

6706-28 Level 2 Diploma in Wood Machining for Joinery Manufacture

July 2014 Version 1.0

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Candidate details



This *Practical task manual* is a record of your achievement in practical assessments. You must keep it in good condition and it must be stored in a safe place by your Assessor.

Please fill in all of your details before you carry out any assessments.

Candidate Details

| | | | |
|---------|--|-------------|--|
| Surname | | Forename(s) | |
|---------|--|-------------|--|

| | |
|--------------------------------|--|
| City & Guilds enrolment number | |
|--------------------------------|--|

Centre Details

| | | | |
|------|--|-----------|--|
| Name | | Centre No | |
|------|--|-----------|--|

I understand the requirements of the qualification and that all the work towards the assessments must be my own.

| | |
|----------------------------|--|
| Candidate signature | |
|----------------------------|--|

| | | | |
|--|--|--------|--|
| Assessor name (please print) | | Signed | |
|--|--|--------|--|

| | |
|------|--|
| Date | |
|------|--|

Unit assessment overview

Practical task completion record

To be completed by Assessor:

All tasks must be passed for the unit to be achieved.

Unit 262 Setting and operating fixed sawing machines

| Task | Grade for task |
|---|----------------|
| 1 Change saw blades | P / X |
| 2 Produce sawn materials to given sizes | P / M / D / X |
| End of unit knowledge test | P / X |

Assessor signature and date:

The overall grade will be the same as the single graded task in this unit.

Overall grade

Unit 263 Setting and operating fixed planing machines

| Task | Grade for task |
|--|----------------|
| 1 Change cutter knives on a surface planer | P / X |
| 2 Produce planed components to given sizes | P / M / D / X |
| End of unit knowledge test | P / X |

Assessor signature and date:

The overall grade will be the same as the single graded task in this unit.

Overall grade

Unit 264 Setting and operating fixed jointing machines

| Task | Grade for task |
|---------------------------------------|----------------|
| 1 Change tooling on jointing machines | P / X |
| 2 Produce jointed components | P / X |
| End of unit knowledge test | P / X |

Assessor signature and date:

Candidates must pass the tasks, and the end of unit knowledge test, for this unit to achieve a pass grade overall.

Overall grade

Unit 265 Setting and operating fixed profiling machines

| Task | Grade for task |
|---------------------------------------|----------------|
| 1 Change tooling on a spindle moulder | P / X |
| 2 Produce profiled components | P / M / D / X |
| End of unit knowledge test | P / X |

Assessor signature and date:

The overall grade will be the same as the single graded task in this unit.

Overall grade

Unit 266 Setting and operating fixed sanding machines

| Task | Grade for task |
|-------------------------------------|----------------|
| 1 Change abrasives on a belt sander | P / X |
| 2 Sand assembled frame components | P / X |
| End of unit knowledge test | P / X |

Assessor signature and date:

Candidates must pass the tasks, and the end of unit knowledge test, for this unit to achieve a pass grade overall.

Overall grade

Unit 267 Setting and operating NC/CNC machines

| Task | Grade for task |
|--------------------------------------|----------------|
| 1 Set up and operate a NC/CNC router | P / X |
| End of unit knowledge test | P / X |

Assessor signature and date:

Candidates must pass the task, and the end of unit knowledge test, for this unit to achieve a pass grade overall.

Overall grade

Instructions to candidates

About this document

This *Practical task manual* contains all of the practical assessment for the 6706-28 Level 2 Diploma in Wood Machining for Joinery Manufacture.

Practical tasks

These tasks let you show your practical skills and are usually graded pass, merit or distinction – a few are pass only. These tasks will be assessed by your assessor watching how you carry out the tasks and checking your final pieces of work.

Before you carry out the task you will be told how it will be assessed and you should read the observation checklist at the end of each task so you know what you need to do to get each grade.

You can ask your assessor for help in understanding the task instructions, but all of the work must be your own.

Health and safety

You must use safe working practices at all times.

You are responsible for your own safety and the safety of others. If you behave in an unsafe way, you will be stopped and given a warning. If you do not meet all of the Health and Safety requirements, the assessment will be stopped. Your assessor will not be able to let you try the task again until they are sure you can work safely.

Time considerations

Each task shows how long it is likely to take. This is for guidance and so you can plan your work. If you have a good reason for needing more time you must explain this to your assessor as soon as possible so they can decide whether you can have more time.

Security

Where an assignment is taken over more than one session, all documentation, paperwork and work products must be labelled carefully with your name and kept securely at the centre. Your assessor will give you directions about how to leave your work.

Opportunities to repeat tasks

The tasks are 'end tests' so you will only be asked to take the assessment when you have had the chance to do all of the learning and practice you need. You will be able to try the whole task again if you do not pass, but you will not be able to take the assessment again just to try to get a better grade.

Feedback

As well as telling you the result for the task, your assessor will give you feedback. They will give you a feedback sheet with details of what you could do to improve, and also what you did well. This will help you to prepare for other assessments or to retake the assessment if you need to.

Unit 262 Setting and operating fixed sawing machines

Task 1 Change saw blades

Task coversheet

| | |
|--------------------------|--|
| Expected time | 2 hours |
| Task instructions | <ul style="list-style-type: none"> • Complete a risk assessment for changing a rip saw and bandsaw blade. • Change a rip saw blade. • Change a bandsaw blade. • Work according to environmental and health and safety regulations. |

Assessment criteria checklist

| AC | The candidate has | Pass | Merit | Distinction |
|-------------|---|--------------------------|-------|-------------|
| 3.1 | completed the Risk Assessment form accurately, to meet current health and safety legislation | <input type="checkbox"/> | | |
| 3.2 | selected a circular saw blade suitable for ripping | <input type="checkbox"/> | | |
| 3.3, 3.5 | isolated the rip saw, or put in safe mode, as appropriate for the machine | <input type="checkbox"/> | | |
| | removed the rip saw blade, without damage, using tools in accordance with manufacturer's instructions | <input type="checkbox"/> | | |
| | safely stored the used rip saw blade to prevent damage | <input type="checkbox"/> | | |
| | checked the replacement rip saw blade for faults prior to fitting | <input type="checkbox"/> | | |
| | replaced the rip saw blade in the correct direction of rotation | <input type="checkbox"/> | | |
| | tightened the securing nut in accordance with manufacturer's instructions | <input type="checkbox"/> | | |
| | set the riving knife to current ACoP requirements | <input type="checkbox"/> | | |
| | checked and replaced the crown guard | <input type="checkbox"/> | | |
| | correctly stored all tooling | <input type="checkbox"/> | | |
| | performed a test cut | <input type="checkbox"/> | | |
| | left the machine in a safe condition | <input type="checkbox"/> | | |
| 3.2 | selected a bandsaw blade suitable for cutting a curve with a small radius | <input type="checkbox"/> | | |
| 3.3, 3.5 | isolated the bandsaw, or put in safe mode, as appropriate for the machine | <input type="checkbox"/> | | |

| AC | The candidate has | Pass | Merit | Distinction |
|-----|--|--------------------------|-------|-------------|
| | removed and folded the bandsaw saw blade | <input type="checkbox"/> | | |
| | safely stored the used bandsaw blade to prevent damage | <input type="checkbox"/> | | |
| | Replaced the bandsaw blade in the correct direction of rotation | <input type="checkbox"/> | | |
| | correctly tensioned and tracked the bandsaw blade | <input type="checkbox"/> | | |
| | correctly set the guide and thrust wheel assembly above and below the table | <input type="checkbox"/> | | |
| | replaced the guards correctly | <input type="checkbox"/> | | |
| | correctly stored all tooling | <input type="checkbox"/> | | |
| | performed a test cut | <input type="checkbox"/> | | |
| | left the machine and area in a safe condition | <input type="checkbox"/> | | |
| 3.6 | followed current environmental and relevant health and safety regulations relating to the changing of saw blades | <input type="checkbox"/> | | |

| Task grading rules | | Task grade: |
|---|--|-------------|
| To award a pass : every activity in the checklist must be successfully achieved. | | |
| Assessor Name | | |
| Assessor Signature | | |
| Date | | |

Unit 262 Setting and operating fixed sawing machines

Task 2 Produce sawn materials to given sizes

Task coversheet

| | |
|--------------------------|---|
| Expected time | 2 hours |
| Task instructions | <ul style="list-style-type: none"> • Complete a risk assessment • Cut materials economically and safely according to the cutting list provided • Work according to environmental and health and safety regulations. |
| Diagrams | Figure 1 Door elevation page 28 Figure 2 Vertical section page 29 Figure 3 Horizontal sections page 30 Figure 4 Bolection moulding and horn detail page 31 Figure 5 Rail to stile joint detail and raised and fielded panel detail page 32 Appendix A Cutting list page 36 |

Assessment criteria checklist

| AC | The candidate has | Pass | Merit | Distinction |
|-----------------------------|---|---|---|---|
| 5.1 | completed the Risk Assessment form accurately, to meet current health and safety legislation (note: where a risk assessment has been carried out for a previous task, the same form may be added to for this criteria) | <input type="checkbox"/> | | |
| 3.4, 5.2, 5.3, 5.4 | selected the correct timber stock | <input type="checkbox"/> | | |
| | isolated the crosscut saw, or put in safe mode, as appropriate for the machine | <input type="checkbox"/> | | |
| | set length stops correctly | <input type="checkbox"/> | | |
| | set the guard height correctly | <input type="checkbox"/> | | |
| | checked that extraction is in operation prior to running the machine | <input type="checkbox"/> | | |
| | crosscut all components safely and accurately to length using stops | <input type="checkbox"/> Within 3 mm | <input type="checkbox"/> Within 2 mm | <input type="checkbox"/> Within 1 mm |
| | isolated the rip saw, or put in safe mode, as appropriate for the machine | <input type="checkbox"/> | | |
| | correctly adjusted the height of the saw blade | <input type="checkbox"/> | | |
| | adjusted the guards to the size of material being cut | <input type="checkbox"/> | | |
| | correctly positioned the fence for ripping | <input type="checkbox"/> | | |

| AC | The candidate has | Pass | Merit | Distinction |
|-----|--|--|--|--|
| | checked that extraction is in operation prior to running the machine | <input type="checkbox"/> | | |
| | ripped all components safely and accurately to width (not undersized) | <input type="checkbox"/> Within 3 mm | <input type="checkbox"/> Within 2 mm | <input type="checkbox"/> Within 1 mm |
| | Isolated the bandsaw, or put in safe mode, as appropriate for the machine | <input type="checkbox"/> | | |
| | set the guard position and guide assembly correctly | <input type="checkbox"/> | | |
| | used the jig provided to safely cut wedges | <input type="checkbox"/> | | |
| | accurately cut haunches to ensure the correct fit in width and depth (not oversized) | <input type="checkbox"/> Within 3 mm | <input type="checkbox"/> Within 2 mm | <input type="checkbox"/> Within 1 mm |
| | cut horns accurately to the template within 1 mm (not undersized) | <input type="checkbox"/> | | |
| | isolated the dimension saw, or put in safe mode, as appropriate for the machine | <input type="checkbox"/> | | |
| | adjusted the guards to the size of material being cut | <input type="checkbox"/> | | |
| | checked that extraction is in operation prior to running the machine | <input type="checkbox"/> | | |
| | cut the top panels to the size given and the angle on the rod (not undersized) | <input type="checkbox"/> Within 0.75 mm | <input type="checkbox"/> Within 0.50 mm | <input type="checkbox"/> Within 0.25 mm |
| | cut the bottom panel to the size given on the rod (not undersized) | <input type="checkbox"/> | | |
| | mitred the bolection mouldings to fit round the bottom panel, without gaps exceeding 0.5 mm | <input type="checkbox"/> | | |
| 5.5 | followed current environmental and relevant health and safety legislation relating to cutting operations | <input type="checkbox"/> | | |
| | selected and used appropriate PPE | <input type="checkbox"/> | | |

| Task grading rules | Task grade: |
|---|-------------|
| Every activity in the checklist must be successfully achieved to award a pass grade. | |
| In addition to the above, all 4 graded activities in the checklist must be achieved to at least a merit standard to award a merit grade. | |
| In addition to both of the above, all 4 graded activities in the checklist must be achieved to at least a distinction standard to award a distinction grade. | |
| Assessor Name | |
| Assessor Signature | |
| Date | |

Unit 263 Setting and operating fixed planing machines

Task 1 Change cutter knives on a surface planer

Task coversheet

| | |
|--------------------------|---|
| Expected time | 2 hours |
| Task instructions | <ul style="list-style-type: none"> • Complete a risk assessment for changing cutter knives on a surface planer. • Change cutter knives. • Work according to environmental and health and safety regulations. |

Assessment criteria checklist

| AC | The candidate has | Pass | Merit | Distinction |
|---------------|--|--------------------------|-------|-------------|
| 3.1 | completed the Risk Assessment form accurately, to meet current health and safety legislation | <input type="checkbox"/> | | |
| 3.2 | selected cutter knives suitable for the machine cutter block in use | <input type="checkbox"/> | | |
| 3.3, 3.4, 3.5 | isolated the surface planer, or put in safe mode, as appropriate for the machine | <input type="checkbox"/> | | |
| | removed the bridge guard and pushed back the fence | <input type="checkbox"/> | | |
| | adjusted the tables to gain access to the cutter block | <input type="checkbox"/> | | |
| | removed the cutter knives from the block, without damage, using tools in accordance with manufacturer's instructions | <input type="checkbox"/> | | |
| | safely stored used cutter knives to prevent damage | <input type="checkbox"/> | | |
| | cleaned the cutter block | <input type="checkbox"/> | | |
| | checked the replacement cutter knives for faults prior to fitting | <input type="checkbox"/> | | |
| | replaced the cutter knives in accordance with manufacturer's instructions | <input type="checkbox"/> | | |
| | re-set the outfeed table to the height of the cutting circle | <input type="checkbox"/> | | |
| | re-set the infeed table to the height required | <input type="checkbox"/> | | |
| | replaced bridge guard and re-positioned fence correctly | <input type="checkbox"/> | | |
| | machined a test piece to check for accuracy of the outfeed table settings and adjusted if required | <input type="checkbox"/> | | |

| AC | The candidate has | Pass | Merit | Distinction |
|-----|---|--------------------------|-------|-------------|
| | left the machine and area in a safe condition, with all tooling correctly stored | <input type="checkbox"/> | | |
| 3.6 | followed current environmental and relevant health and safety regulations relating to the changing of cutter knives | <input type="checkbox"/> | | |

| Task grading rules | | Task grade: |
|---|--|-------------|
| To award a pass : every activity in the checklist must be successfully achieved. | | |
| Assessor Name | | |
| Assessor Signature | | |
| Date | | |

Unit 263 Setting and operating fixed planing machines

Task 2 Produce planed components to given sizes

Task coversheet

| | |
|--------------------------|---|
| Expected time | 2 hours |
| Task instructions | <ul style="list-style-type: none"> • Complete a risk assessment • Plane components safely according to the cutting list provided • Work according to environmental and health and safety regulations. |
| Diagrams | Figure 1 Door elevation page 28 Figure 2 Vertical section page 29 Figure 3 Horizontal sections page 30 Figure 4 Bolection moulding and horn detail page 31 Figure 5 Rail to stile joint detail and raised and fielded panel detail page 32 Appendix A Cutting list page 36 |

Assessment criteria checklist

| AC | The candidate has | Pass | Merit | Distinction |
|---------------------|---|--------------------------|-------|-------------|
| 5.1 | completed the Risk Assessment form accurately, to meet current health and safety legislation (note: where a risk assessment has been carried out for a previous task, the same form may be added to for this criteria) | <input type="checkbox"/> | | |
| 5.2, 5.3, 5.4 | Isolated the surface planer, or put in safe mode, as appropriate for the machine | <input type="checkbox"/> | | |
| | adjusted the depth of cut | <input type="checkbox"/> | | |
| | positioned the fence correctly | <input type="checkbox"/> | | |
| | positioned the bridge guard correctly | <input type="checkbox"/> | | |
| | checked that extraction is in operation prior to running the machine | <input type="checkbox"/> | | |
| | planed timber flat with no saw marks remaining and pitch marks not exceeding 2 mm | <input type="checkbox"/> | | |
| | planed timber square with no saw marks remaining | <input type="checkbox"/> | | |
| | correctly adjusted the height of the thicknesser bed | <input type="checkbox"/> | | |
| | correctly adjusted the anti-friction rollers | <input type="checkbox"/> | | |
| | correctly adjusted the feed speed to meet finished requirements | <input type="checkbox"/> | | |

| AC | The candidate has | Pass | Merit | Distinction |
|-----|--|--|--|--|
| | checked that extraction is in operation prior to running the machine | <input type="checkbox"/> | | |
| | machined components to width (not undersized) | <input type="checkbox"/> Within 0.75 mm | <input type="checkbox"/> Within 0.5 mm | <input type="checkbox"/> Within 0.25 mm |
| | machined components to thickness (not undersized) | <input type="checkbox"/> Within 0.75 mm | <input type="checkbox"/> Within 0.5 mm | <input type="checkbox"/> Within 0.25 mm |
| | machined components to achieve minimum grain pick up and pitch marks not exceeding 2 mm | <input type="checkbox"/> 7 of 10 components | <input type="checkbox"/> 8 of 10 components | <input type="checkbox"/> 9 of 10 components |
| | machined components with no sawn timber remaining | <input type="checkbox"/> 7 of 10 components | <input type="checkbox"/> 8 of 10 components | <input type="checkbox"/> 9 of 10 components |
| 5.5 | followed current environmental and relevant health and safety legislation relating to planing operations | <input type="checkbox"/> | | |
| | selected and used appropriate PPE | <input type="checkbox"/> | | |

| Task grading rules | Task grade: |
|---|-------------|
| Every activity in the checklist must be successfully achieved to award a pass grade. | |
| In addition to the above, all 4 graded activities in the checklist must be achieved to at least a merit standard to award a merit grade. | |
| In addition to both of the above, all 4 graded activities in the checklist must be achieved to at least a distinction standard to award a distinction grade. | |
| Assessor Name | |
| Assessor Signature | |
| Date | |

Unit 264 Setting and operating fixed jointing machines

Task 1 Change tooling on jointing machines

Task coversheet

| | |
|--------------------------|--|
| Expected time | 2 hours |
| Task instructions | <ul style="list-style-type: none"> • Complete a risk assessment for changing tooling on jointing machines. • Change a chisel on a morticer. • Change scribing cutters on a tenoner. • Work according to environmental and health and safety regulations. |

Assessment criteria checklist

| AC | The candidate has | Pass | Merit | Distinction |
|--------------|---|--------------------------|-------|-------------|
| 3.1 | completed the Risk Assessment form accurately, to meet current health and safety legislation | <input type="checkbox"/> | | |
| 3.2 | selected the required chisel | <input type="checkbox"/> | | |
| 3.3, 3.4, | isolated the morticer, or put in safe mode, as appropriate for the machine | <input type="checkbox"/> | | |
| | removed the guard | <input type="checkbox"/> | | |
| | removed the chisel and auger, without damage, using tools in accordance with manufacturer's instructions | <input type="checkbox"/> | | |
| | safely stored the used chisel and auger to prevent damage | <input type="checkbox"/> | | |
| | checked the replacement chisel and auger for faults prior to fitting | <input type="checkbox"/> | | |
| | selected the appropriate fittings for the chisel and auger | <input type="checkbox"/> | | |
| | fitted the selected chisel and auger into the machine, with appropriate clearance, in accordance with manufacturer's instructions | <input type="checkbox"/> | | |
| | fitted the chisel square to the fence | <input type="checkbox"/> | | |
| | replaced the guard | <input type="checkbox"/> | | |
| | correctly stored all tooling | <input type="checkbox"/> | | |
| | performed a test cut | <input type="checkbox"/> | | |
| | left the machine and area in a safe condition | <input type="checkbox"/> | | |
| | isolated the tenoner, or put in safe mode, as appropriate for the machine | <input type="checkbox"/> | | |

| AC | The candidate has | Pass | Merit | Distinction |
|-----|---|--------------------------|-------|-------------|
| | removed the guards as required | <input type="checkbox"/> | | |
| | fitted the required scribing cutters to block without damage, using tools in accordance with manufacturer's instructions | <input type="checkbox"/> | | |
| | replaced the guards as required | <input type="checkbox"/> | | |
| | correctly stored all tooling | <input type="checkbox"/> | | |
| | performed a test cut | <input type="checkbox"/> | | |
| | left the machine and area in a safe condition | <input type="checkbox"/> | | |
| 3.5 | followed current environmental and relevant health and safety regulations relating to the changing of tooling for jointing machines | <input type="checkbox"/> | | |

| Task grading rules | | Task grade: |
|---|--|-------------|
| To award a pass : every activity in the checklist must be successfully achieved. | | |
| Assessor Name | | |
| Assessor Signature | | |
| Date | | |

Unit 264 Setting and operating fixed jointing machines

Task 2 Produce jointed components

Task coversheet

| | |
|--------------------------|---|
| Expected time | 2 hours |
| Task instructions | <ul style="list-style-type: none"> • Complete a risk assessment • Mark out components • Mortice components safely according to the marking out • Tenon components safely according to the marking out • Work according to environmental and health and safety regulations. |
| Diagrams | Figure 1 Door elevation page 28 Figure 2 Vertical section page 29 Figure 3 Horizontal sections page 30 Figure 4 Bolection moulding and horn detail page 31 Figure 5 Rail to stile joint detail and raised and fielded panel detail page 32 |

Assessment criteria checklist

| AC | The candidate has | Pass | Merit | Distinction |
|-----------------------------|---|--------------------------|-------|-------------|
| 5.1 | completed the Risk Assessment form accurately, to meet current health and safety legislation (note: where a risk assessment has been carried out for a previous task, the same form may be added to for this criteria) | <input type="checkbox"/> | | |
| 5.2, 5.3, 5.4, 5.5 | Isolated the morticer, or put in safe mode, as appropriate for the machine | <input type="checkbox"/> | | |
| | checked the chisel for size, square to fence and auger clearance | <input type="checkbox"/> | | |
| | morticed components to the correct position in relation to the face marks within 1 mm | <input type="checkbox"/> | | |
| | morticed components to the correct length within 1 mm (not oversized) | <input type="checkbox"/> | | |
| | morticed haunches and stub mortices to the correct depth within 1 mm | <input type="checkbox"/> | | |
| | morticed without breakout | <input type="checkbox"/> | | |
| | isolated the tenoner, or put in safe mode, as appropriate for the machine | <input type="checkbox"/> | | |
| | checked that the tenoning and scribing heads are in correct position | <input type="checkbox"/> | | |
| | checked that the guards are fitted | <input type="checkbox"/> | | |

| AC | The candidate has | Pass | Merit | Distinction |
|-----|---|--------------------------|-------|-------------|
| | checked that extraction is in operation prior to running the machine | <input type="checkbox"/> | | |
| | machined all rails and the muntin to the given shoulder length within 1 mm (not undersized) | <input type="checkbox"/> | | |
| | machined all tenons to fit the mortices, flush to the face within 0.5 mm | <input type="checkbox"/> | | |
| | machined all tenons to fit the mortices, with a snug fit | <input type="checkbox"/> | | |
| | scribed the shoulders tight to the moulding profile within 0.5 mm | <input type="checkbox"/> | | |
| 5.6 | followed current environmental and relevant health and safety legislation relating to jointing operations | <input type="checkbox"/> | | |
| | selected and used appropriate PPE | <input type="checkbox"/> | | |

| Task grading rules | | Task grade: |
|---|--|-------------|
| To award a pass : every activity in the checklist must be successfully achieved. | | |
| Assessor Name | | |
| Assessor Signature | | |
| Date | | |

Unit 265 Setting and operating fixed profiling machines

Task 1 Change tooling on a spindle moulder

Task coversheet

| | |
|--------------------------|---|
| Expected time | 2 hours |
| Task instructions | <ul style="list-style-type: none"> • Complete a risk assessment for changing tooling on a spindle moulder. • Change tooling on a spindle moulder. • Work according to environmental and health and safety regulations. |

Assessment criteria checklist

| AC | The candidate has | Pass | Merit | Distinction |
|-------------|---|--------------------------|-------|-------------|
| 3.1 | completed the Risk Assessment form accurately, to meet current health and safety legislation | <input type="checkbox"/> | | |
| 3.2 | selected the required cutter block | <input type="checkbox"/> | | |
| 3.3, 3.4 | isolated the spindle moulder, or put in safe mode, as appropriate for the machine | <input type="checkbox"/> | | |
| | removed the guards/power-feed | <input type="checkbox"/> | | |
| | removed the false fence/adjusted the finger fence | <input type="checkbox"/> | | |
| | removed the cutter block, without damage, using tools in accordance with manufacturer's instructions | <input type="checkbox"/> | | |
| | safely stored the used cutter block to prevent damage | <input type="checkbox"/> | | |
| | checked the replacement cutter block for faults prior to fitting and changed the cutters and limiters if required | <input type="checkbox"/> | | |
| | fitted the selected cutter block into the machine in accordance with the manufacturer's instructions | <input type="checkbox"/> | | |
| | selected the correct spindle speed for the block chosen | <input type="checkbox"/> | | |
| | set the block height correctly | <input type="checkbox"/> | | |
| | replaced the false fence/re-set the finger fence | <input type="checkbox"/> | | |
| | replaced the guards/power-feed | <input type="checkbox"/> | | |
| | broken through the false fence as appropriate | <input type="checkbox"/> | | |
| | correctly stored all tooling | <input type="checkbox"/> | | |
| 5.4 | performed a test cut | <input type="checkbox"/> | | |

| AC | The candidate has | Pass | Merit | Distinction |
|-----|--|--------------------------|-------|-------------|
| | left the machine and area in a safe condition | <input type="checkbox"/> | | |
| 3.5 | followed current environmental and relevant health and safety regulations relating to the changing of tooling for profiling machines | <input type="checkbox"/> | | |

| Task grading rules | | Task grade: |
|---|--|-------------|
| To award a pass : every activity in the checklist must be successfully achieved. | | |
| Assessor Name | | |
| Assessor Signature | | |
| Date | | |

Unit 265 Setting and operating fixed profiling machines

Task 2 Produce profiled components

Task coversheet

| | |
|--------------------------|--|
| Expected time | 2 hours |
| Task instructions | <ul style="list-style-type: none"> • Complete a risk assessment • Profile components safely according to the drawings provided • Work according to environmental and health and safety regulations. |
| Diagrams | Figure 1 Door elevation page 28 Figure 2 Vertical section page 29 Figure 3 Horizontal sections page 30 Figure 4 Bolection moulding and horn detail page 31 Figure 5 Rail to stile joint detail and raised and fielded panel detail page 32 |

Assessment criteria checklist

| AC | The candidate has | Pass | Merit | Distinction |
|-----|---|--|--|--|
| 5.1 | completed the Risk Assessment form accurately, to meet current health and safety legislation (note: where a risk assessment has been carried out for a previous task, the same form may be added to for this criteria) | <input type="checkbox"/> | | |
| 5.3 | checked that extraction is in operation prior to running the machine | <input type="checkbox"/> | | |
| 5.5 | ploughed the grooves for the loose tongues to the correct depth | <input type="checkbox"/> Within 0.75 mm | <input type="checkbox"/> Within 0.50 mm | <input type="checkbox"/> Within 0.25 mm |
| | ploughed the grooves for the loose tongues to length using fixed end stops and the jig provided | <input type="checkbox"/> Within 3 mm | <input type="checkbox"/> Within 2 mm | <input type="checkbox"/> Within 1 mm |
| | checked that the groove width allows the loose tongue to fit snugly | <input type="checkbox"/> | | |
| | ploughed the groove for the panels to the correct depth | <input type="checkbox"/> Within 0.75 mm | <input type="checkbox"/> Within 0.50 mm | <input type="checkbox"/> Within 0.25 mm |
| | checked that the groove width allows the panels to fit snugly | <input type="checkbox"/> | | |
| | moulded the door components to the correct profile within 0.5 mm | <input type="checkbox"/> | | |
| | moulded the door components, without dips and pitch marks not exceeding 2 mm | <input type="checkbox"/> | | |
| | moulded the panel with no breakout | <input type="checkbox"/> | | |
| | moulded the panel to fit the groove snugly | <input type="checkbox"/> | | |

| AC | The candidate has | Pass | Merit | Distinction |
|---------------------|--|--------------------------|-------|-------------|
| | produced the rebate on the bolection mouldings accurately within 0.5 mm | <input type="checkbox"/> | | |
| | produced the bevel on the bolection mouldings accurately within 0.5 mm | <input type="checkbox"/> | | |
| 5.2, 5.3, 5.5 | selected, changed and set up tooling safely and appropriately and carried out pre-start checks prior to each profiling operation | <input type="checkbox"/> | | |
| 5.6 | followed current environmental and relevant health and safety legislation relating to profiling operations | <input type="checkbox"/> | | |
| | selected and used appropriate PPE | <input type="checkbox"/> | | |

| Task grading rules | Task grade: |
|---|-------------|
| Every activity in the checklist must be successfully achieved to award a pass grade. | |
| In addition to the above, all 3 graded activities in the checklist must be achieved to at least a merit standard to award a merit grade. | |
| In addition to both of the above, all 3 graded activities in the checklist must be achieved to at least a distinction standard to award a distinction grade. | |
| Assessor Name | |
| Assessor Signature | |
| Date | |

Unit 266 Setting and operating fixed sanding machines

Task 1 Change abrasives on a belt sander

Task coversheet

| | |
|--------------------------|---|
| Expected time | 2 hours |
| Task instructions | <ul style="list-style-type: none"> • Complete a risk assessment for changing abrasives on a belt sander. • Change abrasives on a belt sander. • Work according to environmental and health and safety regulations. |

Assessment criteria checklist

| AC | The candidate has | Pass | Merit | Distinction |
|-------------|--|--------------------------|-------|-------------|
| 3.1 | completed the Risk Assessment form accurately, to meet current health and safety legislation | <input type="checkbox"/> | | |
| 3.2 | selected the required abrasive belt | <input type="checkbox"/> | | |
| 3.3, 3.4 | isolated the belt sander, or put in safe mode, as appropriate for the machine | <input type="checkbox"/> | | |
| | removed the existing abrasive belt, without damage, using tools in accordance with manufacturer's instructions | <input type="checkbox"/> | | |
| | safely stored the used belt to prevent damage | <input type="checkbox"/> | | |
| | checked the replacement belt for faults prior to fitting | <input type="checkbox"/> | | |
| | fitted the selected belt in the correct direction of rotation, in accordance with manufacturer's instructions | <input type="checkbox"/> | | |
| | run the machine to ensure the correct fitting of the belt | <input type="checkbox"/> | | |
| | left machine and area safe and tidy with all tooling correctly stored | <input type="checkbox"/> | | |
| 3.5 | followed current environmental and relevant health and safety regulations relating to the changing of abrasives for sanding machines | <input type="checkbox"/> | | |

| | | |
|---|--|--------------------|
| Task grading rules | | Task grade: |
| To award a pass : every activity in the checklist must be successfully achieved. | | |
| Assessor Name | | |
| Assessor Signature | | |
| Date | | |

Unit 266 Setting and operating fixed sanding machines

Task 2 Sand assembled frame components

Task coversheet

| | |
|--------------------------|--|
| Expected time | 2 hours |
| Task instructions | <ul style="list-style-type: none"> • Complete a risk assessment • Sand assembled frame components safely • Work according to environmental and health and safety regulations. |
| Diagrams | Figure 1 Door elevation page 28 Figure 2 Vertical section page 29 Figure 3 Horizontal sections page 30 Figure 4 Bolection moulding and horn detail page 31 Figure 5 Rail to stile joint detail and raised and fielded panel detail page 32 |

Assessment criteria checklist

| AC | The candidate has | Pass | Merit | Distinction |
|---------------------|---|--------------------------|-------|-------------|
| 5.1 | completed the Risk Assessment form accurately, to meet current health and safety legislation (note: where a risk assessment has been carried out for a previous task, the same form may be added to for this criteria) | <input type="checkbox"/> | | |
| 5.2, 5.3, 5.4 | isolated the sander, or put in safe mode, as appropriate for the machine | <input type="checkbox"/> | | |
| | checked that a suitable abrasive is fitted and free of defects | <input type="checkbox"/> | | |
| | adjusted the table bed to suit sanding requirements | <input type="checkbox"/> | | |
| | selected the correct feed speed as required | <input type="checkbox"/> | | |
| | checked that extraction is in operation prior to running the machine | <input type="checkbox"/> | | |
| | sanded components, without burn marks and no dips | <input type="checkbox"/> | | |
| | sanded the assembled components, ensuring the joints are flush | <input type="checkbox"/> | | |
| 5.5 | followed current environmental and relevant health and safety legislation relating to sanding operations | <input type="checkbox"/> | | |
| | selected and used appropriate PPE | <input type="checkbox"/> | | |

| | | |
|---|--|--------------------|
| Task grading rules | | Task grade: |
| To award a pass : every activity in the checklist must be successfully achieved. | | |
| Assessor Name | | |
| Assessor Signature | | |
| Date | | |

Unit 267 Setting and operating NC/CNC machines

Task 1 Set up and operate a NC/CNC router

Task coversheet

| | |
|--------------------------|--|
| Expected time | 2 hours |
| Task instructions | <ul style="list-style-type: none"> • Complete a risk assessment • Set up and operate the NC/CNC router • Work according to environmental and health and safety regulations. |
| Diagrams | Figure 6 NC/CNC routed panel and door page 33 Figure 7 NC/CNC routed panel and horizontal detail page 34 Figure 8 NC/CNC routed panel vertical section page 35 |

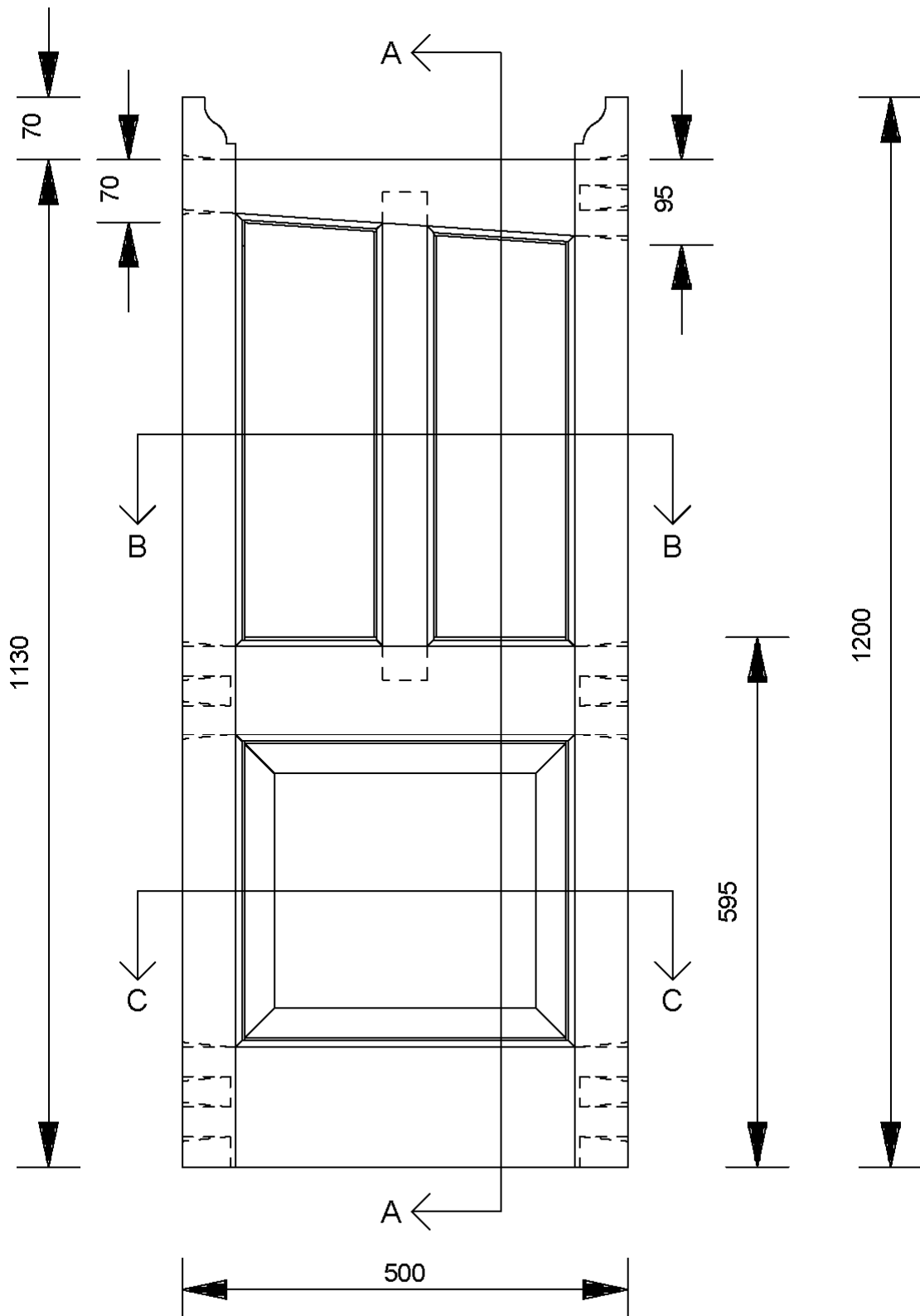
Assessment criteria checklist

| AC | The candidate has | Pass | Merit | Distinction |
|---------------------|--|--------------------------|-------|-------------|
| 3.1 | completed the Risk Assessment form accurately, to meet current health and safety legislation | <input type="checkbox"/> | | |
| 3.2, 3.3, 3.4 | selected the appropriate tooling | <input type="checkbox"/> | | |
| | fitted tooling as per the manufacturer's instructions | <input type="checkbox"/> | | |
| | selected the appropriate program | <input type="checkbox"/> | | |
| | positioned the work piece correctly using appropriate holding devices | <input type="checkbox"/> | | |
| | checked that extraction is in operation prior to running the machine | <input type="checkbox"/> | | |
| | produced a panel mould detail in the correct position within 0.5 mm | <input type="checkbox"/> | | |
| 3.5 | followed current environmental and relevant health and safety regulations relating to the use of NC/CNC machines | <input type="checkbox"/> | | |

| Task grading rules | | Task grade: |
|---|--|-------------|
| To award a pass : every activity in the checklist must be successfully achieved. | | |
| Assessor Name | | |
| Assessor Signature | | |
| Date | | |

Drawings and diagrams
Units 262, 263, 264, 265 and 266

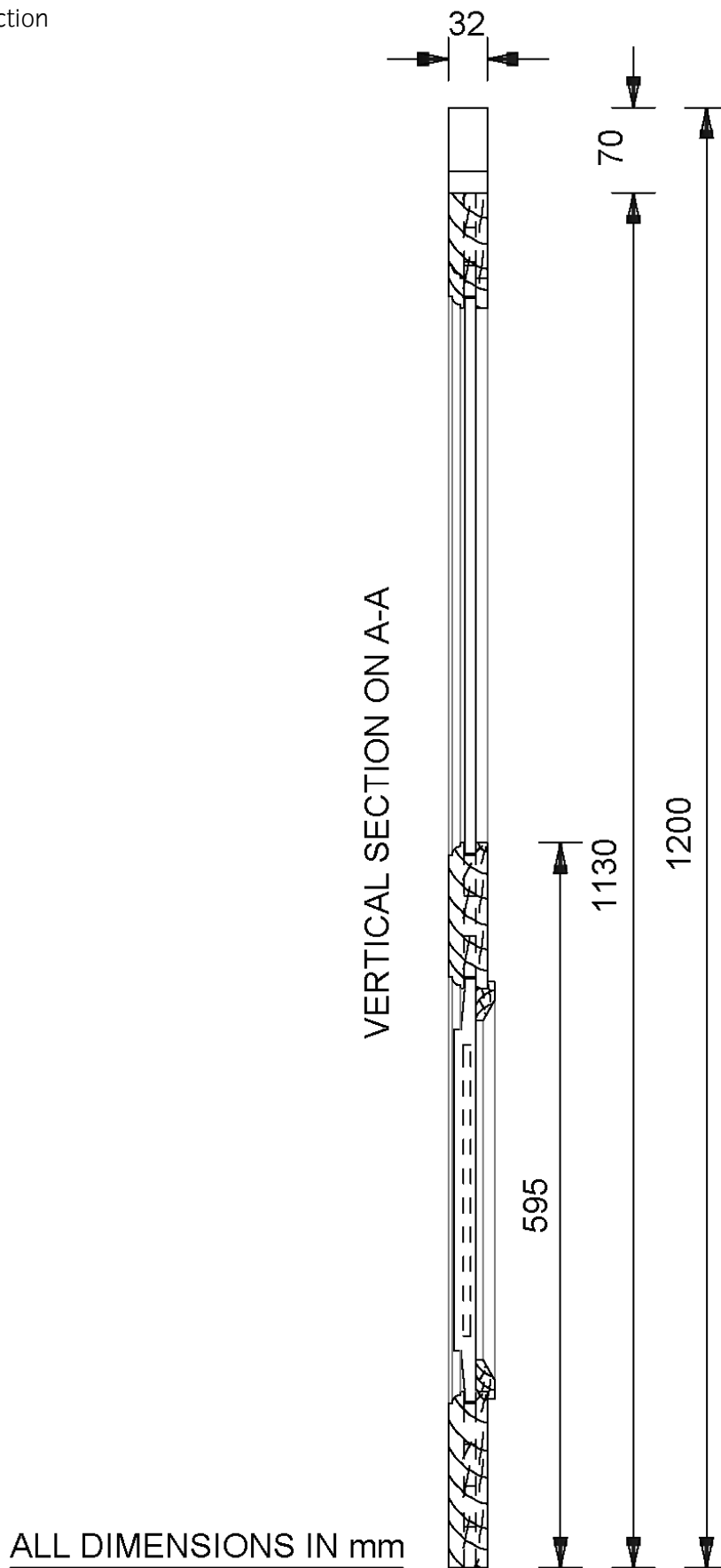
Figure 1 Door elevation



ALL DIMENSIONS IN mm

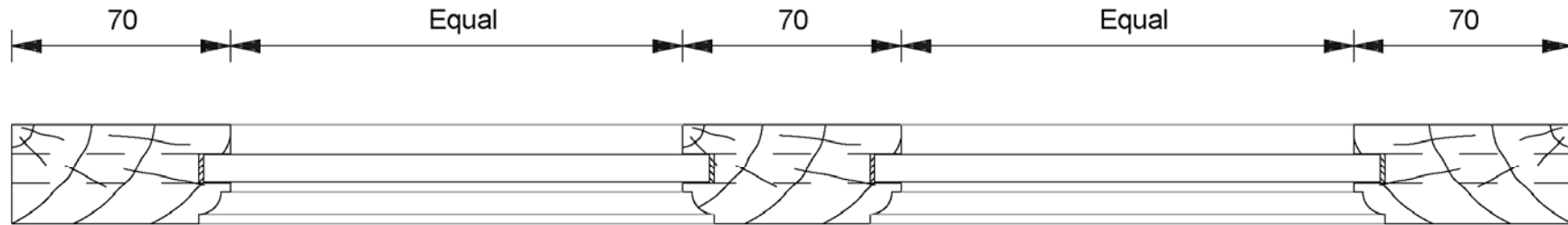
Drawings and diagrams
Units 262, 263, 264, 265 and 266

Figure 2 Vertical section

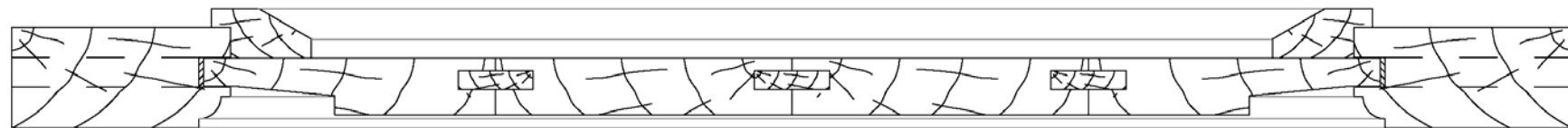
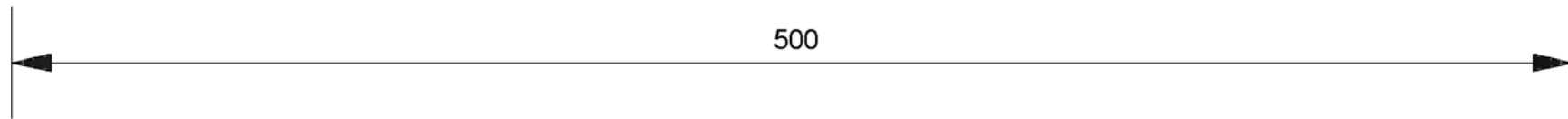


Drawings and diagrams
Units 262, 263, 264, 265 and 266

Figure 3 Horizontal sections



HORIZONTAL SECTION ON B-B

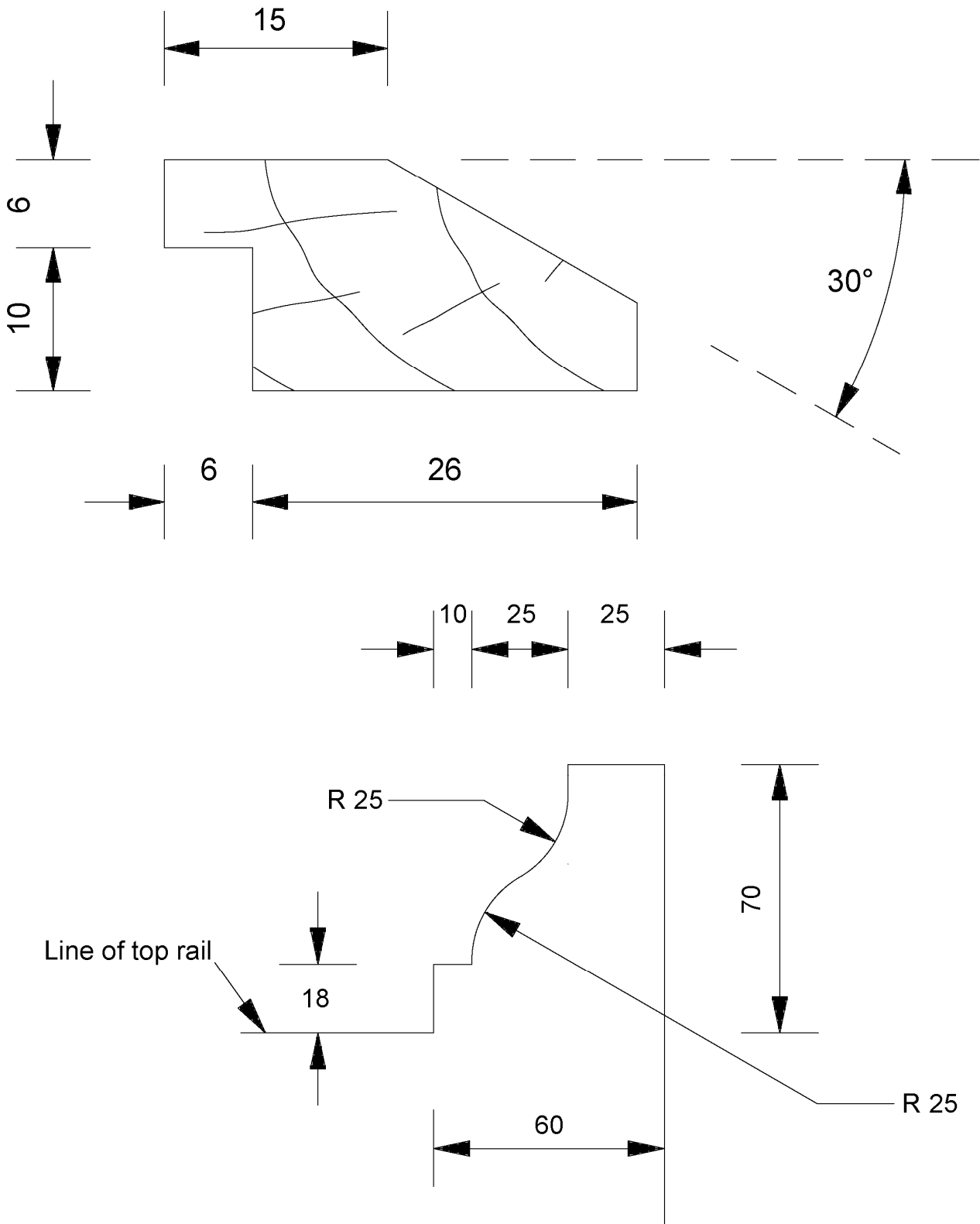


HORIZONTAL SECTION ON C-C

ALL DIMENSIONS IN mm

Drawings and diagrams
Units 262, 263, 264, 265 and 266

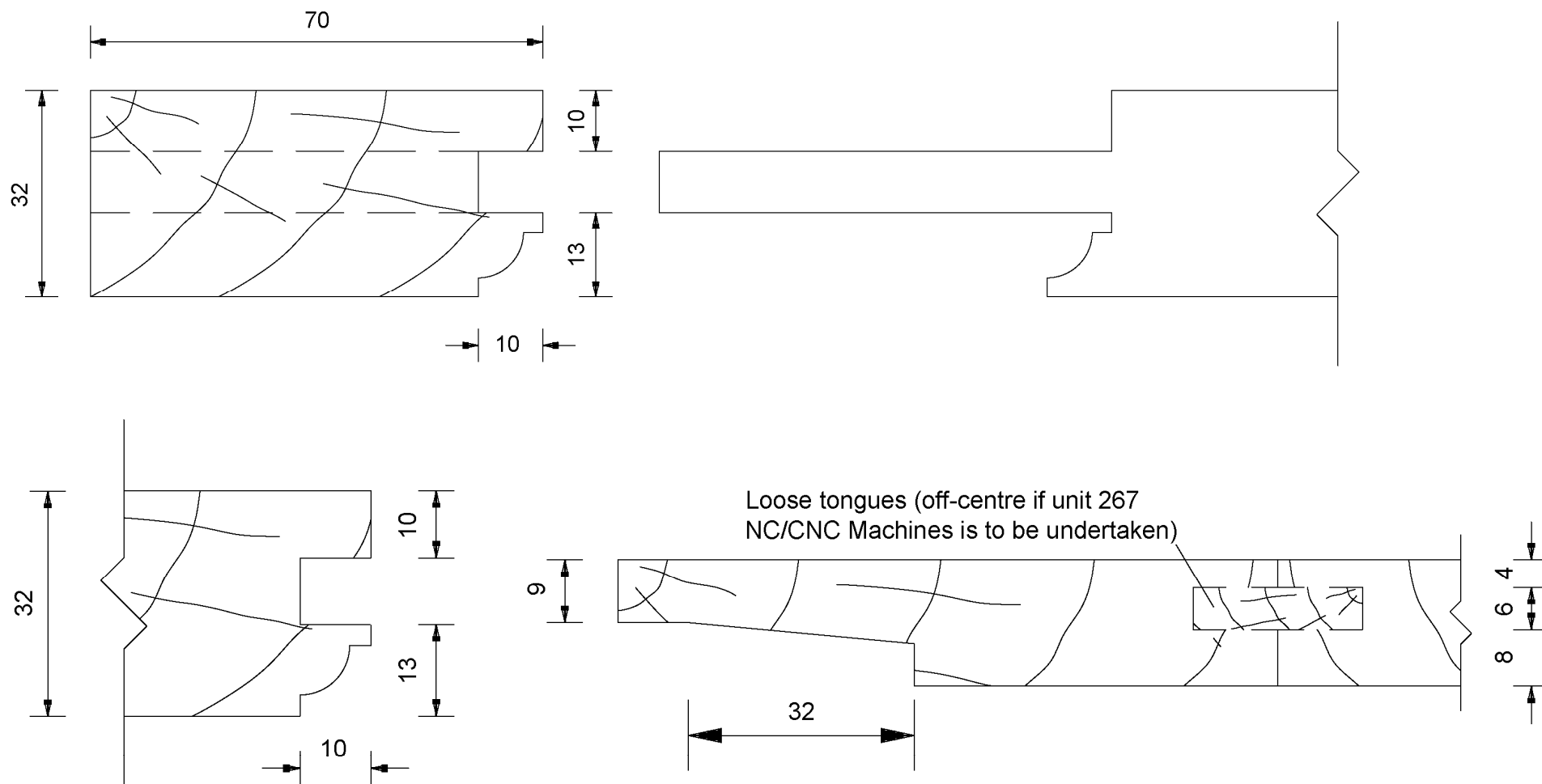
Figure 4 Bolection moulding and horn detail



ALL DIMENSIONS IN mm

Drawings and diagrams Units 262, 263, 264, 265 and 266

Figure 5 Rail to stile joint detail and raised and fielded panel detail



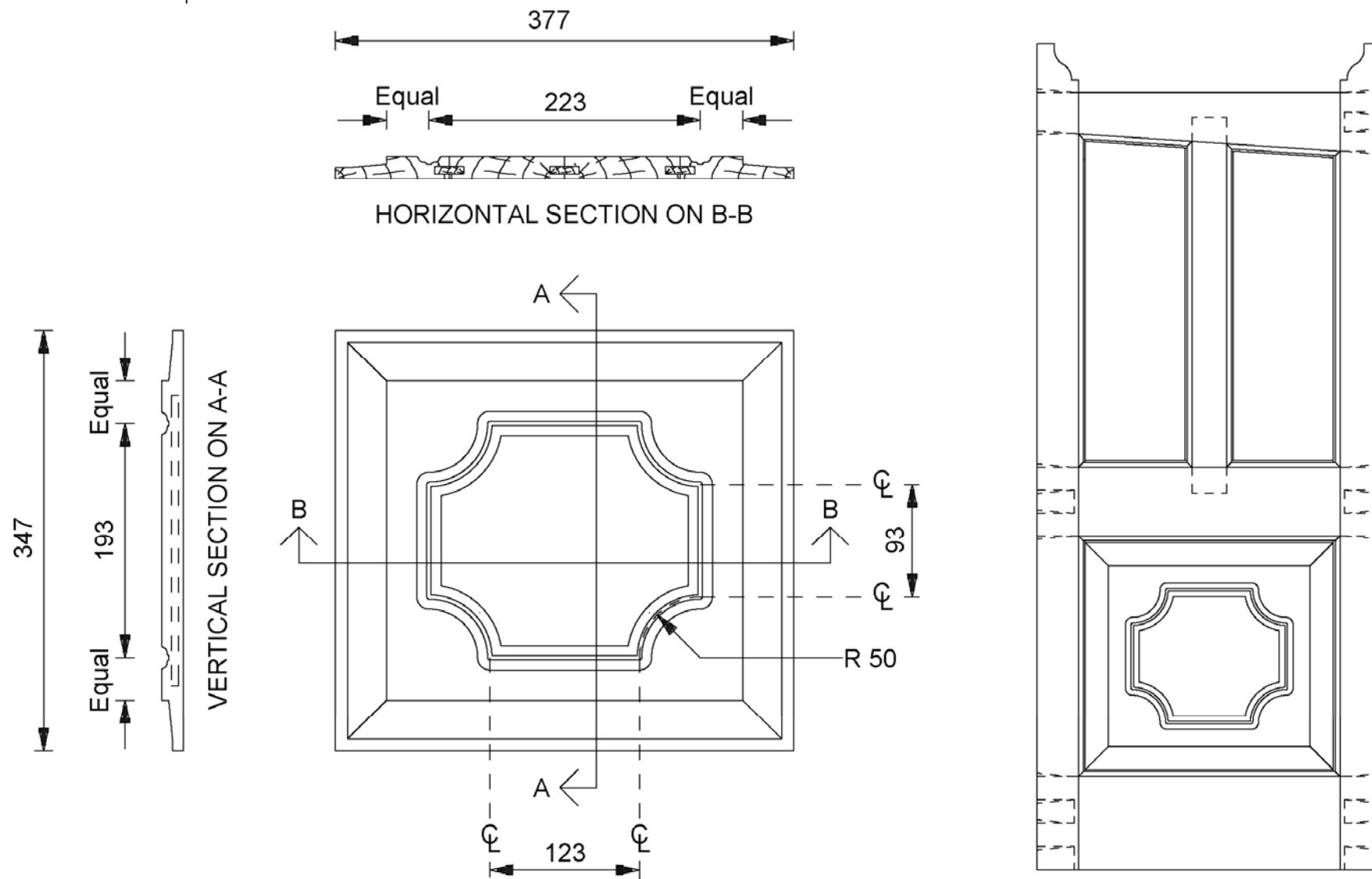
ALL DIMENSIONS IN mm

Drawings and diagrams

Unit 267 Setting and operating NC/CNC machines

Task 1 Set up and operate a NC/CNC router

Figure 6 NC/CNC routed panel and door

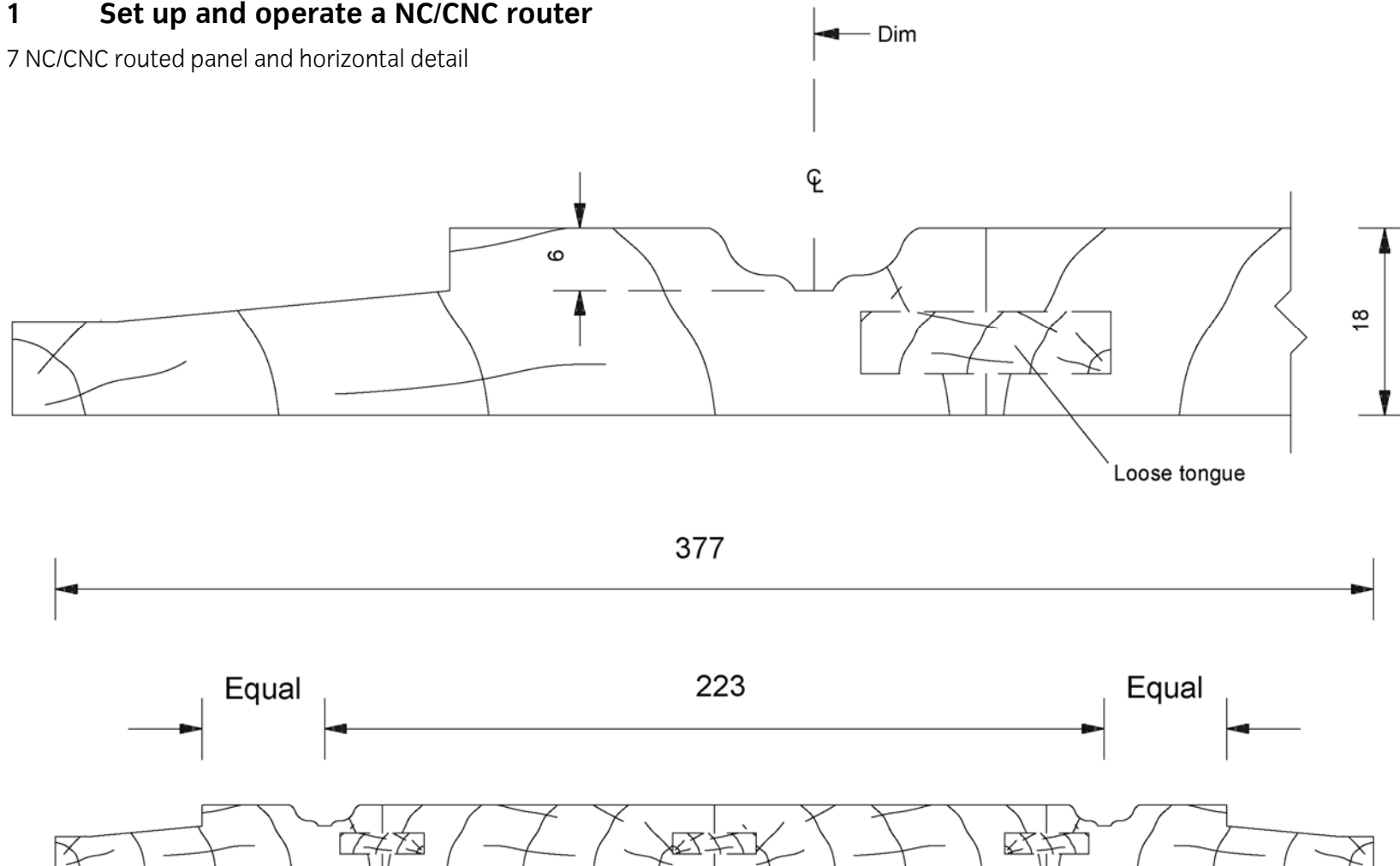


Drawings and diagrams

Unit 267 Setting and operating NC/CNC machines

Task 1 Set up and operate a NC/CNC router

Figure 7 NC/CNC routed panel and horizontal detail



HORIZONTAL SECTION ON B-B

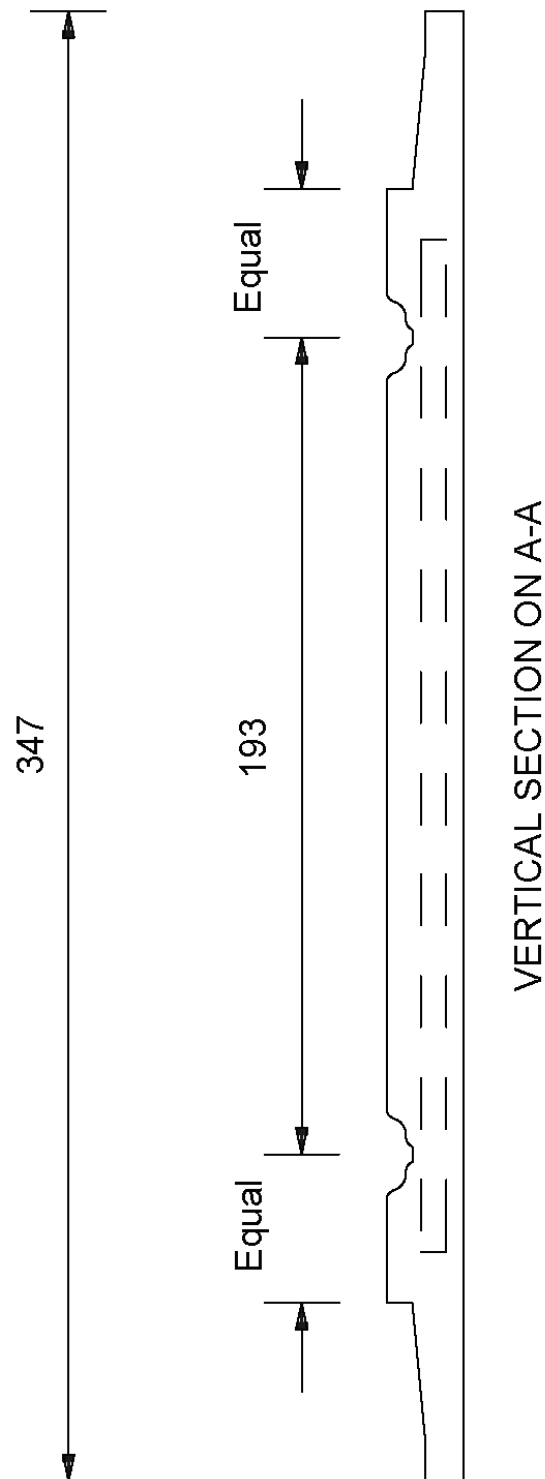
ALL DIMENSIONS IN mm

Drawings and diagrams

Unit 267 Setting and operating NC/CNC machines

Task 1 Set up and operate a NC/CNC router

Figure 8 NC/CNC routed panel vertical section



ALL DIMENSIONS IN mm

Appendices

Appendix A – Cutting list

| Component/item | Material | Quantity | Length | Sawn width | Sawn thickness | Planed width | Planed thickness | Comments |
|---------------------|------------------|----------|--------|------------|----------------|--------------|------------------|---|
| Stiles | European Redwood | 2 | 1250 | 75 | 38 | 70 | 32 | |
| Muntin | European Redwood | 1 | 600 | 75 | 38 | 70 | 32 | |
| Top rail | European Redwood | 1 | 525 | 100 | 38 | 95 | 32 | |
| Middle rail | European Redwood | 1 | 525 | 125 | 38 | 120 | 32 | |
| Bottom rail | European Redwood | 1 | 525 | 150 | 38 | 145 | 32 | |
| Bolection mouldings | European Redwood | 2 | 900 | 38 | 22 | 32 | 16 | Each piece to cut 2 (4 in total) |
| Panels | European Redwood | 2 | 750 | 100 | 25 | 95 | 18 | Each piece to cut 2 (4 in total). To be jointed using loose tongues |
| Panel | MDF/Plywood | 1 | 482 | 162 | | | 9 | |
| Panel | MDF/Plywood | 1 | 468 | 162 | | | 9 | |

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