



Competence Assessment

Machine: _____

Competent : Yes No

Assessed Name: _____

Job Profile: _____

Signature and Date: _____

Assessors:

1. _____ Signature and Date: _____

2. _____ Signature and Date: _____

3. _____ Signature and Date: _____



Subject area: Assessments of Machines
Method sheet: Machine Operational Assessment
Sheet no.: 1.01
Date: June 2008

Machine: Competence Assessment
Criteria: Machine Operational Assessment

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1. Plant Equipment: Description and Layout	Competent	Not Yet Competent	Not Assessed
1.1 Identify components and describe their function on the machine			
• Machine layout			
• Machine infeed			
• Machine outfeed			
• Emergency stop functionality			
• Machine functional group 1			
• Machine functional group n			
2. Plant Operation	Competent	Not Yet Competent	Not Assessed
2.1 Knowledge of Plant Operation			
• Explain the operations of the machine			
• List all the safety alarms on the machine and how they operate			
2.2 Alarm identification and acknowledgement			
• Explain the different alarms on the machine			
• Explain how to acknowledge alarms on the machine			
2.3 Plant Operations			
• Demonstrate a start up of the machine from infeed to outfeed machine			
• Demonstrate a complete change over of the machine			
• Demonstrate an emergency shut down			
• Demonstrate a start up after an emergency shut down			
• Demonstrate how to rectify the different situations when there is an operational problem in the machine:			
- Problem 1			
- Problem n			
• Demonstrate how to empty the machine			
• Demonstrate how to shutdown the machine at the end of production			
• Demonstrate specifics activities or replacements:			
- Activities or replacements 1			
- Activities or replacements n			



2.4 Performance Capabilities			
• What is the rated speed of the machine?			
- What are the key operating parameters of the machine?			
• What should the different set points on the machine?			
- Set point 1			
- Set point n			
2.5 Troubleshooting			
• How do you identify and rectify the different faults?			
- Fault 1 ... Fault n			
• How to handle a "Machine On" or "Machine Stopped" malfunction?			

3. Autonomous Maintenance	Competent	Not Yet Competent	Not Assessed
3.1 Inspection			
• What tasks are performed during the daily inspection of the machine?			
- Task 1			
- Task n			
• Demonstrate an inspection schedule			
3.2 Cleaning			
• What care should be taken when cleaning the machine?			
3.3 Lubrication			
• Demonstrate a lubrication schedule and explain where all the lubrication points are on the machine.			

4. Safety	Competent	Not Yet Competent	Not Assessed
4.1 Personal Protective Equipment			
• What personal protective equipment (PPE) are required to operate the machine?			
• Location of all E-stops of the machine			



Assessor’s Comments:

Candidate’s Comments:

Action Plan:

Follow up Dates:
