

STANDARD: all procedures to be performed correctly.

Name: _____

Date: _____

*** SET-UP PROCEDURES***The student:*

- operates the equipment only with the teacher's permission
- removes/confines loose apparel and long hair
- wears the proper personal protective equipment
- selects and mounts the proper drill bit or accessory
- removes the key from the chuck
- adjusts the machine to the correct speed
- checks the condition and position of all guards
- mounts the work securely in the proper vise or clamp
- adjusts the depth stop to the correct depth
- centres punches metal parts prior to drilling
- checks drill bit for straightness
- positions the work piece.

*** OPERATING PROCEDURES***The student:*

- checks drill bit alignment and depth of cut
- applies even pressure when drilling
- raises the drill bit occasionally to clear cuttings
- uses cutting fluids if necessary
- drills a pilot hole for larger holes
- uses a V-block to hold round stock
- removes cuttings with a brush
- keeps floor free from scrap materials.

*** SHUT-DOWN PROCEDURES***The student:*

- removes and carefully stores work pieces
- returns tools and accessories to their proper location
- cleans the equipment and work area
- returns equipment to original state.

*** Procedures may differ according to each manufacturer's recommendations.**

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* SET-UP PROCEDURES

The student:

- requests permission to use equipment before work begins
- removes/confines loose apparel and long hair
- wears the proper personal protective equipment
- checks the condition of the blade and blade guides
- adjusts blade guides to the correct height – 3 mm or 1/8" – above work.

* OPERATING PROCEDURES

The student:

- guides the work slowly; does not force the work
- avoids backing out from cuts other than making relief cuts
- does not attempt to cut smaller radius than the blade will allow
- uses V block to cut cylindrical stock
- does not place fingers or hands in line with the blade
- uses a push stick where necessary
- applies brake to stop blade
- allows the machine to come to a complete stop when removing the work piece, cleaning or making adjustments
- maintains a 100 mm margin of safety between fingers and blade.

* SHUT-DOWN PROCEDURES

The student:

- returns tools and accessories to their proper location
- cleans up equipment and work area
- lowers blade guard to table.

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*** SET-UP PROCEDURES***The student:*

- requests permission to use equipment before work begins
- removes/confines loose apparel and long hair
- wears the proper personal protective equipment
- makes sure all guards are in place and operating correctly
- securely mounts work between centres or to the face plate
- adjusts tool rest to the correct height and distance from the work piece
- adjusts equipment to operate at the correct speed
- makes provision for dust control
- checks stock for balance and soundness.

*** OPERATING PROCEDURES***The student:*

- rotates spindle by hand to check clearance before starting
- stands to one side when starting the lathe
- selects the appropriate cutting tools
- holds the cutting tools securely and at the proper angles to the work
- frequently readjusts tool rest to maintain correct speed and distance to work piece
- allows work piece to fully stop before adjusting the tool rest or measuring the work piece
- removes tool rest before sanding.

*** SHUT-DOWN PROCEDURES***The student:*

- removes and carefully stores work piece
- returns tools and accessories to their proper location
- cleans up equipment and the work area
- returns adjustments to original state.

*** Procedures may differ according to each manufacturer's recommendations.**

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* SET-UP PROCEDURES

The student:

- requests permission to use equipment before work begins
- removes/confines loose apparel and long hair
- wears the proper personal protective equipment
- makes sure power supply to the saw is off before changing blade configuration
- checks/installing proper blade
- sets blade to proper height – 3 mm or 1/8" above the work piece
- adjusts fence and/or miter gauge
- checks to see that all guards and other safety devices are in place and functioning.

* OPERATING PROCEDURES

The student:

- uses rip fence for ripping and miter gauge for crosscutting
- uses a push stick when hands come within 150 mm or 6" of the blade
- stands to one side of the blade
- measures off the blade only after it has come to a complete stop
- allows the blade to come to a complete stop before waste stock is removed from the table
- keeps floor free from scrap materials.

* SHUT-DOWN PROCEDURES

The student:

- returns tools and accessories to their proper location
- cleans up equipment and work area
- lowers blade and returns the miter gauge and blade to 90°.

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*** SET-UP PROCEDURES***The student:*

- requests permission to use equipment before work begins
- removes/confines loose apparel and long hair
- wears the proper personal protective equipment
- clears the table of any scraps
- sees that the work piece is free of loose knots, nails, dirt and finish materials
- determines grain and feed direction
- adjusts depth of cut, normal 2mm or 1/16".

*** OPERATING PROCEDURES***The student:*

- planes in the direction of the grain
- does not plane stock less than 300 mm or 12" long, or less than 6 mm or 1/4" thick.
- uses a follower stick if required for short stock
- stands to one side of the stock when planing
- shuts power off before attempting to remove stock that has become stuck
- keeps area around equipment free of scrap.

*** SHUT-DOWN PROCEDURES***The student:*

- cleans up equipment and work area
- returns adjustments to original state.

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*** SET-UP PROCEDURES***The student:*

- requests permission to use equipment before work begins
- removes/confines loose apparel and long hair
- wears the proper personal protective equipment
- checks all adjustments and control locks with power off
- checks condition and operation of guards
- determines condition of material direction of grain
- adjusts depth of cut to 2 mm to 3 mm or 1/16" to 1/8".

*** OPERATING PROCEDURES***The student:*

- joints in direction of grain
- does not joint stock less than 300 mm or 12" in length and 12 mm or 1/2" in thickness
- uses push block for flat work
- keeps fingers and hands away from cutting knives
- keeps area clean and floor free of scrap materials.

*** SHUT-DOWN PROCEDURES***The student:*

- makes sure the machine has come to a complete stop prior to cleaning
- returns adjustments to original state.

*** Procedures may differ according to each manufacturer's recommendations.**

INTRODUCTORY	INTERMEDIATE	ADVANCED
<p><i>The student:</i></p> <p>Planning and Management</p> <ul style="list-style-type: none"> prepares self for task adheres to routine procedures follows basic instructions uses time effectively asks for help when unsure <p>Construction Techniques (refer to specific module)</p> <p>Use of Equipment and Materials</p> <ul style="list-style-type: none"> uses recommended tools and materials safely wears the proper personal protective equipment follows proper lifting, handling and storage procedures calculates and measures accurately fulfils given clean-up responsibilities recognizes potential health and safety hazards. <p>Teamwork</p> <ul style="list-style-type: none"> works cooperatively with others in structured settings shares equipment and supplies 	<p><i>The student:</i></p> <p>Planning and Management</p> <ul style="list-style-type: none"> prepares self for task organizes and works in an orderly manner interprets and carries out instructions accurately adheres to established timelines thinks through the problem before asking for help. <p>Construction Techniques (refer to specific module)</p> <p>Use of Equipment and Materials</p> <ul style="list-style-type: none"> selects and uses appropriate equipment/materials safely uses proper personal protective equipment observes proper lifting and handling procedures calculates and measures accurately minimizes waste of materials fulfils expected clean-up responsibilities recognizes and controls potential health and safety hazards. <p>Teamwork</p> <ul style="list-style-type: none"> cooperates with group members in structured and non-structured settings shares equipment and work appropriately among group members negotiates solutions to problems. 	<p><i>The student:</i></p> <p>Planning and Management</p> <ul style="list-style-type: none"> prepares for task and develops an effective work plan interprets and carries out instructions accurately plans and uses time in a logical sequence displays leadership in adhering to routine procedures attempts to solve problems prior to requesting help. <p>Construction Techniques (refer to specific module)</p> <p>Use of Equipment and Materials</p> <ul style="list-style-type: none"> selects and uses appropriate equipment/materials in a safe and efficient manner models the correct use of personal protective equipment makes accurate calculations and measurements models proper lifting and handling techniques fulfills clean-up and maintenance responsibilities identifies and corrects potential health and safety hazards. <p>Teamwork</p> <ul style="list-style-type: none"> collaborates and works cooperatively with group members shares responsibilities among group members negotiates with sensitivity solutions to problems displays effective communication skills.

INTRODUCTORY	INTERMEDIATE	ADVANCED
<p><i>The student:</i></p> <p>Planning and Management</p> <ul style="list-style-type: none"> identifies project outcomes gathers information from sources provided generates more than one project idea selects a project with guidance makes modifications to pictorial and/or multiviewed drawings as required using appropriate tools organizes major events from a prepared list of procedures completes a simple material list and cost estimate follows prescribed timelines <p>Construction Techniques</p> <ul style="list-style-type: none"> (refer to specific module and/or project specifications). <p>Work Skills</p> <ul style="list-style-type: none"> prepares self for task follows basic instructions as directed adheres to prescribed time lines works cooperatively with others in structured settings uses prescribed personal protective equipment follows proper lifting, handling and storage procedures fulfills given clean-up responsibilities. <p>Project Presentation</p> <ul style="list-style-type: none"> describes the project and its use summarizes and reports on major events evaluates project planning and construction techniques suggests ways to improve the project. 	<p><i>The student:</i></p> <p>Planning and Management</p> <ul style="list-style-type: none"> defines project outcomes conducts research pertaining to the selection of a project from a variety of sources generates and considers the suitability of a number of project ideas selects an appropriate solution that meet project outcomes produces and accurately dimensions simple pictorial and multiviewed drawings where necessary using basic tools and software determines the appropriate sequence of events to construction a product in a safe manner revises work plan to accommodate changing requirements estimates the required time to complete a task including planning, set-up and clean-up procedures prepares a list of materials and cost estimate. <p>Construction Techniques</p> <ul style="list-style-type: none"> (refer to specific module and/or project specifications). <p>Work Skills:</p> <ul style="list-style-type: none"> prepares self for task follows instructions with limited direction adheres to established timelines works cooperatively with others in both structured and non-structured settings uses proper personal protective equipment observes proper lifting, handling and storage procedures fulfills expected clean-up responsibilities. <p>Project Presentation</p> <ul style="list-style-type: none"> describes the purpose of the project summarizes and reports on major events evaluates the design and production techniques suggests ways to improve project design and production processes. 	<p><i>The student:</i></p> <p>Planning and Management</p> <ul style="list-style-type: none"> determines the project outcomes by analyzing client needs locates and conducts research from a variety of sources generates a variety of different solutions and seeks advice from knowledgeable sources selects a solution that has a high potential for success produces accurate pictorial and multiviewed drawings complete with dimensions and notations using advanced tools and software analyzes a product or set of drawings to determine the event sequences is sensitive to a variety of feedback mechanisms and alters plans when the current approach to task is ineffective creates a meaningful timeline based on the complexity of the task prepares a material estimate from a set of working drawings. <p>Construction Techniques</p> <ul style="list-style-type: none"> (refer to specific module and/or project specifications). <p>Work Skills</p> <ul style="list-style-type: none"> prepares self for task accurately interprets and follows directions creates and adheres to detailed timelines works cooperatively and collaboratively with others uses appropriate personal protective equipment models proper lifting, handling and storage procedures fulfills clean-up and tool maintenance responsibilities <p>Project Presentation</p> <ul style="list-style-type: none"> describes the purpose and scope of the project summarizes and reports on major events assesses design processes and production techniques makes recommendations to improve product quality and productivity.