**EQUIPMENT:**

**GUIDED SUPPORTED HOURS: 20**

**EMPLOYEE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **DRILLING / BORING OUT – GUIDED 8 HOURS:** | **DATE:** | **HOURS:** | **TRAINER:** |
| Secure/cordon off exposed work area |  |  |  |
| Select and utilise correct PPE |  |  |  |
| Choose correct chuck i.e. 3 or 4 jaw |  |  |  |
| Choose right material for the task |  |  |  |
| Secure chuck and remove chuck key |  |  |  |
| Secure material in jaw |  |  |  |
| Select correct drill and secure in turret correctly |  |  |  |
| Choose correct speed & gear for drill selected and turn on coolant |  |  |  |
| Proceed with drilling operation to required task |  |  |  |
| Once complete, turn off coolant & isolate machine |  |  |  |
| Remove drill piece and return to designated storage |  |  |  |
| Select correct boring tool for task |  |  |  |
| Secure boring tool in headstock |  |  |  |
| Ensure boring tool is located correctly for task |  |  |  |
| Select correct speed & gear for boring tool selected |  |  |  |
| Select correct measurements on machine for the task |  |  |  |
| Turn on coolant & proceed with boring to required diameter for task |  |  |  |
| Check dimensions of hole bored using calipers or verniers |  |  |  |
| Turn off coolant & isolate machine |  |  |  |
| Remove workpiece |  |  |  |
| Remove boring tool & return to designated storage |  |  |  |
| Remove swarf from machine using correct PPE & place in appropriate recycling bin |  |  |  |

**EQUIPMENT:**

**GUIDED SUPPORTED HOURS: 20**

**EMPLOYEE:**

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| --- | --- | --- | --- |
| **FACING OFF TO REDUCE DIAMETER – GUIDED 4 HOURS:** | **DATE:** | **HOURS:** | **TRAINER:** |
| Secure/Cordon off exposed working area |  |  |  |
| Select and utilise correct PPE |  |  |  |
| Choose correct chuck i.e. 3 or 4 jaw |  |  |  |
| Choose right material for the task |  |  |  |
| Secure chuck and remove chuck key |  |  |  |
| Secure material in jaw & centre spindle – steady if required |  |  |  |
| Select correct facing off tool |  |  |  |
| Secure in correct position in turret |  |  |  |
| Select correct speed & gear |  |  |  |
| Turn on coolant |  |  |  |
| Proceed with facing off using measurement tools on lathe |  |  |  |
| Check measurements using calipers or verniers |  |  |  |
| When correct dimensions obtained, turn off coolant |  |  |  |
| Isolate machine & remove material |  |  |  |
| Remove facing off tool and return to designated storage area |  |  |  |
| Clear swarf from machine using correct PPE & place in appropriate recycling bin |  |  |  |
|  |  |  |  |

**EQUIPMENT:**

**GUIDED SUPPORTED HOURS: 20**

**EMPLOYEE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **THREAD CUTTING (INTERNAL OR EXTERNAL) – GUIDED 8 HOURS:** | **DATE:** | **HOURS:** | **TRAINER:** |
| Secure/Cordon off exposed working area |  |  |  |
| Select and utilise correct PPE |  |  |  |
| Choose correct chuck i.e. 3 or 4 jaw |  |  |  |
| Choose right material for the task |  |  |  |
| Secure chuck and remove chuck key |  |  |  |
| Secure material in jaw & centre spindle – steady if required |  |  |  |
| Select correct gears & speed for required thread pitch using chart on lathe |  |  |  |
| Disengage the primary feed |  |  |  |
| Engage the thread cutting feed |  |  |  |
| Turn on coolant |  |  |  |
| Proceed with thread cutting – may require more than 1 pass |  |  |  |
| Check every setting on every pass |  |  |  |
| Check completed task with suitable counterpart |  |  |  |
| When correct thread obtained, turn off coolant |  |  |  |
| Isolate machine & remove material |  |  |  |
| Remove any tools and return to designated storage area |  |  |  |
| Clear swarf from machine using correct PPE & place in appropriate recycling bin |  |  |  |
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