

Fiber Arts Orientation Certification

Student:

Trainer:

Date:

Version: 0.1.0 - 2020-11-03

Certification for: Fiber Arts Studio, Iron (Fiber Arts Studio)

Training Check-Off List:

Pre-Operation

- General Dept. Policies and Layout
 - Dept. etiquette
 - Dept. layout
 - Tool certification processes/requisites for Serger, Quilting Machine, Juki
 - Tool reservation process

Operation

- Sewing machine operation and policies
 - Accessory boxes and policies
 - Location of accessories and manual
 - Wind and install Bobbin
 - Thread Machine
 - Change Needle
 - Use presser foot and able to change feet
 - Thread Cutter
 - Set and Troubleshoot Tension
 - Various Stitch settings
 - Use of buttonhole presser foot
 - Tool Problems/Malfunction Policy
 - Unplug, tag, report
- Cutting tool safety and policies
- Iron usage and protocol
 - Setup and storage
 - Tool settings
 - Location of accessories and manual

Post-Operation

Lockout/Tagout Procedure

- Tool Problems/Malfunction Policy
 - Unplug, tag, report

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Pass/Fail:

Comments:

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.....

Student Signature: **Date**

Certifier Signature: **Date**



Certifier: Please scan this QR Code to email info@claremontmakerspace.org, and include a list of students who have passed this test.

Then, return this form to the front desk (even if the student failed!).