# **Project Assessment - Report**

**Event 2 of 2**

## Criteria

### Unit code, name and release number

MEM16006A - Organise and communicate information (1)

\*\*\*This unit sits in the qualifications below – This assessment is not to be amended\*\*

### Qualification/Course code, name and release number

MEM30205 - Certificate III in Engineering - Mechanical Trade (3)

MEM30305 – Certificate III in Engineering – Fabrication Trade (4)

\*\*\* Amend the qualification box before distributing to the student. The information here should only contain the qualification the student is enrolled in\*\*

## Student details

### Student number

### Student name

## Assessment Declaration

* This assessment is my original work and no part of it has been copied from any other source except where due acknowledgement is made.
* No part of this assessment has been written for me by any other person except where such collaboration has been authorised by the assessor concerned.
* I understand that plagiarism is the presentation of the work, idea or creation of another person as though it is your own. Plagiarism occurs when the origin of the material used is not appropriately cited. No part of this assessment is plagiarised.

### Student signature and Date

Version: 1.0

Date created: 03/09/2019

Date modified: 08/11/2019

For queries, please contact:

IMRS SkillsPoint

Block B Level 1

Hamilton Campus Newcastle

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RTO Provider Number 90003 | CRICOS Provider Code: 00591E

This assessment can be found in the: [Learning Bank](https://share.tafensw.edu.au/share/access/searching.do?doc=%3Cxml%2F%3E&in=P7ac4831b-430a-4b8d-8b56-f7b32ed5b9cf&q=&type=standard&sort=rank&dr=AFTER)

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## Assessment instructions

Table 1 Assessment instructions

| Assessment details | Instructions |
| --- | --- |
| **Assessment overview** | The objective of this assessment is to assess your skills and knowledge as required to access, organise and communicate information related to processes or tasks. |
| **Assessment Event number** | 2 of 2 |
| **Instructions for this assessment** | This is a project based assessment and will be assessing you on your knowledge and performance of the unit.  This assessment is in 4 parts and includes an Assessment Feedback form:   1. Report 2. Assessment Checklist 3. Appendices 4. Assessment feedback |
| **Submission instructions** | On completion of this assessment, you are required to upload it or hand it to your assessor for marking.  Ensure you have written your name at the bottom of each page of this assessment.  It is important that you keep a copy of all electronic and hardcopy assessments submitted to TAFE and complete the assessment declaration when submitting the assessment. |
| **What do I need to do to achieve a satisfactory result?** | To achieve a satisfactory result for this assessment all questions must be answered correctly. |
| **What do I need to provide?** | Pens |
| **What the assessor will provide?** | Computer / Assessment Document |
| **Due date and time allowed** | The estimated time for a student to complete this assessment is 4 hours. However, there is no time limit for students to complete this assessment. Students may complete the assessment outside of the classroom and submit to their teacher for marking. Assessment is due by week 14 |
| **Assessment feedback, review or appeals** | Appeals are addressed in accordance with Every Students Guide to Assessment. |

## Specific task instructions

The instructions and the criteria in the tasks and activities below will be used by the assessor to determine if you have satisfactorily completed this assessment event. Use these instructions as a guide to ensure you demonstrate the required knowledge.

**Contingency Management:**

While undertaking this task a number of unforeseen circumstances may arise. The assessor will have the opportunity to question each learner to gather an understanding of how the student will respond to these events. Below is a table with examples of possible questions and acceptable responses

Table 2: Possible questions

|  |  |  |
| --- | --- | --- |
| Scenario | Assessors question | Acceptable students response |
| Power failure in workshop | What is the correct action in the case of power failure? |  |
| Emergency evacuation | What do you do if an emergency evacuation drill happens during the assessment? |  |

## Part 1: Report

You have been provided with a range of documentation (attached) that you will be required to read and analyse. You will be required to communicate your findings into a report (Appendix 1).

**Scenario**

In the workplace, you were provided with information for the manufacture and installation of an Inspection plate. The plate was manufactured and installed on-site. Once the machine was put into operation, the inspection plate was found to be defective. A maintenance log was completed by the operator on-site to indicate the defect.

Review all the documents provided to identify the problem with the inspection plate, as you will be required to make recommendations on how to rectify this problem.

**Documents Provided for Review:**

|  |  |
| --- | --- |
| Document | Detail |
| Drawing IMRS - 0003 | Provide filtering tank inspection plate details |
| Filtering tank equipment maintenance log | Installation and maintenance log |
| Inspection plate planning sheet | Planning of the job **manufacture** |
| Inspection plate installation instructions | Planning of the job **installation** |
| Safe Operating Procedure (SOP) | Steps to be followed when drilling holes |

Once you have identified the problem from the *Filtering Tank Equipment Maintenance Log*, you will need to come up with a solution to rectify the issue.

Once you have decided on your solution, you will need to:

1. Mark any modifications needed on the Drawing IMRS-0003 - Inspection plate
2. Make changes to the *Inspection Plate* ***Planning*** *Sheet as required*.
3. Make changes to the *Inspection plate* ***Installation*** *Instructions*.
4. Answer the Question below:

Based on the problem you have identified and the solution you are presenting, would there need to be any changes made to the SOP

|  |
| --- |
| Please indicate YES or NO, and give reasons for your choice |

1. Use the report template provided (Appendix 6) to create a report for your supervisor outlining the issue and your suggestions to fix the problem. Please use workplace language.

Once completed you will need to submit all amended documents, including your report to your assessor for marking.

## Part 2: Assessment Checklist

The following checklist will be used by your assessor to mark your performance against the assessment criteria of your submitted/presented project. Use this checklist to understand what skills and/or knowledge you need to demonstrate in your submission/presentation. All the criteria described in the Assessment Checklist must be met. The assessor may ask questions while the submission/presentation is taking place or if appropriate directly after the task/activity has been submitted/completed.

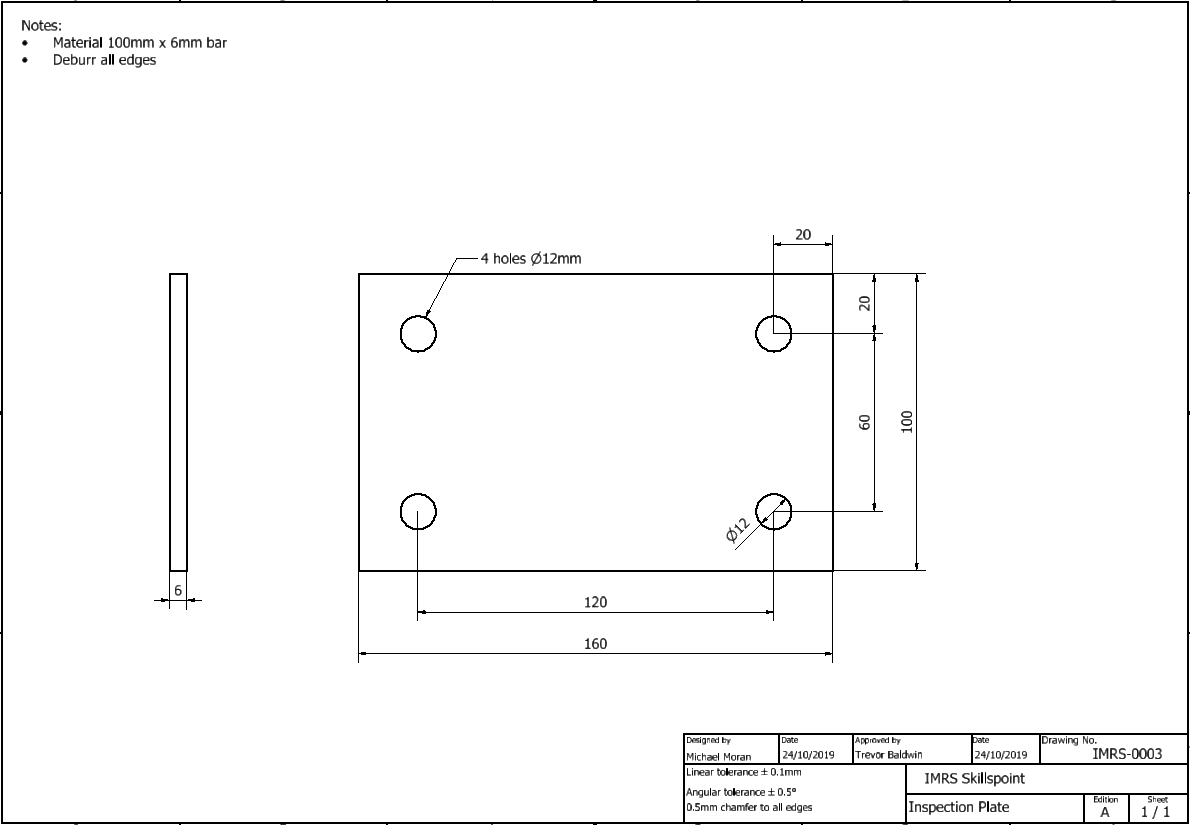
Table 3 Observation Checklist

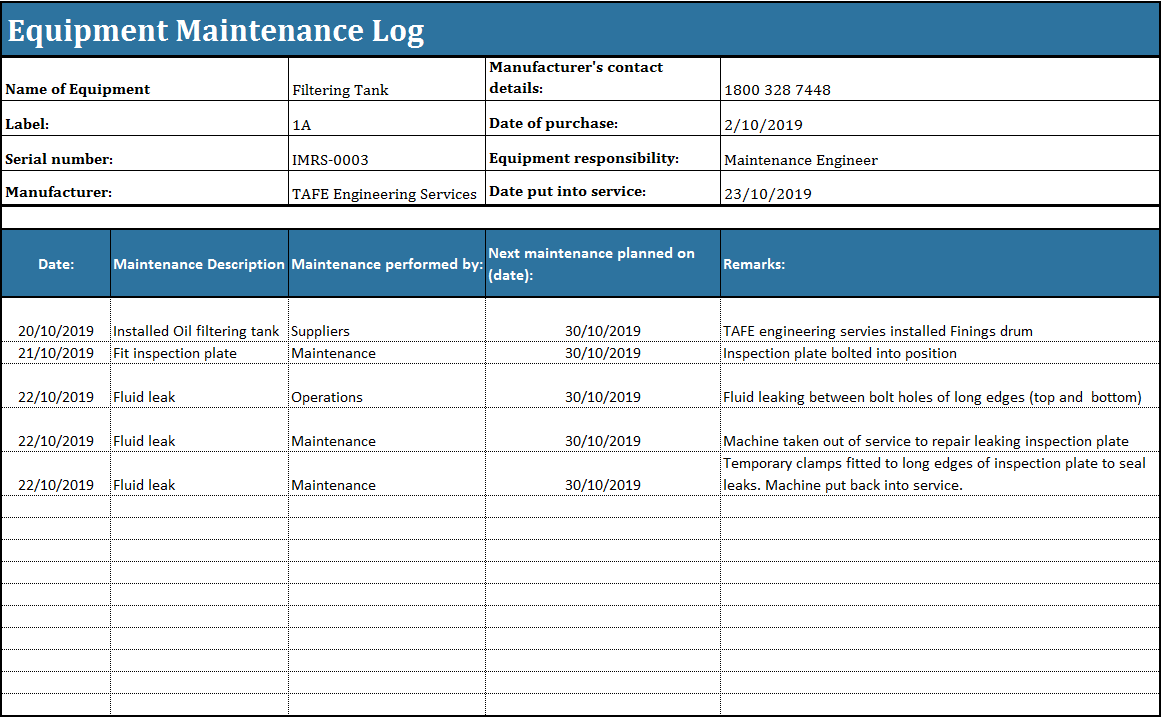
| Task # | Task/Activity Performed | S | U/S | Assessor Comments (Describe the student’s ability in demonstrating the required skills and knowledge) |
| --- | --- | --- | --- | --- |
| 1 | Undertake review of all documentation and create a Report, recommending fixes for the problem in a professional manner.   * Review information from multiple sources to correctly identify the problem identified in the Maintenance Log. * Mark up drawing IMRS-0003 showing extra hole’s detail * Modify Inspection Plate planning sheet * Modify Inspection Plate installation sheet * Make recommendations for fixing the problem in Report   Student answers Question 4 of the Task |  |  |  |

Table 4 Additional questions

|  |
| --- |
| Additional Questions |
| Assessors may ask additional questions to clarify student understanding. List here any additional questions that were asked during this assessment event. |
| **Student Reponses to Additional Questions** |
| List here the student responses to any additional questions that were asked during this assessment event. |

**Appendix 1 - Drawing IMRS – 0003. Filtering Tank Inspection plate details**



**Appendix 2 – Filtering Tank Equipment Maintenance Log**

**Appendix 3 - Planning sheet to manufacture Inspection plates**

|  |  |  |  |
| --- | --- | --- | --- |
| Planning sheet - Drawing No. IMRS-0003 | | | |
| **Operation Number** | **Operation** | **Tooling** | **Other Information** |
| 1 | Cut | Saw | Cut material to 160mm length |
| 2 | Square ends | File | File ends square and to length |
| 3 | Mark out | Marking out kit | Mark out and centre punch 4 holes |
| 4 | Drilling | 12mm Drill | Drill four (4) holes |
| 5 | Deburr | file | Deburr work |
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**Appendix 4 - Installation instructions for Inspection plate**

|  |  |  |  |
| --- | --- | --- | --- |
| Installation instructions for blanking plate - Drawing No. IMRS-0003 | | | |
| **Operation Number** | **Operation** | **Tooling** | **Other Information** |
| 1 | Prep surfaces | Scraper | Ensure mating surfaces are clean and free of burs |
| 2 | Position plate | Clamps | Fit gasket and plate over housing and clamp in place |
| 3 | Holes | Drill and 12mm drill bit | Drill four (4) holes in housing using the inspection plate as a guide |
| 4 | Cut | Grinder | Cut inspection hole in tank 100mm long by 50mm wide |
| 5 | Bolt | Spanners | Fit 12mm Bolt, washer and nut to the holes and tighten |
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**Appendix 5**

**SAFE OPERATING PROCEDURE (SOP)**

**PEDESTAL DRILL**

**PERSONAL PROTECTIVE EQUIPMENT**

|  |  |
| --- | --- |
| Safety glasses must be worn at all times in work areas. | Hair Protection circleLong and loose hair must be contained. |
| Foot Protection circleSturdy footwear must be worn at all times in work areas. | ApronClose fitting/protective clothing must be worn. |
| Prohibition circleProhibition circleRings and jewellery must not be worn. | GlovesGloves must not be worn when using this machine. |
| Mandatory Sign " Do Not Use Mobile Phones " Safe OHSDo not use Mobile Phones or Musical devices when operating this machine | C:\Documents and Settings\gtaylor1\Local Settings\Temp\SolidDocuments\SolidCapture\captureclip233.pngC:\Documents and Settings\gtaylor1\Local Settings\Temp\SolidDocuments\SolidCapture\captureclip234.png |

POTENTIAL SAFETY HAZARDS / RISKS

|  |  |
| --- | --- |
| * **SWARF AND FLYING CHIPS** * **FLYING OBJECTS – CHUCK KEY LEFT IN CHUCK** * **PINCH POINTS** * **EYE INJURIES** * **JOB MOVING VICE NOT SECURE** | * **SHARP EDGES AND BURRS** * **ROTATING MACHINE PARTS - ENTANGLEMENT OF TORN OR LOOSE CLOTHING OR UNRESTRAINED HAIR** * **CUTTING TOOL INJURY** * **MANUAL HANDLING** |

**WARNING**

**DO NOT ATTEMPT TO USE THIS EQUIPMENT WITHOUT FORMAL INSTRUCTION/TRAINING**

### PRE-OPERATIONAL SAFETY CHECKS

1. Check workspaces and walkways to ensure no slip/trip hazards are present.
2. Locate and ensure you are familiar with the operation of the ON/OFF starter and Emergency Stop Button Location.
3. Ensure all guards and safety shields are in place before starting the drill
4. Faulty equipment must not be used
5. Immediately report suspect machinery.
6. Follow correct clamping procedures- check work piece and vice are secure.
7. Use correct lifting procedures
8. Faulty equipment must not be used
9. Immediately report suspect machinery

**OPERATIONAL SAFETY CHECKS**

1. Eye, foot and clothing protection MUST be worn.
2. **Gloves must NOT be worn** when operating this equipment.
3. **Hair MUST be covered or restrained.**
4. Use clamps to hold material/vice never hold with hands
5. Be aware of other people in immediate vicinity.
6. Never leave the drill running unattended.
7. Calculate/Check drill speed, stop and adjust if necessary.
8. If machine sounds abnormal, hit the stop button
9. Keep hands clear while operating machinery.
10. Do not attempt to slow/stop the drill chuck by hand.
11. Avoid letting swarf build up on the drill.

* No long swarf (alter feed rate or see Teacher if it does not break correctly).
* Stop the machine to remove swarf.
* Remove swarf with a hook or brush.
* Do not touch rotating drill
* Do not touch hot work piece/drill.
* Keep swarf away from under foot.

1. Always remove the chuck key from the chuck.

## *HOUSEKEEPING*

1. Leave the machine in a safe, clean and tidy state.
2. Turn Off and isolate power supply immediately when finished

**APPENDIX 6 – Report Template**

**Instruction for using Report Template on the following page:**

1. **Introduction** *(approx. 50 words)*
2. **Body** *(approx. 100 words)*

*Your body should include:*

* *The problem identified – use workplace language and information such as the drawing number, maintenance log entries etc. To support or back up your finding*
* *Recommendations for fixing, including the changes that need to be made to the drawing, the Inspection Plate Planning Sheet and Inspection plate Installation Instructions.*

1. **Conclusion** *(approx. 50 words)*

**Report Template**

|  |  |
| --- | --- |
| Maintenance /Repair Report | |
| ***Name:*** | ***Date:*** |
| **Introduction:** | |
| **Recommendations:** | |
| **Conclusion:** | |

**Assessment Feedback**

*NOTE: This section* ***must*** *have the assessor signature and student signature to complete the feedback.*

### Assessment outcome

Satisfactory

Unsatisfactory

### Assessor Feedback

Was the assessment event successfully completed?

If no, was the resubmission/re-assessment successfully completed?

Was reasonable adjustment in place for this assessment event?  
*If yes, ensure it is detailed on the assessment document.*

Comments:

### Assessor name, signature and date:

### Student acknowledgement of assessment outcome

Would you like to make any comments about this assessment?

### Student name, signature and date

***NOTE: Make sure you have written your name at the bottom of each page of your submission before attaching the cover sheet and submitting to your assessor for marking.***