools in accordance with workplace procedures	<input type="checkbox"/>

Line manager's signature		Date	
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