

Before You Enter the Shop

A guide to making the most out of your shop time

Needed

Approved

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Drawings - Do you have a complete set of drawings including tolerances and datums for dimensions to be used?

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Machine Plans - Are you aware how the parts fit together? Do you have a plan for the order that you need to machine parts in? Do you have a process or a plan for the necessary machining operations?

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Materials - Do you have the stock that you need to make your part? If not can you get it locally or will you have to order it?

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Training - Do you have enough experience on the machines that you will be using? Will your mentor be able to help you with the processes that you are unsure of?

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Cutters/Tools - Does the machine shop have the tools that you will need in order to finish your part or do you need to order tools?

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Fixtures - Do you have the ability to secure your part throughout every step of your machining or will you need special fixtures? Do these fixtures already exist or will you have to make them?

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Fasteners/Hardware - Does the shop stock the fasteners or hardware that you need? If not, can you get them locally or will you have to order them?

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Estimate time Required - How long will you be in the shop? Can your mentor be in the shop with you for that amount of time? How can you make best use of your time?

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Sign up for a time - Have you signed up for time on the machine that you will be using? Will your mentor be able to be there at that time?

Mentor approval required before entering the shop