

WORK PLAN			
Task	Bench Fitting - Make a Gib Head Key		
Name	A. Trainee	Date	14.02.2014
Tools Required		Materials Required	
Hacksaw	0-25 Micrometer	2"x1/2" BMS	
Ball Pein Hammer		Layout Ink	
Various Hand Files		Emery cloth	
Engineers Square			
Scriber			
Centre Punch			
Steel Rule			
WRITE DOWN HOW YOU CARRY OUT THE TASK AND THE ORDER EACH STEP WILL BE TAKEN			
1	Study drawing	14	
2	Complete all required paperwork Risk Assessment etc & gather correct PPE	15	
3	Sect the correct material, cut to length plus allowance, remove all sharp edges/burrs/grease film, apply marking blue	16	
4	Select and prepare datum face/s, mark out all features – dot punch profile	17	
5	Cut and shape to specification, remove all sharp edges/burrs & apply good surface finish, check to specification	18	
6	Return all tools & and equipment, dispose of all waste in the appropriate manner, return any unused material	19	
7	Reinstate the working area to a clean safe tidy manner	20	
8	Complete any required paperwork	21	
9		22	
10		23	
11		24	
12		25	
13		26	