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| ***Portable_Plant_SOP*****DOWELLING MACHINE**🗹 |
| ***Students must complete the checklist below with a tick in every box before operating this portable power equipment*** |
| **Has your teacher given you instruction on the safe use and operation of this equipment?** | **🗆** |
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| **Has your teacher given permission for you to use this equipment?** | **🗆** |
|  | Are you wearing approved safety glasses?. | **🗆** |
| Foot Protection circle | Are you wearing protective footwear with substantial uppers?. | **🗆** |
|  | Have you removed all rings and jewellery?  | **🗆** |
| **Have you read the important information section on the reverse?** | **🗆** |
|  **PRE-OPERATIONAL SAFETY CHECKS** |  |
| 1. Is your work area suitable and safe?
 | **🗆** |
| 1. Are all safety guards serviceable and in place?
 | **🗆** |
| 1. Have you selected the correct size drill bit to suit the dowel pins to be used?
 | **🗆** |
| 1. Have you made all machine adjustments with the power lead disconnected from the AC isolating switch?
 | **🗆** |
| 1. Is there adequate dust and fume ventilation or extraction?
 | **🗆** |

Paste pages 1 and 2 back to back – cut out this section – laminate and trim to size

Dowelling Machine

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| ***Portable_Plant_SOP*****DOWELLING MACHINE****Air Compressor** |
| **Important information – read before use** |
| **OPERATIONAL SAFETY CHECKS** |
| **DO NOT use faulty equipment - Report this immediately to your teacher** |
| 1. Use a vice or clamp to securely hold the work piece and support any overhanging portion.
2. Do not hold your work piece by hand.
3. Set fence heights and all stops to assure the correct, accurate position and depth for drilling.
4. Keep both hands on the dowelling machine while drilling.
5. Keep the sole plate pressed firmly on the work piece.
6. Do not apply excessive force – this could cause the drill bit to burn the work piece.
7. Before cleaning away waste material and inspecting the results of the drilling process, always bring the machine to a complete stop and keep hands away from the drill.
8. If any unforeseen problems arise while drilling, stop immediately, switch off and report it to your teacher.
9. Turn off immediately after use. Do not place the machine down until the drill has stopped rotating.
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| **Adjust fences and depth gauges accurately.**  |
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| **HOUSEKEEPING** |
| 1. Return this tool to the appropriate storage cupboard.
2. Leave the work area in a safe, clean and tidy condition.
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| **POTENTIAL HAZARDS** |
| ◼ Moving, rotating and sharp parts ◼ Electricity ◼ Eye injuries◼ Noise ◼ Excessive dust |

 **Date of last review:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_