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| **STANDARD OPERATING PROCEDURE**  WORKSHOP |

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| **Date** | 10-01-2020 |
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## Purpose

The main purpose of workshop is to provide the electrical tasks to workers in their routine work by the machines like welding Plant, lathe machine, and swan machine. These machines are generally used in routine work of workers.

## Scope

This is to intimate to all the staff of maintenance department that they are bound to follow the procedures of workshop and should keep proper awareness of the procedures.

## Responsibilities

* All the Maintenance staff is responsible for process following.
* All the Individuals connected to this workshop are bound to follow.

## Procedure

* Before using any of the machine, make sure that all the connections are correct and double check it to avoid issues.
* The workers should not use the machines with wet hands.
* Make sure that the cables and wires of the machines in the workshop are properly insulated.
* While using the sawn machine, make sure that the guard of wheel is properly installed and workers should wear goggles to save eyes and body from fire sparks.
* While using the lathe machine, the workers should wear goggles, safety gloves to save eyes and body from hot and sharp iron particles.
* While using the welding Plant, the workers should wear welding screen & gloves to save eyes, hands and body from fire sparks.
* After using any of the machine, make sure that the supply is turned OFF.
* The supply connections should be properly removed.
* While any working is going to work on height and below any moving part, safety helmet must be used.

## Associated Documents and Records

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| **REV. #** | **DCR #** | **SECTION** | **AMENDED TEXT** |
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\* All changes made in the document are notified in the Amendment History Table.