

Date _____

Portfolio For _____

Page ____

Safety Certification – Drill Press

Info in red font is for the benefit of the teacher (ideas for differentiated learning etc). Delete text in red font from the copies that are distributed to students. In a document / template that is intended to be "filled in" by students for assessment / evaluation purposes, the Version History table can be retained for students to use. Making an improved version is great learning.

Version History: *Note: For higher achievement, do a version 2 or 3 after getting peer assessment*

V #	Date	Short Listing / Description of Changes
1	Apr. 30/12	Initial Version – uploaded to OCTE Safety Portal
2	Apr. 30/12	Teacher Sample -- Added Version History Table to keep track of my improvements – to get a better mark!
3		

1 Knowledge and Understanding of Concepts

Note: The manager will allow you to touch the drill press only after you have completed the following table unassisted by others and without using any resources (on-line or print).

#	The Student Knows Definition and Can Describe	Evidence of Knowledge Definition and Description in Student's Own Words
1	Start / Stop switches	
2	Setting speed control	
3	Pre-starting protocols (eg mounting cutting tools)	
4	Safe Operating procedures for various workpiece material types	
5	Workpiece fastening (eg clamps, vise)	
6	Major user-interface parts (eg key, handle, depth stop)	
7	Major functional parts which require inspection / maintenance	
8	Lubrication	
9	Hazards	
10	Risks and personal protective equipment	

Student has passed Conceptual Knowledge Assessment:

Manager

Student

Date

Date _____

Portfolio For _____

Page ____

2 Reasoning in a Variety of Situations

Note: The manager will allow you to start the drill press only after you have completed the following table unassisted by others and without using any resources (on-line or print).

#	Situation	Evidence of Reasoning Ability Actions to Take in Student's Own Words
1	The flat workpiece was centre-punched for drilling and clamped on the drill press table. But the drill bit bends when it touches the workpiece.	
2	The irregularly shaped workpiece was centre-punched for drilling and clamped on the drill press table. But the workpiece wobbles when the drill bit touches it.	
3	You must drill a hole on an acute angle to the workpiece surface.	
4	You were drilling wood and now want to put the same size hole in mild steel.	

Student has passed the Reasoning Assessment:

Manager

Student

Date

3 Safe Start-Up and Operation

Note: The manager will allow you to operate the drill press unsupervised only after you have demonstrated the following safe start-up and operation skills to the satisfaction of the manager (20 minutes of supervised operation).

#	Skill	Assessment of Skill (Assess all Look-Fors)
1	Safety Check: Person	
2	Safety Check: Machine	
3	Safe Starting	
4	Safe and effective process to drill a 1/2 " through hole	
5	Safe and effective process to drill a 1/8 " blind hole and add 3/16" countersink	
6	Safe stopping in an emergency or interruption	

Student has passed the Safe Start-Up and Operations Assessment (20 minute Supervision):

Manager

Student

Date