EMPLOYEE TRAINING RECORD

TRAINING TITLE Handling and Storage of Bonded Abrasive Wheels

KEY TEACHING POINTS

WHEEL MARKING

- Use only wheels with the type of wheel and maximum speed in revolutions per minute.

INSPECTION

- Upon receipt of all wheels, examine for any sign of damage. Use "Ring Test" to check the wheels.
- Ring tests do not apply to small wheels 10 cm (4 in) diameter and smaller.
- Tap wheels gently with a non-metallic tool such as a plastic screwdriver handle or wooden mallet.
- A sound wheel will emit a ring. Reject any wheel that sounds dead or cracked.

SELECTION OF WHEELS

- Selecting the right wheel for the job is of critical importance for safety. A wheel is dangerous when used for work it is not designed for. Booklets from wheel and machine manufacturers provide technical information on wheel use.

HANDLING

- All abrasive wheels are fragile.
- Handle wheels carefully. Avoid dropping or bumping.
- Prove a soft surface to roll wheels on if they cannot be carried.
- Transport wheels in containers designed to provide support for wheels.
- Do not pile other items such as tools on top of wheels.

STORAGE

- Store wheels in racks or bins with dividers for different types of wheels.
- Place straight or tapered wheels on end in a cradle or chocked position to prevent rolling.
- Store thin wheels on a flat surface.
- Stack cylinder and straight cup wheels on the flat side with cushioning materials, such as cardboard.
- Never store wheels near excessive heat, in contact with oil or moisture, or in drawers with loose tools.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 Ring tests do not work with wheels smaller than 7 inches.		
2 Use a metal hammer when doing a ring test.		
3 Store wheels by hanging on the wall.		
4 All abrasive wheels are tough and can be handled like any wrench.		
5 Any wheel will work as long as it mounts to the machine.		

EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1. False 2. False 3. False 4. False 5. False