**RECORD OF AXIAL SHAFT ALIGNMENT INSPECTION ASSESSMENT USING THE REVERSE CLOCK METHOD**

You are required to produce a report that covers a shaft axial alignment assessment on the TTE training alignment rig. You must start by producing a method statement covering all aspects of the work, this will include details of all the equipment and tools you intend to use to carry out the work along with the sequential step’s need to ensure accurate and stable result. You are also required to produce a meaningful risk assessment where you need to consider all the hazards that you may encounter carrying out your assessment.

The information you need to gather for your report must include sketches of the shaft layout, a record of all dimensional information before and after any movements and show clearly you’re working out calculations for the thickness of each shim pack and its foot location. You must include all of the following areas in your report:-

* Title & date.
* Your name & group number.
* Shaft layout on graph paper
* Recorded miss-alignment D.T.I. reading. (assume bar sag to be 0.008”)
* Show information on how to assess the amount of shims required.
* Show final alignment D.T.I. reading measurements along with an explanation of the sequential moves to produce the final alignment.

Finally check the final alignment after ensuring all the holding down bolts are tight and then have this witnessed by the T.O.