

SELF - ASSESSMENT GUIDE

Qualification:	METAL STAMPING NC II	
COC 1:	PERFORM PRESS MACHINE SETTING	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a tick in the appropriate box opposite each question to indicate your answer. 		
Can I?	YES	NO
<ul style="list-style-type: none"> • Read and interpret machine set-up instructions, parts/materials list and engineering manuals for the job requirement 		
<ul style="list-style-type: none"> • Prepare die, die accessories and select appropriate parts and set of tools and equipment for the job requirement 		
<ul style="list-style-type: none"> • Safely load and unloads press dies, parts/components into press machine per standard operating procedure 		
<ul style="list-style-type: none"> • Adjust press machine to meet operational requirements for the job. 		
<ul style="list-style-type: none"> • Conduct trial production run according to operating procedures and inspects first off samples, then adjusts machine to meet operational requirements. 		
<ul style="list-style-type: none"> • Identify damaged to dies and machine and these are recorded and reported in accordance with company procedures. 		
<ul style="list-style-type: none"> • Identify job hazards and implement safety rules in accordance with OH&S requirement. 		
<ul style="list-style-type: none"> • Replace/repair worn or damaged press dies, tooling and minor press machine components. 		
<ul style="list-style-type: none"> • Operate different types of press machines and know its characteristics and operating procedures. 		
<ul style="list-style-type: none"> • Perform job requirements without direct supervision as per company standards 		
<ul style="list-style-type: none"> • Perform job requirements within prescribe time as per company standards 		
<ul style="list-style-type: none"> • Identify tools, dies, setting techniques, press machine components and their purpose/function in the operation. 		

<ul style="list-style-type: none"> • Explain steel materials differentiation and classification 		
<p>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.</p>		
<p>Candidate's Name:</p>	<p>Date:</p>	

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Qualification:	METAL STAMPING NC II		
COC 2:	PERFORM MECHANICAL SHEARING OPERATION		
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a tick in the appropriate box opposite each question to indicate your answer. 			
Can I?	YES	NO	
<ul style="list-style-type: none"> • Read and interpret job order and instructions and understand dimensional and task requirements including machine set up and parameters 			
<ul style="list-style-type: none"> • Perform pre-start checks according to standard operating procedure such as shearing templates, stoppers and cutting guide's measurements and installation and record all machine check up results. 			
<ul style="list-style-type: none"> • Obey safety procedures and check all safety equipment for operation 			
<ul style="list-style-type: none"> • Select materials in conformance to job order and counts stocks to ensure availability of materials to meet job requirements. 			
<ul style="list-style-type: none"> • Start up and operate shearing machine safely in accordance with standard operating procedures. Load feed stock consistently with production requirements. 			
<ul style="list-style-type: none"> • Unload machine output safely, inspect and store them according to standard operating procedures. 			
<ul style="list-style-type: none"> • Record production data as per standard operating procedures. 			
<ul style="list-style-type: none"> • Perform job requirements without direct supervision as per company standards 			
<ul style="list-style-type: none"> • Perform job requirements within prescribe time as per company standards 			
<ul style="list-style-type: none"> • Identify job hazards and implement safety rules in accordance with OH&S requirement. 			

<ul style="list-style-type: none"> • Explain steel materials differentiation and classification 		
<p>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.</p>		
<p>Candidate's Name:</p>	<p>Date:</p>	
<p>Assessor's Name:</p>	<p>Date:</p>	

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Qualification:	METAL STAMPING NC II	
COC 3:	PERFORM MECHANICAL PRESS FORMING OPERATION	
<p>Instruction:</p> <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a tick in the appropriate box opposite each question to indicate your answer. 		
Can I?	YES	NO
• Read and interpret job order and instructions and understand dimensional and task requirements including machine set up and parameters		
• Perform pre-start checks according to standard operating procedure such as shearing templates, stoppers and cutting guide's measurements and installation and record all machine check up results.		
• Obey safety procedures and check all safety equipment for operation		
• Select materials in conformance to job order and count stocks to ensure availability of materials to meet job requirements.		
• Start up and operate shearing machine safely in accordance with standard operating procedures. Load feed stock consistently with production requirements.		
• Unload machine output safely, inspect and store them according to standard operating procedures.		
• Record production data as per standard operating procedures.		
• Perform job requirements without direct supervision as per company standards		
• Perform job requirements within prescribe time as per company standards		
• Identify job hazards and implement safety rules in accordance with OH&S requirement.		

<ul style="list-style-type: none"> • Explain steel materials differentiation and classification 		
<p>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.</p>		
<p>Candidate's Name:</p>	<p>Date:</p>	
<p>Assessor's Name:</p>	<p>Date:</p>	