

Ternvale Tool Cooperative - Workshop Manual

Manual 6 | Effective 1 July 2027

1. Checks before use

This fictional workshop manual covers the Ternvale Tool Cooperative bench workshop. It complements Charter 3, which governs portable loans. Members obtain bench orientation before using the fixed machinery.

From 1 July 2027, the current inspection label colour is violet. Grey labels were used before 1 July 2027. A violet label records a completed workshop inspection and does not substitute for a member's training record.

The bench orientation instructor is the workshop host. Member induction is governed by the charter rather than bench orientation. Staff record the two completions in distinct fields.

An extraction filter is changed after 80 operating hours. The hour meter on the extraction unit supplies the operating-hours measure. Calendar weeks are not the replacement basis.

The manual's equipment-check sheet is labelled TVC-WC-06. The sheet records the bench identifier, label date and host's initials. The host checks that it is the current sheet version.

The workshop manual does not state the annual insurance premium. It describes inspection and session controls. Financial records are maintained by the treasurer.

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2. Work sessions and stoppages

A bench session may have up to eight oriented members present. Accompanied visitors are recorded separately and do not operate the machinery. The host keeps the session attendance sheet beside the entry desk.

A failed emergency-stop check requires the host to isolate the bench and attach a red out-of-service tag. A successful check permits the host to complete the ordinary pre-session record. A member cannot remove an out-of-service tag.

The workshop has no unstaffed member sessions. A workshop host is present throughout every member session. A lending-store opening is not itself a workshop session.

After a dust-extraction alarm, the workshop host waits 15 minutes after the alarm has cleared before restarting the affected bench. The wait begins when the alarm clears, not when the alarm first sounds.

Fixed sanders use asset series TVC-BS. Portable sanders use the portable asset system in the lending store. The bench series is recorded on the equipment-check sheet.

Completed session attendance sheets go into the workshop binder. Personal protective equipment is inspected at entry. A visitor tour uses a tour attendance sheet rather than a machinery session record.

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3. Maintenance and signoff

The maintenance approver is the workshop coordinator. The maintenance contractor performs work, but the coordinator signs the return-to-service record. The approval role was held by the store steward before 1 July 2027.

A serviced bench returns to use only after the coordinator signs its return-to-service record. An invoice or contractor note alone is insufficient. The host confirms the signed record before the next session.

The emergency-stop test is performed before each staffed member session. Its purpose is to check the control before users arrive. The test is repeated after maintenance when a bench is prepared for return to service.

The spare-filter drawer is marked F-12. New filters remain in their packaging until installation. The host records the hour-meter reading at a filter change.

The manual does not give the make of the dust-extraction motor. Its asset record can be requested from the workshop coordinator. The operating-hours replacement rule concerns the filter, not the motor.

Workshop notes are reviewed at the monthly maintenance meeting. The meeting may recommend a new inspection routine, but the current manual remains in force until a dated replacement is issued.