

Overview

This standard covers the skills to use the different types of hand and needle files appropriate to your own jewellery or silversmith work. You will work to specifications including drawings, verbal or written. You will also check that your work meets the required specification and that the files are in good working order.

Performance criteria

You must be able to:

1. follow **instructions** for filing components in line with industry best practice
2. use a range of **hand files** for different projects in line with design specifications
3. use a range of **needle files** for different projects in line with design specifications
4. check that the files are in a usable condition in line with industry best practice and health and safety practice
5. carry out filing to specification in line with workplace instructions
6. review completed filing work is in line with design specifications

Knowledge and understanding

You need to know and understand:

1. safety precautions to be taken when using files
2. how to follow specifications and drawings
3. methods of filing flat, curved edges and even surfaces
4. how to check that the files are in a usable condition
5. how to conserve the waste filings (metal find)
6. the importance of following the given specification
7. best practice in filing for chosen jewellery industry

Scope/range

1. Types of **instructions**:

1. verbal
2. visual

2. **Hand files** include:

1. hand
2. flat
3. half round
4. pillar
5. three sided
6. four sided
7. knife edge

3. **Needle files** include:

1. flat
2. barrette
3. half round
4. three sided
5. square

4. Filing to a specification, and given dimensions can occur on:

1. flat surfaces and edges
2. curved surfaces and edges
3. double curvature forms

File jewellery or silverware components

Developed by	Creative & Cultural Skills
Version Number	2
Date Approved	14 Aug 2015
Indicative Review Date	14 Aug 2018
Validity	Current
Status	Original
Originating Organisation	Creative & Cultural Skills
Original URN	CCSJ2.6
Relevant Occupations	Design Associate Professionals, Skilled Trades NEC
Suite	Jewellery Manufacture, Silversmithing and Allied Trades
Keywords	Jewellery; design; technique; product; file; manufacture; silverware; components; finish; filing
