



Quality and

Register of Professional Turners

Supported by the Worshipful Company of Turners

RPT Assessment Sheet

Applicant Name:

Date:

Assessor:

Location/Address

Serial	Performance criteria	Pass	Refer	Comments
1	Insurance			
1.1	Confirm that Public Liability Insurance is held, if applicable, by recording the expiry date.			
2	Informal interview			
2.1	State for how long the applicant has been turning and if they have had any formal woodturning tuition. If there was formal tuition, who was the tutor?			
2.2	Record if the applicant is employed by a company or is self-employed as a sole trader, link to 1.1 above.			

2.3	Does the applicant sell their work? Does the person conduct demonstrations at clubs and shows and do they carry out teaching from their workshop? Explain the feedback forms and point out that as a member they will be expected to hand out feedback forms to clubs and students.			
2.4	Indicate any turning specialisations that the applicant may have. i.e. stone turning, pewter work or segmented work etc.			
2.5	Confirm the person understands that: i) being on the RPT tutors or demonstrators list does not imply RPT endorsement of the quality of their teaching/ demonstrating.			
3	Observations			
3.1	Review 4 pieces of completed work. Is the work finished to a standard comparable to that expected of a professionally minded turner? There should be minimal tool marks and polish rings. Surface impairments should not be visible. Any enhancements carried out should be to a high standard and the overall effect of the piece should be pleasing.			
3.2	Observe the person turning a piece. Indicate what type of turning being demonstrated (faceplate or spindle). Observe details such as beads and coves, note down if on completion they were turned neatly. Check to see that bowl surfaces were turned smooth with minimal tooling marks visible.			
3.3	Specify whether the tools chosen were suitable for the job. Describe the tools that were used. (<i>The choice of tools</i>			

3.4	Watch the person mount the work piece on the lathe. Look for evidence of safe working practice, e.g. rotating the material by hand before switching on the lathe.			
4	Health and Safety			
4.1	Will the person have customers visiting the workshop?	YES	NO	Delete as appropriate.
4.2	Will the person be teaching or demonstrating in their workshop?	YES	NO	
4.3	Are fire extinguishers available? What type are they?) See <i>attached guidance sheet on fire extinguishers</i> When is the next fire extinguisher service check due?	YES	NO	
4.4	Is there a first aid kit available?	YES	NO	
4.5	Is extraction available for use? If yes what types?	YES	NO	
4.6	Was there PPE available for visitors? These should include protective eyewear as a minimum and if there are machines running, ear defenders and face masks should also be offered. Specify what types of PPE were available.			
4.7	How are the flammables (including polishes and finishes, solvents and paints) stored? For the personal safety of users and visitors they are best stored in a metal locker.			

4.8	Confirm all machines are supplied with adequate guards. These should be properly maintained and should be used not only when the machine is running but also when it is turned off. Tooling for machines, chucks, blades etc. should be stored in a safe manner that will not pose a danger. Write down the method of storage for these items. Are grinders appropriately positioned and in a			
4.9	Is the floor free from trip hazards? i.e. trailing cables and offcuts of wood etc. The floor covering should not constitute a trip hazard i.e. edges of carpet or mats.	YES	NO	
4.10	Has the applicant produced a workshop risk assessment?	YES	NO	
4.11	Have you seen applicant use any unsafe practices?			
5	Timber storage			
5.1	Describe the way timber is stored in the workshop. Comment if it obstructs the door or any machinery or poses a trip or fall hazard or above head height.			
6	Social Media			
6.1	Have a look at their use of Social Media. For example are they posting responsible content, do they have a separate account for wood turning from their personal account?			
7	General Observations			

7.1	Do you have any observations not covered above?			
Assessor's signature:		Date:		
In your opinion is the person being assessed a suitable candidate for enrolment onto the Register of Professional Turners? Please tick appropriate box:		YES	NO	
If not, please explain why. 				
This form should be returned to the membership secretary and a decision to be taken by the Assessment Committee.				
Additional Comments for students you are recommending for acceptance:				
Advisories: Do you have any comments that might help the candidate's on going development. 				

Feed back on the Assessment form. Is there anything on this form that you would like to see either added/deleted/amended so as to improve the assessment process/assist other assessors?