



QCF Level 2 Performing Engineering Operations (7682)

QCF Unit No: 201

QCF Credit Value: 5

Unit Title: Working Safely in an Engineering Environment

Candidate	
Candidate No	

Table of Contents

Declaration.....	3
Assessment plan and feedback.....	4
Summative Decision.....	5
Awarding Body Standards	6
Evidence Index	8
Witness Statement - Fire Drill & Emergency Procedures	11
Witness Statement – Mechanical Lifting.....	12
Knowledge statements	14



DECLARATION/WITNESS STATEMENT

I confirm the Candidate	
-------------------------	--

Has met the criteria, on the **three occasions**, by the submission of evidence or cross reference from practical units. The candidate proved competent and the signature below also relates to the statement on pages, 10,11,12,13 and knowledge questions.

I certify the candidate satisfied all the performance criteria and knowledge requirements and the evidence presented is authentic, current and valid.

Signed Assessor:	Date:
Print Name:	Assessor No:

ASSESSMENT PLAN AND FEEDBACK

Candidate		Group	
Unit	Working Safely In An Engineering Environment	Unit No	201

Assessment Plan
<p>To meet the unit criteria evidence will be cross referenced from practical units, completion of knowledge questions and pages 10, 11 , 12 and 13.</p>
Feedback

Summative Decision

Candidate:	
Signed Candidate:	Date:

Assessor: :	
Signed Assessor:	Date:

Assessment Decision & Verification Declaration

Candidate Declaration: I confirm that the evidence listed for this unit is authentic and a true presentation of my own work.			
Candidate Name			
Candidate Signature		Date	

Assessor Declaration: I confirm that this candidate has met the criteria for this unit with the evidence listed and the evidence is valid, authentic, reliable, current and sufficient.			
Assessor Name			
Assessor Signature		Date	

Internal verifier declaration: I have internally verified the assessment work on this unit by carrying out the following (please tick):			
<input type="checkbox"/> sampling candidate and assessment evidence <input type="checkbox"/> observation of assessment practice <input type="checkbox"/> discussion with candidate <input type="checkbox"/> other – please state:			
I confirm that the candidate's sampled work meets the standards specified for this unit and may be presented for external verification and/or certification.			
<input type="checkbox"/> Signed off by Internal Verifier for certification although not sampled			
Internal Verifier Name			
Internal Verifier Signature		Date	

Awarding Body Standards

Replace this page with the awarding body standards

Evidence Index

		Performance Evidence 1	Performance Evidence 2	Performance Evidence 3	Additional Performance Evidence (if required)
Evidence Type		<i>X-REF/WRITTEN</i>	<i>X-REF/WRITTEN</i>	<i>X-REF/WRITTEN</i>	
Date					
Assessment Criteria					
1	Complied with duties and obligations as defined in HASAW act	Unit 205 Page 5	Unit 219 Page 11	Unit 206 page 10	
2	Demonstrate understanding of duties and obligations by:				
	<ul style="list-style-type: none"> Applied in principle duties and obligations under HASAW and other legislation 	Unit 205 Page 5			
	<ul style="list-style-type: none"> Identified appropriate sources of information on H&S 	Unit 201 Page 13			
	<ul style="list-style-type: none"> Identified warning signs and labels of the main groups of hazardous or dangerous substances. 			Unit 201 Page 13	
	<ul style="list-style-type: none"> Complied at all times with statutory and specific regs relevant to the work 	Unit 205 Page 5			
3	Applied safe practices and procedures at all times.	Unit 219 page 11	Unit 206 page 10	Unit 205 Page 5	
4	Applied safe working practices at all times including:				
	<ul style="list-style-type: none"> Presented him/her self in the workplace suitably dressed/prepared for the activities. 				
	<ul style="list-style-type: none"> Observed personal protection and hygiene procedures at all times 				
	<ul style="list-style-type: none"> Acted in a responsible manner at all times within the working environment 	All Unit 205 Page 5	All Unit 219 Page 11		
	<ul style="list-style-type: none"> Maintained a tidy workplace, with exits and gangways free from obstructions 				
	<ul style="list-style-type: none"> Used tools and equipment safely and only for the purpose intended 				
	<ul style="list-style-type: none"> Carried out their work activities in accordance with legal requirements and the organisations' safety policies 				
	<ul style="list-style-type: none"> Took measures to protect others from harm resulting from any work that they were carrying out 				
5	Followed organisational accident and emergency procedures	Unit 201 page 11	Unit 205 page 5	Unit 206 page 10	
6	Complied with all emergency requirements, including:				
	<ul style="list-style-type: none"> Identified the appropriate qualified first aiders or appointed person, and the location of first aid facilities 	Unit 201 page 10			
	<ul style="list-style-type: none"> Identified the procedures to be followed in the event of injury to themselves or others 		Unit 201 page 10		
	<ul style="list-style-type: none"> Followed organisational procedures in the event of fire/fire drills and for the evacuation of premises/work area 	Unit 201 page 11			
	<ul style="list-style-type: none"> Identified and using the procedures to be followed in the event of dangerous occurrences or hazardous malfunctions of equipment, processes or machinery 	Unit 201 page 11			

Unit 201 Working Safely in an Engineering Environment

7	Recognised and controlled hazards in the workplace to minimise risks	Unit 205 page 5 Page 12	Unit 206 page 10	Unit 219 P 11 & 14	
8	Identified hazards and risks associated with all of the following:		Unit 219 Page 14		
	<i>CONTINUED.....</i>				
	<ul style="list-style-type: none"> The working environment (working at height, in confined spaces, hot work, etc) 		Unit 19 Page 16		
	<ul style="list-style-type: none"> The tools and equipment that were used (such as machines, power tools, cutting tools) 		Unit 19 Page 16		
	<ul style="list-style-type: none"> The materials and substances that they used (cutting fluids/oils, hydraulic fluids, fluxes, etc) 	All Unit 5 Page 12			
	<ul style="list-style-type: none"> Used working practices that do not follow laid-down procedures 			Unit 19 Page 16	
9	Used correct manual lifting and carrying techniques, including 10				
10	Demonstrated the following methods of manual lifting and carrying techniques:				
	<ul style="list-style-type: none"> lifting alone 	Unit 1 Page 12			
	<i>(Pus one more from:)</i>				
	<ul style="list-style-type: none"> with assistance of others 				
	<ul style="list-style-type: none"> with mechanical assistance 	Unit 19 page 41Unit 1 page 12			



Candidate	
-----------	--

List below the appointed persons or qualified first aiders and state the location of the first aid facility.

The first aiders are:-

	Name	Position	Location
1			
2			
3			
4			

The location of the first aid facility is :-

--

What is your organisational procedure for accidents and emergencies :-

--

The candidate has proved competent, see declaration Page 3



Witness Statement - Fire Drill & Emergency Procedures

The Candidate	
---------------	--

- Followed organisational procedure when evacuating the building during fire alarm practice on/...../.....
(or)
- Proved competent in regard to the fire drill and emergency procedures when carrying out a simulation on...../...../.....
(Delete as applicable)
- Identified and can use the correct procedures in the event of injury to the candidate or others.
- Can identify and use the procedures in the event of emergency shut down of equipment or hazardous malfunction.

In doing so The Candidate has proved competent see declaration Page 3

Witness Statement – Mechanical Lifting

I confirm the Candidate	
-------------------------	--

Has manually handled equipment when lifting alone, the pump from the store area onto the bench, in order to undertake the assessment.

The candidate has also used mechanical lifting equipment, (Hoist) during the practical units in order to move heavy loads and in doing so has proved competent in lifting alone and with mechanical assistance

The candidate proved competent, see declaration Page 3

DECLARATION

The Candidate	
---------------	--

Has attended the health and safety course, which is based upon the ROSPA certificate and been successful in achieving a pass grade when undertaking the equivalent test paper.

In doing so the candidate has proved competent, see declaration Page 3



QCF/NVQ LEVEL 2 PERFORMING ENGINEERING
OPERATIONS (7682)

WORKING SAFELY IN AN ENGINEERING
ENVIRONMENT

KNOWLEDGE STATEMENTS

Candidate	
Candidate No	

1)	<p>Describe the roles and responsibilities of yourself and others:</p> <ul style="list-style-type: none"> • under the health and safety at work act and other current legislation (such as the management of health and safety at work regulations • workplace health and safety and welfare regulations; • personal protective equipment at work regulations; • manual handling operations regulations; • provision and use of work equipment regulations; • display screen at work regulations, • reporting of injuries, diseases and dangerous occurrences regulations)
2)	<p>Describe the specific regulations and safe working practices and procedures that apply to your work activities (such as the electricity at work regulations, woodworking regulations)</p>
3)	<p>Describe the warning signs for the main groups of hazardous substances defined by classification, packaging and labelling of dangerous substances regulations</p>
4)	<p>Explain how to locate relevant health and safety information for your tasks, and the sources of expert assistance when help is needed</p>

5)	Explain what constitutes a hazard in the workplace (such as moving parts of machinery, electricity, slippery and uneven surfaces, dust and fumes, handling and transporting, contaminants and irritants, material ejection, fire, working at height, environment, pressure/stored energy systems, volatile or toxic materials, unshielded processes)
6)	Describe your responsibilities for dealing with hazards and reducing risks in the workplace (such as hazard spotting and safety inspections; the use of hazard check lists, carrying out risk assessments, COSHH assessments and safe systems of working)
7)	Describe the risks associated with your working environment (such as the tools, materials and equipment that they use, spillages of oil and chemicals, not reporting accidental breakages of

	Tools or equipment and not following laid-down working practices and procedures)
8)	Describe the sources of information for safety (such as local work procedures, codes of practice or guidance, the severity of the accident or injury that the hazard may cause)
9)	Describe the control measures that can be used to eliminate/reduce the hazard (such as lock-off and permit to work procedures, provision of safe access and egress, use of guards and fume extraction equipment, use of personal protective equipment)

Unit 201 Working Safely in an Engineering Environment

10)	Describe the first aid facilities that exist within your work area and within the organisation in general, and the procedures to be followed in the case of accidents involving injury
11)	Explain what constitute dangerous occurrences and hazardous malfunctions, and why these must be reported even if no-one was injured
12)	Describe the procedures for sounding the emergency alarms, evacuation procedures and escape routes to be used, and the need to report their presence at the appropriate assembly point
13)	Describe the organisational policy with regard to fire fighting procedures; the common causes of fire and what they can do to help prevent them

14)	Describe the personal protective equipment (ppe) and protective clothing that is available for your areas of activity
15)	Describe the need to observe personal protection and hygiene procedures at all times (such as skin care (barrier creams, gloves); eye protection (safety glasses, goggles, full face masks); hearing protection (ear plugs, ear defenders); respiratory protection (fume extraction, face masks, breathing apparatus; head protection (caps with hair restraints, protective helmet
16)	Explain how to act responsibly within the working environment (such as observing restricted area notices, complying with warning signs, walking not running, using equipment only for its intended purpose, not interfering with equipment or process that are not within their job role, following approved safety procedures at all times)
17)	Describe the methods of manually handling and moving loads (such as pushing, pulling, levering); how to lift and carry loads safely and correctly (such as from ground level, waist high, overhead, reaching over); and the manual and mechanical lifting and moving aids available

18)	Describe good housekeeping arrangements (such as maintaining cleanliness of their work area; removal of waste materials; storage of materials, tools and equipment and products; maintenance of access and egress (such as clear walkways, emergency exits)
19)	Explain when to act on your own initiative and when to seek help and advice from others
20)	Explain to whom you should report in the event of problems that they cannot resolve.

Assessor Declaration:

I confirm that this candidate has met the assessment criteria for underpinning knowledge, see declaration page 3.