## How to manufacture a part in the EDML ...

Make it yourself [supervised ALWAYS]	OR	Have it made [by EDML staff]	
STEP 1 — TRAINING per CON-EDML-010 Conventional machining -> Extra Curricular Training or MECH 311 usually Laser engraver -> Extra Curricular Workshop CNC -> Extra Curricular Workshop  STEP 2— APPROVAL OF WORK [2a, 2b, 2c] 2a. Drawing per encs.concordia.ca\~dng	When all boxes are checked off manu- facture can begin	STEP 1 — APPROVAL OF WORK [1a, 1b, 1c]  1a. Drawing per encs.concordia.ca\~dng  1b. WORK RELEASE form  1c. professor's signature on 1b  1d. department chair's signature on 1b  1e. EIR signature on 1b  CAPSTONE: Note 1c and 1d do not apply. Mini-	
2b. Process sheet per encs.concordia.ca\~dng [note not required for Laser Engraver]  2c. WORK RELEASE form w/ professor's signature [for Capstone MiniPDM approval by EIR is sufficient]  STEP 3—OBTAIN MATERIAL		PDM approval by EIR is sufficient  STEP 2—OBTAIN MATERIAL [and possibly tools AND/OR electronic files as needed by equipment]  STEP 3—SCHEDULE A TIME w/ EDML STAFF	
[possibly including tools]  STEP 4—SCHEDULE A TIME w/ EDML STAFF		CILI C GOLLEGIE A TIME W/ LDIVIE OTALL	

## GET THE TEMPLATES at www.encs.concordia.ca\~dng

Sample process sheet

