

Task 1 – Planning

You must:

- a) analyse the brief and technical information to produce a resources list needed for the production of the drill jig
- b) produce a risk assessment covering all the activities needed to produce the drill jig
- c) produce a method statement with justifications
- d) produce a quality check sheet (for use in task 3a)
- e) carry out calibration checks on measurement equipment.

Conditions of assessment:

- the time allocated for this task is **3 hours**
- you must carry out the task on your own, under **controlled conditions** while being observed.

Controlled conditions:

- you must only work on the tasks in the allocated times
- assessment evidence must be handed in at the end of each session for secure storage which cannot be accessed
- all practical work areas and any evidence produced must be kept secure and only accessible by the assessor
- you must not share or discuss your work with other candidates
- you are not permitted to bring any materials into the assessment session.

What must be produced for marking:

- a resources list with measuring equipment calibration check recorded
- risk assessment
- a method statement with justifications
- quality check sheet.

Resources:

- technical drawings
- writing materials
- measuring and marking out equipment (with calibration certificate) (e.g. callipers, go-no-go gauges, DTI clock gauge, rules, tape, scribe)
- COSHH data sheets
- non-programmable calculator.

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