Standard Operating Procedure (SOP)

This SOP should be consulted during all operations & maintenance of the equipment, however, does not replace the necessary training performed by authorized personnel prior to usage.

<table>
<thead>
<tr>
<th>Equipment Manufacturer:</th>
<th>Drill Driver</th>
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<tbody>
<tr>
<td>Model:</td>
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<tr>
<td>Process:</td>
<td>Drilling holes</td>
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<td>Process comments:</td>
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Typical Process Flow Chart:

1. Plug in your drill to a power source or insert a battery
2. Adjust the torque level to suit the material you're drilling into
3. Make sure the drill is vertical
4. Pull the trigger and gently press into the material
5. Once you've drilled as far as you want, put the drill in reverse
6. Gently pull the trigger again and back out
7. Stop drilling when satisfied and turn the power off

Important Reminders:

- Know what torque your material requires.
- If you’re concerned about over-screwing, stop drilling and finish off with a screwdriver instead.

Related google search keywords: Drilling holes, Drill Driver, Hand Drill Driver