

Authorized User Evaluation Checklist for DRILL PRESS

User Name: _____ Badge # _____

Test Location: _____

Safety

User:	YES	NO	Notes
Propped shop door open upon entering shop.	<input type="checkbox"/>	<input type="checkbox"/>	
Wore ANSI-approved safety eyewear upon entering shop.	<input type="checkbox"/>	<input type="checkbox"/>	
Observed standard shop safety procedures.	<input type="checkbox"/>	<input type="checkbox"/>	
Maintained awareness of activity in surrounding area	<input type="checkbox"/>	<input type="checkbox"/>	
Did not wear jewelry or loose clothing while operating machine	<input type="checkbox"/>	<input type="checkbox"/>	
Kept hands at a safe distance from moving machine parts.	<input type="checkbox"/>	<input type="checkbox"/>	
Used vises or clamps to hold work pieces.	<input type="checkbox"/>	<input type="checkbox"/>	
Removed sharp edges from machined part	<input type="checkbox"/>	<input type="checkbox"/>	
Was aware of the various machine controls (start, stop, speed-change) on the machine.	<input type="checkbox"/>	<input type="checkbox"/>	
Machine safety guards were in place during machining operation.	<input type="checkbox"/>	<input type="checkbox"/>	
Cleaned up work area before leaving the shop.	<input type="checkbox"/>	<input type="checkbox"/>	
Used only brushes, vacuums or special tool for machine clean up.	<input type="checkbox"/>	<input type="checkbox"/>	
Asked few or no question pertaining to safety rules or guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	

Comments



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Usability

User:	YES	NO	Notes
Demonstrated working knowledge of the drill press machine.	<input type="checkbox"/>	<input type="checkbox"/>	
Set up machine for operation/task with little or no assistance.	<input type="checkbox"/>	<input type="checkbox"/>	
Selected proper tooling/drills for the specified machining operation/task.	<input type="checkbox"/>	<input type="checkbox"/>	
Selected proper drill speeds and feeds for drilling operation/task	<input type="checkbox"/>	<input type="checkbox"/>	
Machine guarding was in place during machining operation/ task.	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrated correct layout procedure for machining task.	<input type="checkbox"/>	<input type="checkbox"/>	
Used correct holding devices during machining operation/ task.	<input type="checkbox"/>	<input type="checkbox"/>	
Adjusted safety shields to protect from flying chips and/or coolant.	<input type="checkbox"/>	<input type="checkbox"/>	
Measured work piece after machine had completely stopped.	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrated comprehensive knowledge for task completion.	<input type="checkbox"/>	<input type="checkbox"/>	
Completed machining task/operation successfully.	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrated working knowledge of drills & center drills.	<input type="checkbox"/>	<input type="checkbox"/>	
Asked few or no question pertaining to machining operation/task/setup.	<input type="checkbox"/>	<input type="checkbox"/>	

Comments

Participant Passed Not Passed

JJC Evaluator: _____ Date: _____

