



Fermilab Tech Shop Operator Evaluation Form (FN000576/EV/00)

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|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Operator Name | ID No. | Evaluator Name | ID No. | |
| Date of Evaluation | Tech Shop(s) used | | | |
| Operator Requirements | Pass | Fail | N/A | Comments |
| Pre-use Check (Machine Check, Guards, Cord, Operation) | | | | |
| 1. Visually check machine for defects | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Check for guard placement and operation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Visually inspect cord for frays, separation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Verify placement of emergency stop (if equipped) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Turn on machine and listen for abnormality | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Operation and use of Tech Shop Machine(s) | Safety | | Quality | |
| A = Adequate N/I = Needs Improvement/OJT | A | N/I | A | N/I |
| 1. Mill | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Lathe | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Operator Requirement | Pass | Fail | N/A | Comments |
| 1. Operator ensured guarding in place and maintained position during operation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Operator used a tool when work piece close to operating edge | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Operator wore proper PPE | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Operator turned off machine prior to removing work piece | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Shop clean-up | | | | |
| 1. Machine turned off | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Chips and debris swept from machine, floor cleaned | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

- Based on my evaluation, the operator has **successfully** completed the evaluation and is qualified to operate the equipment (all evaluations are "Pass/Adequate")
- Based on my evaluation, the operator **requires more training** and must go through OJT with his supervisor and re-evaluated (valid if any of the "Fail" boxes are checked).

*Disclaimer: The classroom portion of this course is to evaluate the safe operation of machines and behavior in a tech shop setting. This course **does not** authorize you to operate in any tech shop and use any equipment within. You are responsible for obtaining permission to operate within a tech shop and on the machines within that tech shop via the Tech Shop Point of Contact.*

Evaluator Signature

Operator Signature

Data Management

Date entered _____ Class Code _____ Signature _____