

Standard Operating Procedure (SOP) - Drill/Driver

- The drill/driver can be used for a wide variety of purposes.
- Select the correct drill bit for the material you are cutting or the correct driver bit for a screw, bolt, or for tapping threads.
- Use a vice or clamps to stabilize the workpiece.
- Do not use hands to stabilize the workpiece unless the person stabilizing the piece can be a minimum of 12" (30 cm) from the driver.
- The operator of the drill/driver should use both hands to hold the drill/driver.
- Make sure that any loose clothing and hair are managed to prevent wrapping by the drill.



Quick use guide

- Insert the correct drill bit or driver
- Tighten the chuck and ensure that the drill bit or driver is centered.
- Check your safety glasses
- Make sure that the workpiece is stable and is fully supported by clamps or a vice.
- Set the speed to 1 for hole saws and for drivers. Set the speed to 2 for drilling holes smaller than ½ inch
- Check the direction of rotation (forward for drilling!)
- Set the maximum torque setting to approximately 10
- Use the variable speed option to control a slow speed for driver operation. Higher speeds can be used for drilling.
- Ask your safety spotter to confirm that you are ready to begin
- If drilling wood, withdraw the bit from the workpiece at least every 3 diameters of depth to remove shavings from the bit.
- If the driver slips when driving a screw, stop, assess the problem, and correct it. (Slippage is normally caused by the driver not being held in line with the screw, lack of force applied to engage the driver bit with the screw, a worn driver bit, or excess torque.)
- If the torque clutch releases and more torque is required, then increase the torque setting.
- Remove the bit or driver, return the drill and the bit or driver to the tool cabinet