



SAFE OPERATING PROCEDURE (SOP)

Milling Machine

DO NOT use this tool unless appropriately instructed in its safe use and operation and permission to operate has been given.

COMPULSORY PPE



Pre-Operational Safety Checks

1. Ensure no slip/trip hazards are present in workspaces and walkways.
2. Locate and ensure you are familiar with the operation of the ON/OFF starter and E-stop
3. Do not leave equipment on top of the machine.
4. Heck that machine guards are in position.
5. Ensure cutter is in good condition and securely mounted.
6. Check coolant delivery system to allow for sufficient flow of coolant.
7. Faulty equipment must not be used. Immediately report suspect machinery.

Operational Safety Checks

1. Keep clear of moving machine parts.
2. Never leave the machine running unattended.
3. Follow correct clamping procedures – keep overhangs as small as possible and check work piece is secure.
4. Set the correct speed to suit the cutter diameter, the depth of cut and the material.
5. Before making adjustments and measurements or before cleaning swarf accumulations switch off and bring the machine to a complete standstill.

Housekeeping

1. Switch off the machine.
2. Remove milling cutters and store them safely.
3. Leave the machine in a safe, clean and tidy state.

Potential Hazards

1. Moving components
2. Metal splinters and burrs
3. Entanglement
4. Flying debris
5. Eye injury
6. Skin irritation
7. Sharp cutters

Procedure Reference	Version	Effective Date	Review Date	Page Number	Date Printed
Milling Machine -SOP	V1	1/09/2019	1/09/2022	1	2/09/19

SPECIAL NOTES

No personnel are to use this equipment prior to obtaining:

- Competency in the correct use of the equipment
- Reading and fully understanding the operator's manual – can be located in the Recopak Manuals Draw (marked on Recopak Map)
- Reading the standard operating procedure
- Undergoing through practical training while properly supervised
- Supervisors to ensure SOP's are signed off

This SOP does not necessarily cover all possible hazards associated with this equipment or procedure and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to use.

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Milling Machine -SOP	V1	1/09/2019	1/09/2022	2	2/09/19