

Reference No.																		
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SELF-ASSESSMENT GUIDE

Qualification	MACHINING NC I		
Certificate of Competency (COC 1)	Perform Turning Operation		
Units of Competency Covered	<ul style="list-style-type: none"> • Perform bench work (basic) • Turn workpiece • Repair workpiece 		
Instruction:			
<ul style="list-style-type: none"> • Read each question and check the appropriate column to indicate your answer. 			
Can I?		YES	NO
PERFORM BENCH WORK (BASIC)			
• Interpret drawing and check benchwork materials, tools and supplies as required *			
• Sharpen cutting and marking tools according to industry procedure and work safety standards *			
• Check dimensions of materials needed using appropriate measuring tool/s *			
• Perform required bench work operations based on drawing, and according to industry standards *			
• Measure workpiece according to drawing specifications *			
TURN WORKPIECE			
• Interpret drawing of turning work and clarify the task require *			
• Plan sequence of turning operation according to drawing specifications *			
• Prepare and inspect materials, tools and supplies based on drawing *			
• Test run machine to be used *			
• Prepare cutting tools and measuring tools needed in operation *			
• Identify defective turn work piece and tools *			
• Determine material suitable to the machine *			
• Mount material on chuck according to work requirements *			
• Use centering instruments according to material requirements *			
• Select cutting tools and holders according to job requirements *			
• Mount cutting tools to the holder following industry standards *			
• Mount tool holder on the tool post following established industry practices *			
• Align cutting tool to the tail stock and centering gauge following established industry practices *			

• Set-up lathe accordingly to calculated speeds and feeds *		
• Use lathe accessories, if required		
• Operate lathe according to job specifications *		
• Monitor performance of the machine and cutting tools based on the manufacturer's manual *		
• Check and measure workpiece during turning operation, according to work specifications *		
• Perform quality check of finished workpiece according to industry procedure *		
REPAIR WORKPIECE		
• Identify job repair needed based on drawing *		
• Prepare workpiece, tools, materials, and electric welding machine according to industry standards *		
• Set-up welding machine in accordance with manufacturer's instructions*		
• Position holding devices in conformity with job requirements *		
• Demonstrate tack welding and root pass in accordance with drawing *		
• Clean root pass from slugs and defects *		
• Inspect welded workpiece based on work specifications		
• Repair defective weld in workpiece following work specifications *		
• Check quality of welded workpiece according to specifications *		
POST- ACTIVITIES		
• Shutdown machines according to manufacturer's manual *		
• Maintain and store tools based on established procedures *		
• Tag and report defective tools and machines according to workplace procedures, if any *		
• Perform good housekeeping following 5S *		
• Dispose wastes according to waste management procedures and environmental regulations *		
• Accomplish checklist of workpiece specifications *		
• Practice works safety and health measures when performing tasks *		
I agree to undertake assessment with 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.		
Candidate's Name and Signature		Date