

Drill Press: Standard Operating Procedure (SOP)

- Use only sharp, straight drill bits. Remove dull drill bits from service.
- Never use your hand to remove chips while the drill press is running. Use a brush to remove chips.
- Do not make adjustments to the work while the drill press is running.
- Do not insert a drill chuck key into the chuck until the power is shut off and the drill press is no longer rotating.
- Make sure that any loose clothing and hair are managed to prevent wrapping by the drill.



Quick use guide

- Select the correct speed (a lower speed is okay).
- Insert the drill bit a minimum of 1/2" into the chuck.
- Tighten the chuck with the key.
- Rotate the chuck by hand to verify that the drill bit is centered correctly.
- Lower the safety guard into position.
- Position the table and adjust the feed stroke to eliminate the possibility of the drill bit striking the table. If necessary add a sacrificial piece of wood below your workpiece.
- Secure the workpiece with a vise or clamps.
- Ask your safety spotter to confirm that you are ready to begin
- Place the yellow key in the power switch and turn the drill on.
- Feed the bit smoothly into the work.
- If drilling wood, withdraw the bit from the workpiece at least every 3 diameters of depth to remove shavings from the bit.
- Turn off the drill press
- Return the yellow key to the drawer
- Return clamps to the drawer
- Use a brush or rag to remove all chips from the drill press table and stock.



Maximum drill bit size	Speed (rpm)
3/16"	3100
1/4"	2340
5/16"	1720
1/2"	1100
1"	620

Maximum drill bit size	Speed (rpm)
3/16"	3100
1/4"	2340
5/16"	1720
1/2"	1100
1"	620

•