

# *Georgia Tech*

## **School of Aerospace Engineering**

### **MACHINE SHOP OPERATING PROCEDURES**

1. No one shall loiter in the machine shop or otherwise disturb the shop mechanics from performing their work.
2. No member of the faculty, research faculty, staff, or student shall operate machines unless there is another person in the workshop.
3. All persons who operate any rotating machine shall not wear a necktie or have on their person any item of clothing which may become entangled with the machine. Whenever possible, they shall wear a coat which buttons completely to the collar. Long hair must be contained by net or band.
4. No person shall operate any machine which produces chips, swarf, etc., without wearing protective glasses.
5. No person shall use a drill press unless the items to be drilled are held in an appropriate clamp.
6. No material may be used from stock supplies until an approval has been received from the shop engineer.
7. No machine or piece of equipment shall be left dirty. All machines shall be cleaned by the operator at the completion of his/her work or at the end of each working day though an unfinished job remains in the machine.
8. No machine is to be left with unfinished work in it for prolonged periods unless absolutely necessary.
9. No machine is to be left unattended while it is operating.
10. All malfunctions of the equipment and all broken tools shall be reported promptly to the shop engineer or a shop mechanic.
11. All tools checked out of the bins shall be cleaned and returned at the end of each working day.
12. All accidents must be reported promptly to the AE Administration Office.
13. No faculty member, research faculty, staff, or student shall operate any piece of shop equipment until he/she has been cleared to do so by the shop engineer and has signed a statement indicating that he/she has received instructions and fully understands the operation of the equipment and the possible hazards involved.

**I have read and understand the above shop procedures:**

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Name (please print)

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Signature

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Date