The Building 18 Machine and Fabrication Workshop is a working laboratory environment designed to enhance the learning experience and outcomes of engineering students studying at the School of Engineering and Information Technology (SEIT). The Building 18 Machine and Fabrication Workshop provides a medium designed to enhance the engineering student’s comprehensive understanding of production, both machining and fabrication practices, to support the practical application of engineering design theory. The Building 18 Machine and Fabrication Workshop also provides a means to deliver structured training programs to equip students on the Safe Working Procedures (SWP) of equipment within the workshop. The training also provides Building 18 Machine and Fabrication Workshop users with the basic skills required to achieve the competencies required to achieve the production outcomes. The Standard Operating Procedures (SOP) to be enforced in the Building 18 Machine and Fabrication Workshop has been developed to empower the students to participate in the development and production of experimental apparatus in a controlled and appropriately supervised environment.

Aim

The aim of this document is to outline processes to be applied when booking the Building 18 Machine and Fabrication Workshop.

Authority

The Head of the School of Engineering and Information Technology through the authorised delegate, Deputy Head of School (Technical Support) provides authority for this document. This document is subordinate to the Building 18 Machine and Fabrication Workshop Standard Operating Procedure (SOP) and is to be applied in conjunction with the Competency System Management Document. The document is authoritative to all subordinate SWPs to be adopted and adhered to within the Building 18 Machine and Fabrication Workshop. For further reference refer to the schools document tree.

Workshop Booking System (WBS)

An Electronic Building 18 Machine and Fabrication Workshop Booking System (WBS) has been developed to streamline the booking of the Building 18 Machine and Fabrication Workshop and provide visibility of its availability. The WBS also provides a mechanism for approving and authorising proposed work to be carried out within the workshop. The WBS is based on a Microsoft exchange calendar, similar to that used to book other laboratories within the school. Workshop participants can book the workshop facility by going to the online WBS and determining its availability. If the facility for the proposed work is available the workshop participant can raise an email invite to the workshop supervisor attaching a proposed Job Plan and a detailed drawing of the proposed work in PDF format. If the proposed work is to be carried out after normal operating hours, or when the workshop supervisor is not available, the workshop participant is to provide details of at least the Level
who will provide the supervision requirements. The identified supervisor is to be included in the email invite; the application will not be processed until the supervisor accepts the email to confirm his/her availability. An outline of the booking procedure is as follows:

a. **Check For Availability.** Logon to the WBS and identify when the facilities are available.

b. **Send an invite email.** Once an appropriate time can be established, raise an invite email to the workshop supervisor with an attachment containing the written job sheet and technical drawing in PDF format.

c. **After-hours access.** If the availability of the workshop facilities cannot be established during normal operating hours the competency system can be invoked by obtaining Level 3 or above supervision and seeking afterhours access. Written commitment to support the appointment, from the proposed supervisor must be received by the workshop supervisor prior to processing the application. The proposed supervisor must be authorised to supervise the competencies required to carry out the proposed afterhours work.

d. **Approval.** The workshop supervisor is to review the invitation and supporting job sheet and technical drawing. The workshop supervisor is to ensure the scope of work is consistent with the competencies held by the applicant. If the application is for after-hours access, then the workshop supervisor is to ensure the proposed supervisor has the authorization to supervise the proposed competencies to be applied under the proposal. The result of this review will then be emailed back to the applicant detailing the response.

**Workshop Cleanliness**

5. It is imperative for both functional and safety requirements that the Building 18 Machine and Fabrication Workshop be maintained in an impeccable state of cleanliness. Workshop participants are responsible for maintaining the workshop in the acceptable state of cleanliness; failure to do so may result in the loss of competencies and access to the Building 18 Machine and Fabrication Workshop. Upon arrival in the Building 18 Machine and Fabrication Workshop, the workshop participant is to be assigned a machine and associated tool board and conduct an acceptance inspection of the machine assigned. Any unserviceability’s are to be reported immediately and the machine tagged and quarantined and another machine assigned if available. Once the workshop participant has accepted the assigned machine and associated tool board, the workshop participant is responsible for the cleanliness and completeness of the assigned equipment. The workshop participant cannot leave the Building 18 Machine and Fabrication Workshop until the assigned equipment has been refurbished and cleaned to the acceptable level. The equipment must be receipted back to the workshop supervisor or the authorized supervisor prior to the workshop participant being released. Failure to do so may result in both the workshop participant and the authorized supervisor losing their competency.

**Tool Control**

6. The Building 18 Machine and Fabrication Workshop is to comply with the Building 18 Machine and Fabrication Workshop tool control management system as outlined in the Building 18 Machine and Fabrication Workshop tool control management system SOP. Workshop participants that fail to comply with these procedures may have their competency authorisations revoked.
7. For general details associated with the application of workshop booking process, refer to the School of Engineering and Information Technology (SEIT) After hours access SOP. For any general enquiries and advice in the application of this document please contact Technology Support Group Coordinator, on extension 88047.

[Signature]

Deputy Head of School (Technical Support)
School of Engineering and Information Technology

30 March 2015