

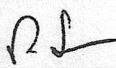
<b>WORK EVIDENCE SHEET</b>		Evidence Ref. No: <b>3</b>
Learner Name: <b>Aiden O'Flynn-Mundin</b>		Employer: <b>Isle of Wight Steam Railway</b>
Address of site: <b>The Railway Station, Main Rd, Havenstreet, Ryde PO33 4DS</b>		
Job Start Date: <b>09<sup>th</sup> August 2022</b>		Job Completion Date: <b>3<sup>rd</sup> October 2022</b>
Name of Job: <b>1<sup>st</sup> Class Experience Table Trays X3</b> Brief details of job: <b>I was tasked to manufacture 3 Table Trays for the 1<sup>st</sup> Class Experience Service that the railway Offer to visitors. I had to source the timber from our stores, take reference from the existing trays, machine and produce with a varnished finish.</b>		
Have you had a site induction on this site and / or had toolbox talks? <b>Yes, I had a site induction when I started my employment at the Steam Railway.</b>		
How did you receive your work instructions? (Attach specification / drawing / schedule or witness testimony confirming verbal instructions if possible.) <b>I was verbally informed of the task by my supervisor as a request for three trays was ordered by the Operating Department who I spoke with as well.</b> <b>I discussed the task with my supervisor and how to proceed.</b>		
Planning for the job: Did you arrange materials to be delivered / moved before you started work? <b>No materials were delivered as I sourced the timber/materials from our stores and moved them in to the workshop. I took design &amp; measurement reference direct from from one of the existing trays.</b>		
Give details of the people you spoke to, the instructions you received & the type of communication. (Oral, listening, body language?) Colleagues: <b>Steve Roundtree (Charge Hand) Oral Instructions</b> Foreman: Supervisor: <b>Paul Fisher (Supervisor) Oral &amp; listening instructions</b> Client: <b>Clive Miller (Duty Manager) listening instructions</b>		
What materials did you use? (List them all) (Base) <b>¾ inch plywood board: 8ft x 4ft Cut to: x3 L,39½in x W,19½in D,¾in</b> (Frames) <b>Pine battens X 4: L, 85in W, 1¾in D, 1in Cut to: x6 L,40in x W,½in D,1 ½in &amp; X6 L,20½in x W,½in D,1 ½in</b> (Rests) <b>L, 39in x W, 4in D, 2in Cut to: x3 L,39in x W,1in D,1½in</b> (Fixings) <b>X9 2½ x 10 Slotted screws x 90 1in Brass Pins</b>		
How did you store them on site? <b>In the workshop</b>		
What protection did you make for the surrounding area, materials & equipment before starting work? (Explain) <b>Before I used any equipment I would inspect Tools, Machinery and PPE to ensure they do not pose a danger to myself or anyone else in the vicinity.</b> <b>I used dust extraction when using any machinery and used newspaper to protect work benches when varnishing.</b>		
List the hand tools & any equipment that you used: <b>Smoothing Plane</b> <b>Tack hammer</b> <b>Sandpaper</b> <b>Varnishing Brush</b>		List the power tools that you used: <b>Thickness/Surface planer</b> <b>Radial arm saw &amp; Circular hand saw</b> <b>Table saw</b> <b>Router table</b> <b>Orbital sander</b>
Where were the tools & equipment stored on site? <b>Secured in the workshop</b>		
What maintenance did you carry out on the tools & equipment? <b>Machine safety check</b>		

What PPE was necessary / used?	<b>Yes, P3 Dust mask, Eye &amp; Ear protection, steel capped work boots, Overalls, work gloves &amp; Nitrile gloves</b>
Explain details of any hazards on the site (e.g.cables, fumes, access etc) How did you deal with the hazard?	<b>Possible Hazards: Machinery &amp; wood &amp; varnish Dust Extraction unit when operating machinery: I used the machinery in line with my training, used dust extraction, wore appropriate PPE when operating machinery and varnishing.</b>
<p>Briefly describe the work you did; how you protected it &amp; any access equipment you may have worked from</p> <p><b>The task was to manufacture 3 table trays for the 1<sup>st</sup> Class Experience service that the railway provides. I selected the material, source timber and manufacture the items. I took the design and measurements from an existing tray and adapted it to include a rebated frame.</b></p> <p><b>I discussed the project and learning steps with my Supervisor Paul Fisher (Joiner, Master Craftsman &amp; Charge Hand)</b></p> <p><b>I machined all the timber into component form using various machinery: Thickness Planer, Radial Arm Saw, and Table Saw &amp; Router Table. Once this was completed, I assembled the trays, glued and pinned together, cleaned up all the edges either with a smoothing plane and fine grit sandpaper. After this was finished I applied 4 coats of stained varnish &amp; 1 coat of clear varnish. I took instructions from Steve Roundtree (Painter &amp; Charge Hand) for the varnishing and finishing.</b></p> <p><b>I protected my work by storing them in our workshop.</b></p> <p><b>Once completed I delivered the trays to the Operating Department Manager Clive Miller</b></p>	
<p>Did you work at height on this task? Did you check the equipment for safety?</p> <p><b>I did not work at height.</b></p>	
<p>Did you do this task on your own or as part of a team? (If on your own how did you take responsibility for completing the work?)</p> <p><b>I completed this task on my own as well as listening and watching advice/demonstrations from my Supervisor Paul Fisher.</b></p> <p><b>During and upon completion of the task I would ask for my work to be checked by my supervisor.</b></p>	
<p>Explain what the time constraints for this job were.</p> <p><b>No time constraints</b></p>	
<p>Was the quality of your work checked when it was completed? Was there anything you could improve next time?</p> <p><b>My work was checked by my supervisor at completion and a rolling check during the task.</b></p>	
<p>What problems / difficulties were there? (e.g. delays due to damaged materials / equipment, problems from the weather or access to premises)</p> <p><b>There were some delays due to me being requested by colleagues to work on other projects that were more urgent.</b></p> <p><b>This may have delayed the task. However, this was not an issue as there weren't any time constraints.</b></p>	
<p>Give details of any changes to the work programme. What changes took place; name the people who informed you.</p> <p><b>No work changes</b></p>	
<p>How did you clean up the work area &amp; what did you do with unused materials?</p> <p><b>I would clean the work area as I went along and at the end of the day with Hoovers, Brooms &amp; Dust pans. I used Dust extraction equipment when needed, and any non-reusable off cuts were placed in the wood bin.</b></p> <p><b>Any usable material was stored back in the timber store.</b></p>	



<p>What did you do to keep the workplace secure? (e.g. lock premises, ensure visitors sign in)</p> <p><b>Used sign- in sheets &amp; locked premises at the end of each day.</b></p>
<p>What company rules did you follow?</p> <p><b>The Isle of Wight Steam Railway's Health &amp; Safety Policy &amp; Workshop rules</b></p> <p>What company documentation did you complete? (e.g. timesheets)</p> <p><b>I completed my timesheets &amp; Pre-machine safety check form</b></p>
<p>Photographs- Date, location, WBR's signature. Identify yourself with an arrow if others are in the photo. State the number of photographs attached: <span style="border: 1px solid black; padding: 2px 10px;">8</span>      Staple photographs to evidence sheet.</p>

Candidates Signature:  Date: 23/1/23

<b>I CONFIRM THAT THE DETAILS GIVEN ABOVE ARE ACCURATE -</b>	
WBR / Supervisor's / Customers Name (Please print): <b>Paul Rister</b>	
Position in company :	<div> <div><b>Supervisor</b></div> <div>Tel .No.</div> </div> <div> <div></div> <div><b>01983 883613</b></div> </div>
WBR / Supervisor's / Customer's Signature:	<div> <div></div> <div>Date:</div> </div> <div> <div></div> <div><b>23/1/23</b></div> </div>
Please note that this form cannot be accepted as evidence UNLESS it has been signed & dated by all concerned.	

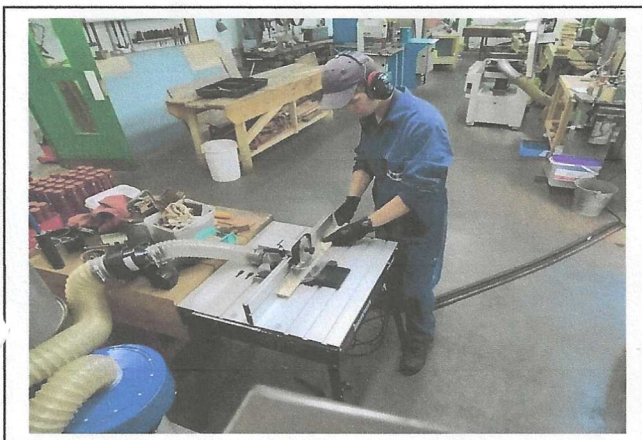




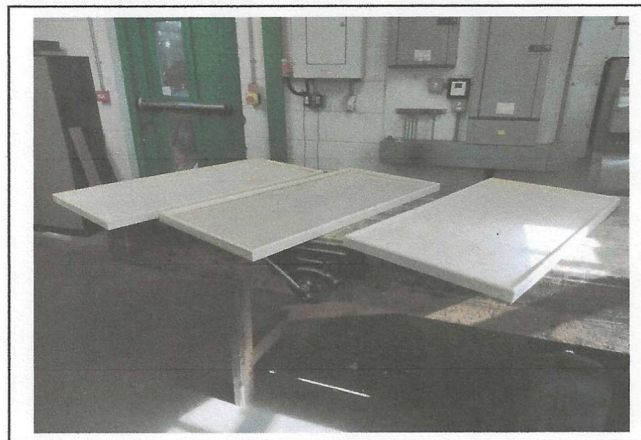
Components for the trays cut to size.



Components ready to be assembled.



Myself Cutting Rebate's on a router table



All three trays assembled ready to be varnished.



Trays  
Completed

