

## Overview

This standard addresses the competence required to produce and maintain jigs and templates for use within furniture production. This covers measuring and marking out accurately, maintenance of surfaces and edges, using cutting and shaping tools and equipment and working in ways that ensure your own and others' safety.

## Performance criteria

*You must be able to:*

1. select materials of a suitable size for the item to be produced
2. measure and mark out accurately following standard operating procedures
3. make efficient use of materials and minimise waste following standard operating procedures
4. handle jigs and templates in ways that protect them from damage following standard operating procedures
5. cut, shape and finish jigs and templates to meet specifications
6. store completed jigs and templates following standard operating procedures
7. keep records of completed jigs and templates following standard operating procedures
8. examine jigs and templates for signs of damage following standard operating procedures
9. check jigs and templates meet specifications
10. take account of feedback from users when assessing whether or not jigs and templates are suitable for continuing use following standard operating procedures
11. identify damage that affects the use of a jig or template following standard operating procedures
12. repair or discard damaged jigs and templates following standard operating procedures
13. clean jigs and templates following standard operating procedures
14. remove and report jigs and templates which are damaged beyond use following standard operating procedures

## Knowledge and understanding

*You need to know and understand:*

1. materials are used to produce jigs and templates
2. how to establish a suitable datum so that your measurements are accurate in all dimensions
3. techniques used to produce jigs and templates
4. why the sequence of actions used to produce a jig or template is important to efficiency
5. how to protect jigs and templates and why this is important
6. records that need to be kept and why it is important that they are accurate and clear
7. why it is important to examine jigs and templates on a routine basis
8. what tolerance of wear and tear is acceptable when assessing if a jig or templates is beyond use
9. damage you are competent to repair and when to seek assistance
10. why it is important to use appropriate solvents, cleaning materials and cleaning agents when cleaning jigs and templates

Produce and maintain jigs and templates

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