



SAFE OPERATING PROCEDURE (SOP)

Soldering Iron

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. Check workspace and walkways to ensure no slip-hazards are present.
2. Check electrical equipment it fitted with a current electrical safety test tag.
3. Examine the power for damage.
4. Locate and ensure you are familiar with the operation of the ON/OFF switch.
5. Ensure the correct size tip is selected for the job.
6. Adjust the tip temperature to suit the required thermal transfer during soldering.
7. Refer to relevant MSDS of all chemicals intended for use during the soldering process.
8. Faulty equipment must not be used. Immediately report to your supervisor.

Operational Safety Checks

1. Never carry a power tool by the power cord or disconnect the tool by yanking the power cord.
2. Ensure that the work piece is securely held or clamped whilst working.
3. Between operations, ensure tool is rested safely to prevent inadvertent contact with skin or material.
4. Use a safe working posture.
5. Ensure adequate ventilation or whenever possible use fume extraction.
6. Wherever possible use lead free solder.
7. When using flux or solder paste, always clean the work piece upon completion to remove residue.
8. Clean tip before and after applying solder.

Housekeeping

1. Allow all tools and work pieces to cool down before handling or storing.
2. Ensure tool is rested on an appropriate stand or bench whilst cooling.
3. Switch off the tool when not in use.
4. Return all tooling and fixtures to the correct storage location.
5. Ensure the equipment and work area are in a safe, clean and tidy state after job is completed.
6. Return surplus material to stock & dispose of waste material in appropriate bin.
7. Always wash your hands after handling solder wire, solder paste and/or flux.

Potential Hazards

1. Burns from hot tool tip
2. Inhalation of fumes, in particular from tin/lead solder
3. Fire
4. Electric Shock

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

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
- 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 Soldering Iron following my training and reading of the attached Safe Operating Procedure.

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