Student Competency Checklist:  
Hand Tools and Fixturing

| Student Name: |
| Instructor name: |
| Date: |

### SET-UP
- Identify proper tool to use based on task, materials and fasteners
- Confirm that you have chosen the proper size tool
- Inspect tool: make sure it is working properly with no parts loose, broken or missing
- Determine what fixturing method is most appropriate for the task
- Confirm that the workpiece will not slip during the operation
- Fix part so that you can work without interference from fixturing device

### OPERATION
- Point tool away from the body while working
- Use tools carefully and appropriately, and avoid interference with fixturing device
- Keep eyes and hands on the tool at all times
- Clean up work area and return tools to appropriate places