UNSW SYDNEY | Australia's Global University

Mechanical and Manufacturing Engineering

Request for Workshop services

WORKSHOP PROCESS

1. Discuss the job with the Technical Officer in charge of your relevant area before developing the detailed drawings. Technical Officers are happy to provide guidance in design, material selection and manufacture.
2. Develop the necessary drawings/sketches then meet with your Lab Technical staff to confirm concept design and ability to manufacture (can the workshop make it or does it need to be sent out?)
3. Complete the drawings in CAD, confirm Workshop Job Form is complete, confirm drawings have all relevant dimensions, tolerances and finish details and are checked/confirmed with your Technical Officer for ability to manufacture. Your Technical Officer will arrange a meeting with workshop staff to discuss manufacturing details if necessary. If relevant, a cost estimate will be discussed at this stage.
4. Obtain final signature and approval from the Technical Officer in your lab area, Academic Supervisor (if student), and cost-centre approver.
5. Order appropriate materials with your Technical Officer.
6. Submit the final drawings to mech.workshop@unsw.edu.au or in person to the workshop (room 120, J18).
7. The job will be listed in the Workshop Job Queue (available to view on the School website).
   ** Please note that the job will not appear in the queue until all drawings are complete, material is available and any specially purchased tooling has arrived.*

The priority of a job can only be changed by the Laboratory Manager. Large jobs (greater than 10 days work) need the approval of the Laboratory Manager.

If your job requires consumables to complete the work, the workshop will require a project code to cover the cost. Tracking of all consumable costs is kept by the workshop at the bottom of this form. Your Technical Officer can advise and help in obtaining an estimate of additional costs before work commences on your job.

If part of the job is required to be completed via and external contractor (e.g. laser cutting), a project code must be provided for these costs. You will be consulted before this occurs.

Brief Job title:			
Section A: Client details			
Requester name:		Position:	Student: UG ☐ PG ☐ Staff ☐
Requester email:		Phone:	
Date submitted:			
Technical Officer:		Signature:	
Academic Supervisor / Account Approver:		Signature:	
Supervisor's Manufacture Time Estimate (HH:MM):			

Section B: Job type			
1. Safety:		2. Teaching (course code):	
3. Research (project name):		4. 4th year thesis (project):	
5. Other (please specify):			

Section C: Project Cost Codes		
Dept:	Fund:	Project:

Section D: Brief description of the work required

Section E: CAD File Provided (DXF for Wirecut, IGES or Solidworks part file for machining)	
Yes ☐ No ☐	File Type:

Workshop Job Number:
Job Completed by:
If major job (>10 days work), Lab Manager signature:

For Workshop Use Only

Cost Estimate as provided to client: _____ Internal or External: -

Workshop time estimate (HH:MM): _____

Start date: _____ Finish date: _____

Date	Start time (HH:MM)	Finish Time (HH:MM)	Hours Worked (HH:MM)	Comments/steps completed
Total Chargeable Hours:			0:00	

Consumables and/or materials purchased for this job:

Description of consumables and/or materials	Unit Cost Ex. GST	Qty	Total Cost Ex. GST
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
		Total consumable and/or material cost (incl 30% admin fee):	**$ 0.00**

Total Cost: **$ 0.00**

(this is inclusive of Chargeable hours, consumable/material costs and, admin fees)