



SAFE OPERATING PROCEDURE (SOP)

Broaching 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. If the job obstructs the walkway erect a barricade.
3. Follow correct clamping procedures to ensure work is secure.
4. Faulty equipment must not be used. Immediately report to your supervisor.

Operational Safety Checks

1. Make sure proper bushings and dowels are used with proper parts.
2. Make sure tooling is correct for type of job being performed.
3. Make sure you use the broaching shaft correctly.
4. Use proper cutting fluid when broaching.
5. Practise good housekeeping.
6. Don't try and modify the broaching machine in anyway.
7. Never leave the broach shaft in an unsafe place where it can be damaged.
8. Never leave this or any machine unattended. Always turn off the power when not in use.

Housekeeping

1. Return all tooling and fixture to the correct storage location.
2. Leave the equipment and work area in a safe, clean and tidy state.
3. Return surplus material to stock and dispose of water material in an appropriate recycling or waste bin.

Potential Hazards

1. Moving parts
2. Sharp edges & burrs
3. Squash/crush and pinch points
4. Flying debris
5. Eye injuries

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

Procedure Reference	Version	Effective Date	Review Date	Page Number	Date Printed
Broaching Machine -SOP	V1	11/02/2020	11/02/2022	1	11/02/20

- 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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I confirm I am competent to operate a Broaching Machine following my training and reading of the attached Safe Operating Procedure.

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