



Practical Woodworking



Greenfaulds High School

Candidates Logbook

Name _____

Class _____

Level _____



Practical Woodworking: Workshop Safety



Greenfaulds High School
Candidates Logbook

SAFETY MATTERS

Safety in the school workshop is the responsibility of everyone who uses the workshop. Accidents usually occur when people are

Teachers are responsible for checking that:

- Machines are set up properly
- Safety guards are fitted
- Stop buttons work and accessible
- Electrical cut-out devices work
- Warning signs are displayed
- The first-aid box is kept topped up
- Fire drill procedures are posted
- Dust extraction units work
- Safety clothing and equipment is available
- Pupils are shown how to use each tool and machine safely

Pupils are Responsible for:

- Following the general safety rules at all times
- Only using tools and machines they have been given permission to use
- Using the machines and tools only in the way that the teacher instructed
- Using tools and machines only for the job they were designed for
- Making use of all machine guards
- Reporting any defects of tools or machines immediately
- Reporting any liquid spillages immediately
- Reporting accidents, however minor, to the teacher
- Considering the safety of everybody else in the workshop
- Behaving sensibly at all times, especially when the teachers back is turned
- Using chemicals and adhesives that admit fumes in a well ventilated area only
- Not leaving hot materials lying around
- Not interfering with other pupils whilst they are working
- Not throwing anything the workshop
- Not encouraging others to behave dangerously

SAFETY SIGNS

There are three types of safety signs

Red signs show things that are not allowed

Blue signs show things that must be done

Yellow signs are warnings

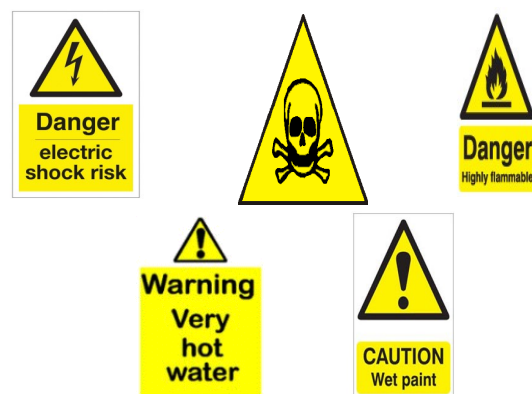
These are red prohibition signs



These are Blue mandatory signs



These are yellow warning signs



I understand the importance of Health & Safety in the workshop and agree to follow all the safe working practices as well as the teacher's instructions at all times. Failure to do this may result in removal from workshop.

Pupil Signature: _____

Date: _____

Machine Operation Log

Pillar Drill Before using the machine stated the following checks must be completed. The pupil must also be signed off that they understand and are able to use the machine in a safe and proper manner. Checklist		
Speed setting checked		
Machine isolated and adjustment requested		
Speed correction check		
Work is secured		
Correct drill is secured		
Chuck key removed		
Guard down		
Depth-stop set as required		
Safety equipment check		
Wear goggles		
Report any fault to teacher		
I am signing the following declaration that: I fully understand and am able to safely operate the above mentioned machine. I am also aware that the checks stated above should be completed each time before I use the machine in question. If in doubt at any point I must stop and inform the teacher for further instruction.		
Name	Signature	Date
Pupil:		
Teacher		

Power Drill Before using the power tool stated the following checks must be completed. The pupil must also be signed off the they understand and are able to use the machine in a safe and proper manner. Checklist		
Tool electrically isolated		
Correct Electrical Supply		
Check cable condition, run and length		
Correct drill bit is secure		
Chuck key is removed		
Speed/torque setting correct		
Workpiece is stable & secure		
Blind side clear or protected		
Safety equipment checked		
Check switch is in off position		
Report any fault to teacher		
I am signing the following declaration that: I fully understand and am able to safely operate the above mentioned machine. I am also aware that the checks stated above should be completed each time before I use the machine in question. If in doubt at any point I must stop and inform the teacher for further instruction.		
Name	Signature	Date
Pupil:		
Teacher		

Belt/Disc Sander Before using the machine stated the following checks must be completed. The pupil must also be signed off the they understand and are able to use the machine in a safe and proper manner. Checklist		
Visual check of abrasive		
Guards checked		
Extraction checked		
Guide fence set as required		
Working piece marking check		
Safety equipment check		
Wearing goggles		
Wearing an apron		
I am signing the following declaration that: I fully understand and am able to safely operate the above mentioned machine. I am also aware that the checks stated above should be completed each time before I use the machine in question. If in doubt at any point I must stop and inform the teacher for further instruction.		
Name	Signature	Date
Pupil:		
Teacher		

Wood Lathe Before using the machine stated the following checks must be completed. The pupil must also be signed off the they understand and are able to use the machine in a safe and proper manner. Checklist		
Speed setting checked		
Machine isolated and adjustment requested		
Speed correction check		
Work is secure		
Toolrest at correct height		
Toolrest clearance check		
Safety equipment check		
Appropriate tools to hand		
Wearing goggles		
Wearing an apron		
I am signing the following declaration that: I fully understand and am able to safely operate the above mentioned machine. I am also aware that the checks stated above should be completed each time before I use the machine in question. If in doubt at any point I must stop and inform the teacher for further instruction.		
Name	Signature	Date
Pupil:		
Teacher		

Sander (Belt or Orbital) Before using the machine stated the following checks must be completed. The pupil must also be signed off that they understand and are able to use the machine in a safe and proper manner. Checklist		
Tool electrically isolated		
Correct electrical supply		
Check cable condition, run and length		
Abrasive checked		
Extraction secured		
Workpiece is stable and secure		
Check switch lock is off		
Casing is not cracked		
Safety equipment check		
Wear goggles		
Report any fault to teacher		
I am signing the following declaration that: I fully understand and am able to safely operate the above mentioned machine. I am also aware that the checks stated above should be completed each time before I use the machine in question. If in doubt at any point I must stop and inform the teacher for further instruction.		
Name	Signature	Date
Pupil:		
Teacher		

Cordless Drill/Driver Before using the machine stated the following checks must be completed. The pupil must also be signed off the they understand and are able to use the machine in a safe and proper manner. Checklist		
Tool electrically isolated		
Correct Electrical Supply		
Casing is not cracked		
Correct drill bit is secure		
Spanner is removed		
Speed/torque setting correct		
Workpiece is stable & secure		
Wearing goggles		
Safety equipment checked		
Wearing an apron		
Report any fault to teacher		
I am signing the following declaration that: I fully understand and am able to safely operate the above mentioned machine. I am also aware that the checks stated above should be completed each time before I use the machine in question. If in doubt at any point I must stop and inform the teacher for further instruction.		
Name	Signature	Date
Pupil:		
Teacher		

Mortise Machine Before using the machine stated the following checks must be completed. The pupil must also be signed off the they understand and are able to use the machine in a safe and proper manner. Checklist		
Visual check of abrasive		
Guards checked		
Extraction checked		
Guide fence set as required		
Working piece marking check		
Safety equipment check		
Wearing goggles		
Wearing an apron		
I am signing the following declaration that: I fully understand and am able to safely operate the above mentioned machine. I am also aware that the checks stated above should be completed each time before I use the machine in question. If in doubt at any point I must stop and inform the teacher for further instruction.		
Name	Signature	Date
Pupil:		
Teacher		

Wood Lathe Before using the machine stated the following checks must be completed. The pupil must also be signed off the they understand and are able to use the machine in a safe and proper manner. Checklist		
Machine isolated and adjustment requested		
Work is secure		
Toolrest at correct height		
Toolrest clearance check		
Safety equipment check		
Appropriate tools to hand		
Wearing goggles		
Wearing an apron		
I am signing the following declaration that: I fully understand and am able to safely operate the above mentioned machine. I am also aware that the checks stated above should be completed each time before I use the machine in question. If in doubt at any point I must stop and inform the teacher for further instruction.		
Name	Signature	Date
Pupil:		
Teacher		



Practical Woodworking: Candle Holder



Greenfaulds High School
Candidates Logbook

Candidate Log – cover page

Candidate name

Centre name:

Outcome		Level achieved		Assessor comments
		National 4	National 5	
1	Prepare for, and use, a range of practical wood-working machining and finishing techniques			
2	Apply a range of finishes to timber and manufactured board			
3	Assemble a woodworking product comprising four or more components with the aid of machine and power tools			

Candidate signature

Date

Assessor signature

Date

Varnish Instructor/date:	
plane surfaces as needed	
marks removed by sanding	
stopping & filling as needed	
grain raised if appropriate	
scrape surface as required	
sand with fine grit abrasive	
label/instructions read	
suitable applicator selected	
ventilation/work area prepared	
application sequence planned	
finish applied	
cleaning-up undertaken	

Oil based paint Instructor/date:	
plane surfaces as needed	
knotting applied if appropriate	
Primer applied if appropriate	
stopping & filling as needed	
sand with fine grit abrasive	
undercoat applied	
Label information read	
suitable applicator selected	
ventilation/work area prepared	
application sequence planned	
finish applied	
cleaning-up undertaken	

Wax Polish Instructor/date:	
plane surfaces as needed	
marks removed by sanding	
stopping & filling as needed	
grain raised if appropriate	
scrape surface as required	
sand with fine grit abrasive	
label/instructions read	
suitable applicator selected	
ventilation/work area prepared	
application sequence planned	
finish applied	
cleaning-up undertaken	

Machining and finishing test piece (template)

Picture/image/tracing/sketch

What (if any) woodworking machinery did you use to manufacture the test piece?

What (if any) woodworking power tools did you use to manufacture the test piece?

What safe working practices did you employ during the use of machinery or power tools?

What surface preparation techniques did you use on the test piece?

What finishing technique did you use on the test piece?

Candidate signature

Date

Assessor signature

Date

Assembled machining and finishing model

Name of model:	
Were all components of the model included in accordance to the cutting list?	
What hand tools did you use in the preparation and construction of this model?	
Were any adjustments required to the tools before or during use?	
What (if any) mechanical fixings and/or adhesives did you use in the construction of this model?	
What machine and/or power tools did you use during the construction of this model?	
What safe working practices did you employ during the construction of this model?	
What surface preparation and finishing techniques did you employ during the construction of this model?	

Candidate signature

Date

Assessor signature

Date



Practical Woodworking: Mirror Frame construction



Greenfaulds High School

Candidates Logbook

Candidate Log – cover page

Candidate name _____

Outcome		Level achieved		Assessor comments
		National4	National 5	
1	Preparation for flat-frame woodworking tasks			
2	Construct a range of flat-frame wood-working joints			
3	Assemble a flat-frame with four or more joints			

Candidate signature _____

Completion date _____

Assessor signature _____

Date _____

Flat-frame Construction materials worksheet

Listed below are some hardwoods and softwoods commonly used in flat-frame construction. Complete the table by:

- 1 Identifying and correctly naming the listed woods in the workshop
- 2 Describing the appearance and type of wood (hardwood or softwood)
- 2 Describing the properties of each type of hardwood/softwood in terms of: strength; cost; water resistance, ease of working/cutting/shaping

Wood	ID ü	Hardwood or softwood and appearance	Properties
White Pine			
Red Pine			
Cedar			
Larch			
Ash			
Oak			
Beech			
Mahogany/ Meranti			

Candidate signature _____

Completion date _____

Assessor signature _____

Date _____

Assembled flat-frame model

Name of model:

Were all components of the model included in accordance with the cutting list?

What tools did you use in the preparation and construction of this model?

Were any adjustments to tools required before, during or after use?

What (if any) mechanical fixings or adhesives did you use in the construction of this model?

What safe working practices did you follow in the construction of this model?

Candidate signature: _____

Completion date: _____



Practical Woodworking: Clock



Greenfaulds High School

Candidates Logbook

Candidate Log cover page

Candidate name:

Centre name:

Outcome		Level achieved		Assessor comments
		National 4	National 5	
1	Preparation for carcass construction woodworking tasks			
2	Construct a range of woodworking joints used in carcass construction			
3	Assemble carcass with four or more joints			

Assessor signature

Date

Candidate signature

Completion date

Carcase construction materials worksheet

1. Suggesting a suitable use or an everyday item that may be manufactured using each material. A picture/image/sketch may be used as part of the description.
2. Give a reason why the material is suitable for the use or item.

Veneered chipboard		Plywood	
Suitable use or item		Suitable use or item	
Reason for choice		Reason for choice	
MDF		Blockboard	
Suitable use or item		Suitable use or item	
Reason for choice		Reason for choice	

Candidate signature _____

Completion date: _____



Practical Woodworking: Practice Joints

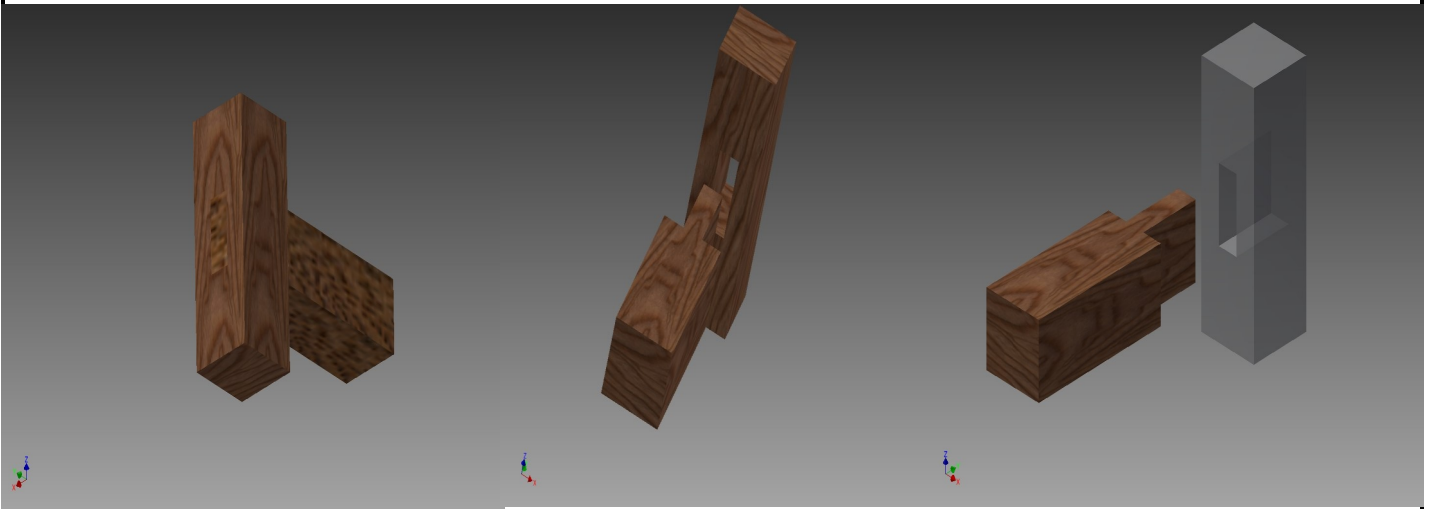


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Candidates Logbook

Practice joint

Name of joint: _____



What tools did you use in the preparation and construction of this joint?

What (if any) mechanical fixings or adhesives did you use in the construction of this joint?

What safe working practices did you follow in the construction of this joint?

Candidate signature: _____

Completion date: _____

Practice joint

Name of joint: _____

Picture/ image/tracing/ sketch:

What tools did you use in the preparation and construction of this joint?

What (if any) mechanical fixings or adhesives did you use in the construction of this joint?

What safe working practices did you follow in the construction of this joint?

Candidate signature: _____

Completion date: _____

Practice joint

Name of joint: _____

Picture/ image/tracing/ sketch:

What tools did you use in the preparation and construction of this joint?

What (if any) mechanical fixings or adhesives did you use in the construction of this joint?

What safe working practices did you follow in the construction of this joint?

Candidate signature: _____

Completion date: _____

Practice joint

Name of joint: _____

Picture/ image/tracing/ sketch:

What tools did you use in the preparation and construction of this joint?

What (if any) mechanical fixings or adhesives did you use in the construction of this joint?

What safe working practices did you follow in the construction of this joint?

Candidate signature: _____

Completion date: _____

Practice joint

Name of joint: _____

Picture/ image/tracing/ sketch:

What tools did you use in the preparation and construction of this joint?

What (if any) mechanical fixings or adhesives did you use in the construction of this joint?

What safe working practices did you follow in the construction of this joint?

Candidate signature: _____

Completion date: _____

Practice joint

Name of joint: _____

Picture/ image/tracing/ sketch:

What tools did you use in the preparation and construction of this joint?

What (if any) mechanical fixings or adhesives did you use in the construction of this joint?

What safe working practices did you follow in the construction of this joint?

Candidate signature: _____

Completion date: _____

Practice joint

Name of joint: _____

Picture/ image/tracing/ sketch:

What tools did you use in the preparation and construction of this joint?

What (if any) mechanical fixings or adhesives did you use in the construction of this joint?

What safe working practices did you follow in the construction of this joint?

Candidate signature: _____

Completion date: _____

Practice joint

Name of joint: _____

Picture/ image/tracing/ sketch:

What tools did you use in the preparation and construction of this joint?

What (if any) mechanical fixings or adhesives did you use in the construction of this joint?

What safe working practices did you follow in the construction of this joint?

Candidate signature: _____

Completion date: _____

Practice joint

Name of joint: _____

Picture/ image/tracing/ sketch:

What tools did you use in the preparation and construction of this joint?

What (if any) mechanical fixings or adhesives did you use in the construction of this joint?

What safe working practices did you follow in the construction of this joint?

Candidate signature: _____

Completion date: _____

Practice joint

Name of joint: _____

Picture/ image/tracing/ sketch:

What tools did you use in the preparation and construction of this joint?

What (if any) mechanical fixings or adhesives did you use in the construction of this joint?

What safe working practices did you follow in the construction of this joint?

Candidate signature: _____

Completion date: _____

Practice joint

Name of joint: _____

Picture/ image/tracing/ sketch:

What tools did you use in the preparation and construction of this joint?

What (if any) mechanical fixings or adhesives did you use in the construction of this joint?

What safe working practices did you follow in the construction of this joint?

Candidate signature: _____

Completion date: _____

Practice joint

Name of joint: _____

Picture/ image/tracing/ sketch:

What tools did you use in the preparation and construction of this joint?

What (if any) mechanical fixings or adhesives did you use in the construction of this joint?

What safe working practices did you follow in the construction of this joint?

Candidate signature: _____

Completion date: _____

Practice joint

Name of joint: _____

Picture/ image/tracing/ sketch:

What tools did you use in the preparation and construction of this joint?

What (if any) mechanical fixings or adhesives did you use in the construction of this joint?

What safe working practices did you follow in the construction of this joint?

Candidate signature: _____

Completion date: _____