

(b) Step 1: ensure work space is tidy and clear of any hazards

Step 2: mark out job with appropriate centre marks and sizes.

Step 3: Cut the 300mm stock sizes material down to 100mm for job using hacksaw.

Step 4: file down the sharp edges cause by hacksaw.

Step 5: place in vice and use file to round off the ~~the~~ corner marked out as R10 size.

Step 6: centre tap the holes that need to be drilled with a centre punch

Step 7: drill out the M12 hole using appropriate twist drill bit for the M12 tap. use reference to ~~the~~ tapping data sheet.

Step 8: Start tapping the M12 hole using cutting compound to help. ensure that you go halve turn forward quarter turn back to remove build up. use a tap wrench for this tap.

Additional writing space on back page.

Step 9: Once almost finish to the bottom of the hole remove the taper and use bottoming tap to finish off the hole to ensure good finish.

Step 10: drill out R5 hole with twist drill bit after centre punch

Step 11: use hacksaw to cut the rest of hole between the to R5 holes. by removing blade then putting it through the hole the reattaching while in hole.

Step 11: once the hacksaw is in the hole cut out marked area.

Step 12: Once the area is cut out remove hacksaw by removing blade the re assemble afterwards.

Step 13: file and rough edges on the hole.

Step 14: finally use wet-dry sand paper to go over job and make it nice and smooth with no sharp edges.

You may ask for an extra Writing Booklet if you need more space.