

**Safe System of Work**  
**OPERATING AND SAFETY INSTRUCTIONS FOR Commercial Gearbox Testing**

Name: ..... Training Date:.....

	Description	Understood ✓ or X
1	Make sure the gearbox handle is on the Gearbox correctly.	
2	Make sure the weights are attached correctly.	
3	When winding do not go over the top of the top roller	
4	When winding you do not need to go below the bottom roller each time.	
5	Just make sure the weights do not come loose.	
6	When winding or unwinding keep hold of the handle do not let go.	
7	When finished doing your test run please make sure the weights are down on the Floor.	
8	Make sure you are wearing safety Boots.	
9	If unsure or something is wrong, please stop and see Andrew or your manager.	

I have received the above training and fully understand every point that was explained to me. I confirm that I will wear the required PPE equipment when testing the Gearbox. I will ask for further training if I need to and will immediately inform Andrew Feeley or my manager if there are any issues with doing the test.

Name: .....

Signed: ..... Date.....

I confirm that I have trained the aforementioned person and that they fully understand how to use the above equipment and have the required PPE equipment and know to inform me immediately of any issues with the equipment or if they require further training.

Name: .....(Authorised Trainer)

Signed: ..... Date.....