

**Prerequisites:** All personnel undertaking this assessment must have previously completed the following;

- Read Drill Press Risk Assessment, **Task ID. 1940** and associated SOP **SP-002**,
- Complete local Workshop Induction.

**Competency:** Utilize a Drill Press to drill material within a workshop in accordance with occupational health and safety standards.

**Operations:** This assessment should take place in any EAIT Faculty Workshop equipped with a Drill Press. The assessor is required to assess all aspects of the competency regarding the following operations;

1. Pre-operational checks,
2. Operation\Startup of equipment and cut material,
3. Housekeeping.

**Instructions:** Each intended user of the equipment is required to complete an individual competency assessment, detailed in Section 1 below. Each element is to be assessed and the results recorded below. The actions used and evidence gained to assess competency (listed in Appendix A) are recorded against each criteria. Users are then required to answer the questions in Section 2 and then sign and date this document.

**Notes:**

Evidence of competency allows the user access to the equipment only for the tasks assessed. Proof of competency does not permit the assessment of untrained personnel's competency using this equipment. Only authorised persons are permitted to assess the competence of others in this process. Competent users will be required to be re-assessed on any related changes to the operating procedures of this equipment.

**1. Operational Assessment**

Element of competency	Performance criteria	Operation /Scenario	Self-assessment		Assessor review		Action/evidence (Refer to Appendix A)
			Competent	Not yet competent	Competent	Not yet competent	
Pre Operational Checks	Locate Drill Press main electrical box and controller and ensure that the equipment is not tagged out of service.	1					
	The individual must be able to correctly identify, describe and set/adjust:  Spindle Speed:	1					
	Drill Chuck:	1					
	Feed lever:	1					
	Depth gauge:	1					
	E-Stop, Start and stop controls:	1					
	Selects and fits appropriate PPE	1					

COMPETENCY ASSESSMENT: Drill Press

Element of competency	Performance criteria	Operation /Scenario	Self-assessment		Assessor review		Action/evidence (Refer to Appendix A)
			Competent	Not yet competent	Competent	Not yet competent	
Operation of Drill Press	Select piece of 4-6mm stock mild steel/timber/aluminium and demonstrate the following process:	2					
	Secure the work piece by clamping the material to the table or holding in a vise.	2					
	For metal, place center drill in drill chuck and tighten.	2					
	Set correct spindle speed	2					
	Drill a center drill hole to start the hole.	2					
	For timber/plastics fit the required size drill bit and tighten.	2					
	Set correct spindle speed.	2					
	Drill material showing the correct posture and applying the correct drilling feed/pressure.	2					
Shut down Machine	Follows correct shut down and correct clean up procedure of stock, sawdust or metal swarf.	3					

## 2. Review Questions

Answer the following questions in the spaces provided. If you have any questions please ask the assessor. You may refer to the Risk Assessment, Standard Operating Procedure (SOP) or your notes if required. Once complete, insert your name and details in the space provided and return the completed form to the assessor.

2.1 Always secure the work piece by clamping it to the table or holding it in a vice? True or False?

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2.2 What is the name of the tool used to remove the drill chuck from the spindle of the drill press? (*Circle the correct answer*)

A. Chuck Key

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B. Chisel

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C. Drift Pin

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D. You un-screw it

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2.3 Use only brushes, vacuums or special tools for machine clean up? True False?

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2.4 Name three potential hazards associated with using a drill press?

A.

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B.

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C.

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2.5 How do you break the swarf whilst drilling metal?

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Authorisation					
Employee/Student name	Employee/Student signature	Date	Unit	Assessor name	Assessor signature

### Appendix A

Possibilities for Action items		Possibilities for evidence	
<b>A</b>	Watch video	<b>1</b>	Direct observation of performance during work
<b>B</b>	Review procedures	<b>2</b>	Direct observation of performance during simulation
<b>C</b>	Attend central training	<b>3</b>	Return demonstration during training
<b>D</b>	Observe other staff	<b>4</b>	Completed end product, form or document
<b>E</b>	On the job training	<b>5</b>	Verbal assessment
<b>F</b>	Be mentored by person with these skills	<b>6</b>	Written assessment
<b>G</b>	Role play with other staff	<b>7</b>	>1 year Post-training trade experience
<b>H</b>	Online course	<b>8</b>	Other – Provide details
<b>I</b>	Technical trade training		
<b>J</b>	Other – Provide details		