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| <b>WORK EVIDENCE SHEET</b>  |  | Evidence<br>Ref. No: 11                                      |
| Learner Name:<br><b>Aidan O'Flynn-mundin</b>  |  | Employer:<br><b>Isle of Wight Steam Railway</b>              |
| Address of site:<br><b>Havenstreet Station, Isle of Wight Steam Railway, Main Rd, Havenstreet, Ryde PO33 4DS</b>  |  |  |
| Job Start Date: 9 <sup>th</sup> June 2023   |  | Job Completion Date: 9 <sup>th</sup> June 2023               |
| Name of Job: <b>Replacing broken quarterlight window</b>  |  |  |
| Brief details of job: <b>I had to replace a shattered glass window on a running carriage 6349.</b>  |  |  |
| Have you had a site induction on this site and / or had toolbox talks?<br><br><b>When I started my apprenticeship.</b>  |  |  |
| How did you receive your work instructions? (Attach specification / drawing / schedule or witness testimony confirming verbal instructions if possible.)<br><br><b>Verbal instructions by my supervisor informing me of the task and how to complete the repair.</b>  |  |  |
| Planning for the job: Did you arrange materials to be delivered / moved before you started work?<br><br><b>My supervisor had sourced new toughened glass and beading for the window, which was ready for the job.</b>   |  |  |
| Give details of the people you spoke to, the instructions you received & the type of communication. (Oral, listening, body language?)<br><br>Colleagues: <b>Steve Roundtree (Charge Hand) Check my work once completed</b><br>Foreman: <b>Neil Rees (Locomotive Forman) I informed him that I was working on the platform</b><br>Supervisor: <b>Paul Fisher (Charge-Hand) Verbal &amp; Tutorial instructions</b><br>Client: |  |  |
| What materials did you use? (List them all)<br><br><b>1x Toughened Glass: W 55cm, L 75cm, D 5mm</b><br><br><b>Saple window moulding sizing unknown</b><br><br><b>WURTH Bond &amp; Seal PU sealant</b><br>How did you store them on site? <b>Carriage &amp; Wagon Workshop</b>   |  |  |
| What protection did you make for the surrounding area, materials & equipment before starting work? (Explain)<br><br><b>I put a protective sheet underneath the window on the carriage seat before using Mastic to seal the window.</b>  |  |  |
| List the hand tools & any equipment that you used:<br><b>Claw hammer</b><br><b>Flathead screwdriver</b><br><b>Stanly knife</b><br><b>Scraper</b><br><b>Small step-up ladder</b>   |  | List the power tools that you used:<br><br><b>None used.</b> |
| Where were the tools & equipment stored on site?<br><br><b>Carriage &amp; wagon workshop</b>  |  |  |

What maintenance did you carry out on the tools & equipment?

**No maintenance required.**

What PPE was necessary / used?

**Eye protection, gloves & Nitrile Gloves**

Explain details of any hazards on the site  
(E.g. cables, fumes, Access etc.)  
How did you deal with the hazard?

**Hazards: Working on station platform. Resolved by placing a Not to be moved board on carriages to ensure carriages were not moved. Checked the vehicles were braked.**

**Hazard: Removing broken plate glass from carriage window. Resolved by wearing correct gloves and overalls and eye protection.**

Briefly describe the work you did; how you protected it & any access equipment you may have worked from:

**I was informed that a carriage quarterlight had been damaged by a passenger and the glass was required to be replaced on a non-running day. My supervisor told me how to carry out the repair and that he had sourced the replacement glass and spare mouldings.**

**First, I unscrewed and removed the mouldings from around the window then took the glass out which was in three parts.**

**I clean off any sealant or debris, put a new mastic seal on the inside edge of the frame then placed the glass in the mastic and fixed the mouldings to the frame.**

**After I had finished and cleaned the compartment, I handed over to Steve Roundtree who touched up the paintwork and painted over any visible sealant.**

Did you work at height on this task? Did you check the equipment for safety?

**Yes, I used a two-step ladder. Made sure the ladder with still in ticket**

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?)

**On my own and my work was checked by Steve Roundtree.**

Explain what the time constraints for this job were:

**The window had to be replaced by the end of the day (09/06/23) as the rake of carriages were to be used the next day.**

Was the quality of your work checked when it was completed? Was there anything you could improve next time?

**When I finished the work Steve Roundtree checked what had been done.**



What problems / difficulties were there? (e.g., delays due to damaged materials / equipment, problems from the weather or access to premises)

**None.**

How did you sort the situation out?

**N/A**

Give details of any changes to the work programme. What changes took place; name the people who informed you.

**None**

How did you clean up the work area & what did you do with unused materials?

**After I had fixed the beading and mouldings, I removed excess Mastic with a rag and white sprit. All broken glass was disposed of in the glass skip. Carriage compartment was swept out once work completed.**

What did you do to keep the workplace secure? (e.g., lock premises, ensure visitors sign in)

**When I was not working on the carriage, I would lock the compartment's door.**

What company rules did you follow?

**Health and safety at work act 1974  
Personal Protective equipment Regulations 1992**

What company documentation did you complete? (e.g., timesheets)

**Timesheet and carriage defect report sheet.**

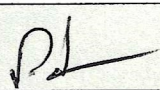
Photographs- Date, location, WBR's signature. Identify yourself with an arrow if others are in the photo.

State the number of photographs attached:  Staple photographs to evidence sheet.

Candidates Signature:



Date: 03/07/2023

|  |                  |                     |
|--|------------------|---------------------|
| <b>I CONFIRM THAT THE DETAILS GIVEN ABOVE ARE ACCURATE -</b>   |                  |                     |
| WBR / Supervisor's / Customers Name (Please print): <b>Paul Fisher</b>   |                  |                     |
| Position in company:   | <b>Chargeman</b> | Tel. No.            |
| WBR / Supervisor's / Customer's Signature:  |                  | Date: <b>3/7/23</b> |
| Please note that this form cannot be accepted as evidence UNLESS it has been signed & dated by all concerned.                  |                  |                     |

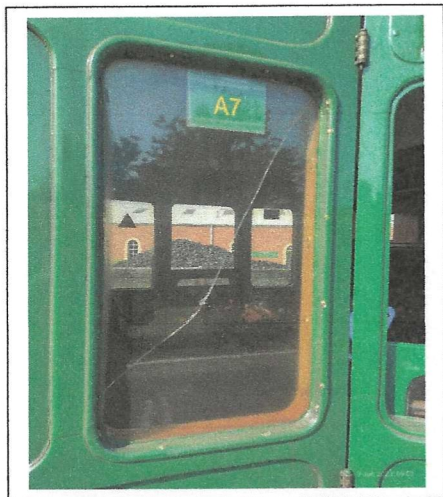


ANOTHER GOOD WRITE UP.  
NOT A JOB WHICH IS SPECIFICALLY ON YOUR  
RECORDING FORM BUT A VERY USEFUL SKILL TO  
HAVE. AUTHENTICATED BY YOUR ASSESSOR AT WORK.  
YOU ARE PROGRESSING AHEAD OF SCHEDULE. WELL DONE

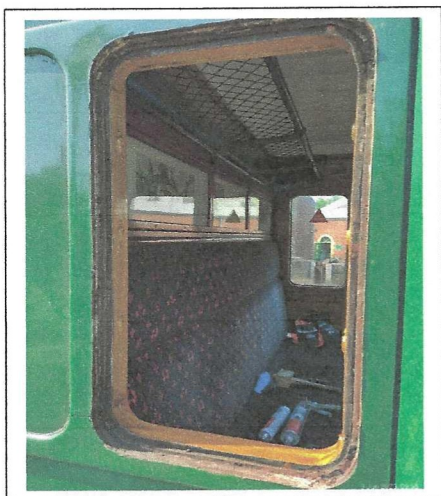
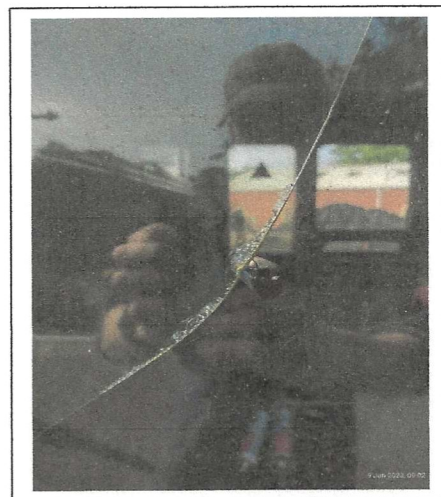
# Photographs

Date: 09/June/2023

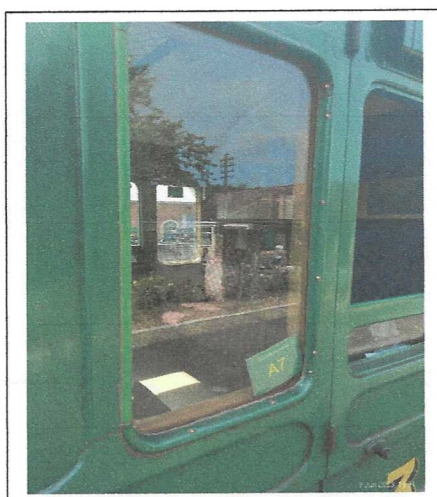
Location: Isle of Wight Steam Railway (Platform)



Cracked quarter light



Glass removed from the frame



New glass pain fitted with beading