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## Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 preparing, setting up, operating and maintaining the machinery to produce bored wood and wood-based products

### Performance criteria

- You must be able to:*
- P1 interpret the given information relating to the work and resources to confirm its relevance
  - P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
  - P3 select the required quantity and quality of resources for the methods of work
  - P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
  - P5 comply with the given contract information to carry out the work efficiently to the required specification
  - P6 complete the work within the allocated time, in accordance with the programme of work

Note: Contract information in performance criteria five can relate to drawings, specifications, schedules, cutting lists, manufacturer's information and oral instruction

### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented
- K2 the types of **information**, their source and how they are interpreted
- K3 the organisational procedures to solve **problems** with the **information** and why it is important they are followed

#### Performance Criteria 2

##### Safe work practices

*You need to know and understand:*

- K4 the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied
- K5 how **emergencies** should be responded to and who should respond
- K6 the organisational **security procedures** for tools, equipment and personal belongings
- K7 what the accident reporting procedures are and who is responsible for making the report
- K8 why and when **personal protective equipment (PPE)** should be used
- K9 the safe use and storage of tools and **equipment**

#### Performance Criteria 3

##### Selection of resources

*You need to know and understand:*

- K10 the characteristics, quality, uses, limitations and defects associated with the **resources** and how defects should be rectified
- K11 how the **resources** should be used and how any **problems** associated with the **resources** are reported
- K12 the organisational procedures to select **resources**, why they have been developed and how they are used
- K13 the **hazards** associated with the **resources** and **methods of work** and how they are overcome

### Performance Criteria 4

#### Minimise the risk of damage

*You need to know and understand:*

- K14 how to **protect work** from damage and the purpose of protection
- K15 why **removal of waste** should be carried out safely and how it is achieved

### Performance Criteria 5

#### Meet the contract specification

*You need to know and understand:*

- K16 how **methods of work**, to meet the specification, are carried out and **problems** reported
- K17 how **maintenance** of tools and equipment is carried out

### Performance Criteria 6

#### Allocated time

*You need to know and understand:*

- K18 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

## Additional Information

### Scope/range related to performance criteria

#### Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, cutting lists, risk assessments and manufacturers' information related to the work to be carried out

#### Performance Criteria 2

- 2 comply with all current statutory legislation and approved Codes of Practice to carry out the activity safely
- 3 safe use of personal protective equipment (PPE) to carry out the activity
- 4 safe use and storage of tools and equipment

#### Performance Criteria 3

- 5 selection and handling of resources associated with own work
  - 5.1 materials and components
  - 5.2 tools, tooling and equipment
  - 5.3 dimensional control aids as appropriate

#### Performance Criteria 4

- 6 protection of the work, equipment and its surrounding area from damage
- 7 minimise damage and maintain a clean work space
- 8 removal of waste in accordance with current legislation

#### Performance Criteria 5

- 9 demonstration of work skills to measure, mark out, adjust, fit, finish, position and secure
- 10 use and maintain hand tools and ancillary equipment
- 11 prepare, set up, operate and maintain at least two machines from the following categories to produce bored wood and wood-based products to given working instructions
  - 11.1 single-head machine
  - 11.2 multi-head machine
- 12 set up and change appropriate tooling to meet the requirements

#### Performance Criteria 6

- 13 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

### Scope/range related to knowledge and understanding

#### **Emergencies**

- 1 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
  - 1.1 fires, spillages, injuries, accidents

#### **Equipment**

- 2 tools, machinery, safety aids, safety guards as appropriate, dimensional control aids and extraction devices

#### **Hazards**

- 3 those identified by method of work, manufacturers' technical information, statutory regulations and official guidance

#### **Information**

- 4 drawings, specifications, schedules, cutting lists, risk assessments, manufacturers' information and regulations governing wood machining

#### **Legislation and official guidance**

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, with tools, tooling and equipment, with materials and substances, with movement of materials and by manual and mechanical lifting

#### **Maintenance**

- 6 operative care of hand tools and ancillary equipment

**Methods of work**

- 7 application of knowledge for safe work practices, procedures and skills relating to the method/area of work and materials used to:
  - 7.1 prepare and set up the boring machinery
  - 7.2 operate the boring machinery
  - 7.3 maintain the boring machinery
  - 7.4 identify the compatibility of materials with machines
  - 7.5 identify how damage to materials and machines can be avoided
  - 7.6 identify the correct use of lubricants
  - 7.7 identify the relevant dimensional control aids and their uses
  - 7.8 identify and report defects and discrepancies in materials and machines
  - 7.9 set up and change appropriate tooling
  - 7.10 identify the types and suitability of tooling
  - 7.11 identify the scope and limitations of the machine
  - 7.12 select the appropriate machine for the work to be carried out
  - 7.13 use hand tools and equipment
- 8 team work and communication
- 9 needs of other occupations associated with producing bored wood and wood-based products

**Personal protective equipment (PPE)**

- 10 occupational use, types, purpose of each type and work situations

**Problems**

- 11 those arising from information, resources and methods of work
  - 11.1 own authority to rectify
  - 11.2 organisational reporting procedures

**Programme**

- 12 types of progress charts, timetables and estimated times
- 13 organisational procedures for reporting circumstances which will affect the work programme

**Protect work**

- 14 protect work against damage from general workplace activities, other occupations and adverse weather conditions

### **Removal of waste**

15 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

### **Resources**

16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist:

16.1 boring machinery

16.2 wood materials

16.3 wood-based materials

16.4 lubricants

16.5 hand tools and ancillary equipment

### **Security procedures**

17 workplace, company and operative



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## Produce bored wood and wood-based products

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**Version number** 1

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**Validity** Current

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**Status** Original

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**Originating organisation** ConstructionSkills

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**Relevant occupations** Paper and Wood Machine Operatives; Furniture Makers and Other Craft Woodworkers

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**Suite** Woodmachining (Construction/Sawmilling Extrusion and Furniture)

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**Key words** Single-head machine; Multi-head machine