

#### SECTION 4: STATEMENT OF WORK EXPERIENCE

<b>Curriculum Number:</b>	683401000
<b>Curriculum Title:</b>	Furniture Upholsterer

<b>Learner Details</b>	
<b>Name:</b>	
<b>ID Number:</b>	

<b>Employer Details</b>	
<b>Company Name:</b>	
<b>Address:</b>	
<b>Supervisor Name:</b>	
<b>Work Telephone:</b>	
<b>E-Mail:</b>	

**683401000-WM-01, Upholstery Furniture Frame Preparation Processes, NQF Level 2, Credits 24**

WM-01-WE01	Read and interpret work instructions which may include prototype, sample, technical drawings and product specifications		
	<b>Supporting Evidence</b>	Date	Signature
SE0101	Attendance register		
	<b>Scope Work Experience</b>	Date	Signature
WA0101	Work instructions are correctly interpreted and all information is understood or otherwise clarified with supervisor		
WA0102	Upholstery furniture type is identified from the work instructions		
WA0103	Obtain raw materials such as webbing, springs, foam and other consumables as indicated in the work instructions from the store		
WM-01-WE02	Prepare for upholstery frame preparation activities		
	<b>Supporting Evidence</b>	Date	Signature
SE0201	List of raw material used		
	<b>Scope Work Experience</b>	Date	Signature
WA0201	Clean the workstation ensuring it is free of objects which may cause damage or contamination of the upholstery product		
WA0202	Inspect PPC ensuring it is in good condition		
WA0203	Apply ergonomic principles when lifting and handling heavy objects		
WA0204	Apply ergonomic principles by standing in the correct position and apply correct posture when operating tools and performing webbing and springing operations		

WA0205	Inspect the work area for compliance with health, safety and environmental regulations and report all hazards or risks		
WA0206	Diligently report incidents or accidents to the supervisor according to workplace procedures		
WA0207	Select, inspect and prepare correct tools, equipment ensuring good working condition		
WA0208	Select and inspect webbing according to coding, colour, size and elasticity ensuring correct product for the job		
WA0209	Select and inspect springs according to gauges, uses and sizes ensuring correct product for the job		
WA0210	Select consumables such as tacks, clips, staples and nails ensuring correct size for the job		
WA0211	Select and inspect the upholstery frame ensuring quality and reporting defects and faults such as knots, buckling, etc.		
WA0212	Select and inspect cloth for covering the webbing and springs according to the work instruction		
WM-01-WE03	Prepare upholstery frames for the next process by interweaving and fastening webbing to the backs and seats of furniture		
	<b>Supporting Evidence</b>	Date	Signature
SE0301	Production records indicating number of frames prepared with webbing		
	<b>Scope Work Experience</b>	Date	Signature
WA0301	Interpret the specifications to identify the webbing and webbing pattern for the given frames		
WA0302	Standing in the correct position and apply correct posture when performing the frame preparing techniques		
WA0303	Measure and cut the webbing to the specified lengths in the cutting list, taking into account the allowances		

	required		
WA0304	Measure and mark the rails of the frame and tack or staple the webbing strips to sides of the frame using hand tools and applying the correct interlacing pattern and sequence		
WA05	Stretch, tension and interlace webbing across frame using hand tools ensuring correct tension and allow for specified deflection		
WA0306	Inspect and check the frame to ensure that webbing is not too tight and distorting the seat rails and is in conformance with quality standards of the company		
WM-01-WE04	Prepare upholstery frames for the next process by attaching springs to the seats, arms and backs of upholstery frames		
	<b>Supporting Evidence</b>	Date	Signature
SE0401	Production records indicating number of frames prepared with springs		
	<b>Scope Work Experience</b>	Date	Signature
WA0401	Interpret work instructions to determine the required arc height and shape of the seat and back, whether the springs are for seats or backs, and the quantity, type, gauge and size of spring		
WA0402	Stand in the correct position and apply correct posture when performing the frame preparing techniques		
WA0403	Determine the required length of the spring by measuring the inside frame length and measure the length of the spring using the correct technique and measuring equipment		
WA0404	Measure and mark the rails of the frame (back and / or seat and / or arms) and tack, nail or staple the clips for the springs using a nail or staple gun applying correct direction of springs		
WA0405	Space and attach e-clips to the frame using a staple gun or nail gun ensuring compliance with safe operating procedures		

WA0406	Clip the springs and crimp wire to stabilise the foundation applying correct technique		
WM-01-WE05	Prepare upholstery frames for the next process by attaching coils to the seats, arms and backs of upholstery frames		
	<b>Supporting Evidence</b>	Date	Signature
SE0501	Production records indicating number of frames prepared with coils		
	<b>Scope Work Experience</b>	Date	Signature
WA0501	Interpret work instructions to determine the required height and shape of the seat and back, whether the springs are for seats or backs, and the quantity, type, gauge and size of coil spring		
WA0502	Stand in the correct position and apply correct posture when performing the frame preparing techniques		
WA0503	Prepare and attach webbing to the frame to meet the work instructions		
WA0504	Position and correctly space the coil springs applying the correct direction and ensuring the sharp ends are bent to prevent damage to the stuffing/padding		
WA0505	Position, interlace and attach the coil springs onto the webbing and tack the twine to the frame securely.		
WA0506	Fasten border wire to springs, using metal clips or by twisting crimp wire around border wire and top of spring.		
WA0507	Conduct a quality check and record mistakes, material defects, any weakness in the foundation constructed by the springs, and consumables and tool defects		
WM-01-WE06	Prepare webbed and sprung upholstery frames for the next process by attaching foam or padding/stuffing to the seats, arms and backs of upholstery frames		
	<b>Supporting Evidence</b>	Date	Signature
SE0601	Production records indicating number of frames		

	prepared with foam or stuffing		
	<b>Scope Work Experience</b>	Date	Signature
WA0601	Interpret work instructions to determine the required height and shape of the seat and back and the quantity, type, density and size of foam or stuffing		
WA0602	Read and interpret material safety data sheets (MSDS) for correct handling, usage and storage of adhesives and other chemicals (solvents)		
WA0603	Select, inspect and prepare correct tools and consumables for respective techniques		
WA0604	Select foam/padding according to the thickness, density and size of foam		
WA0605	Stand in the correct position and apply correct posture when performing the frame preparing techniques		
WA0606	Apply techniques to bond foam to foam using correct amount of adhesive for good bonding		
WA0607	Apply techniques to bond foam to other substances using correct amount of adhesives for good bonding		
WA0608	Apply techniques to shape padded area according to design or style		
WA0609	Apply correct sequence of tasks according to the design		
WA0610	Inspect foam for correct densities, correct sizes, correct shapes or profile, the feel of the foam, good bonding		
WA0611	Inspect prepared frames for quality such as correct positioning and appearance of the padding and foam, measuring the middle and centralized, according to the divisions of the couch		
WM-01-WE07	Perform end-of shift routines in the upholstery frame preparing department		
	<b>Supporting Evidence</b>	Date	Signature

SE0701	Shift records		
	<b>Scope Work Experience</b>	Date	Signature
WA0701	Perform routine cleaning of tools or equipment to remove dust, dirt and other contaminants		
WA0702	Perform minor maintenance of hand tools, power tools and pneumatic tools such as sharpening or replacing blunted edges and handle and store correctly		
WA0703	Perform dust extraction procedures where necessary		
WA0704	Check that the tools and equipment is in working condition once the procedures are completed		
WA0705	Record legibly the hourly production, down time, quality faults, and production history		
WA0706	Record any production related problems experienced during the shift		
WA0707	Accurately record waste		
WA0708	Accurately record defects and faults (raw material and prepared frames)		

	<b>Contextualised Workplace Knowledge</b>	Date	Signature
1	Company products		
2	Various departments and workflow		
3	Reporting structures		
4	Company standard operating procedures and quality standards		
5	Workshop/production line layout and designated areas		

6	Personal protective clothing and equipment (PPE) and safety procedures		
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	<b>Additional Assignments to be Assessed Externally</b>	Date	Signature
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**683401000-WM-02, Upholstery Furniture Frame Cover Fitting Processes, NQF Level 2, Credits 24**

WM-02-WE01	Read and interpret work instructions which may include prototype, sample, technical drawings and product specifications		
	<b>Supporting Evidence</b>	Date	Signature
SE0101	Attendance register		
	<b>Scope Work Experience</b>	Date	Signature
WA0101	Work instructions are correctly interpreted and all information is understood or otherwise clarified with supervisor		
WA0102	Upholstery furniture type is identified from the work instructions		
WA0103	Obtain raw materials such as webbing, springs, foam and other consumables as indicated in the work instructions from the store		
WM-02-WE02	Prepare for upholstery frame preparation activities		
	<b>Supporting Evidence</b>	Date	Signature
SE0201	List of raw material used		
	<b>Scope Work Experience</b>	Date	Signature
WA0201	Clean the workstation ensuring it is free of objects which may cause damage or contamination of the upholstery product		