












STANDARD OPERATING PROCEDURE (SOP)

Division: Centre for Construction and Engineering Technologies (CCET)

School: Apprenticeship and Skilled Trades (AST)

Last updated: April 24, 2020

ATTENTION: DO NOT use this equipment unless your Professor OR an approved Technologist has provided training on the Standard Operating Procedure (SOP) including a practical demonstration.

MACHINE/EQUIPMENT:	Lathe						
ROOM/LAB:	D114						
				POTENTIAL HAZARDS: <ul style="list-style-type: none"> - Entanglement due to rotating machine part - Flying object, metal chip - Sharp edges on tool and part - Avoid using gloves - No loose clothing or jewellery - Long hair must be tied back 			
PERSONAL PROTECTIVE EQUIPMENT (PPE) – CHECK ALL REQUIRED							
 <input checked="" type="checkbox"/> Safety Footwear	 <input type="checkbox"/> Protective Clothing	 <input checked="" type="checkbox"/> Eye Protection	 <input type="checkbox"/> Face Shield	 <input type="checkbox"/> Ear protection	 <input type="checkbox"/> Dust Mask	 <input type="checkbox"/> Gloves	 <input type="checkbox"/> Welding Mask
MANUFACTURER MANUAL:	ERL 1330 user manual						
ADDITIONAL RESOURCES:	i.e. courseware materials, applicable classes, etc.						
STANDARD OPERATING PROCEDURE (STUDENTS & EMPLOYEES)							
PRE-OPERATIONAL: <ol style="list-style-type: none"> 1. Check “power on” light is working properly 2. Check E-stop button is working properly 3. Check foot break is working properly 4. Check gear changing handle is working smoothly 5. Check feed selector lever is working properly 6. Check feed lever on cross slide is working smoothly 7. Inspect chuck for wear and damage, make sure it is moving freely and no chip build up 8. Check apron is moving smoothly on full range of lathe bed 9. Check tail stock is moving well and tail stock lock working properly 10. Follow job specifications for the speed, feed and depth of cut for materials being turned. 							
OPERATIONAL: <ol style="list-style-type: none"> 1. Never leave running machine unattended 							

2. Remove all hand tool, measuring instrument and all other object from machine before start
3. Remove chuck key before start machine
4. Bring machine to fully stop before making adjustment and taking measurement
5. Turn off machine before changing parts, tools and other accessories
6. Keep work piece and cutting tool clean
7. Keep working area floor clean and free of metal chip, oil or grease
8. Do not lean or rest hands on a running machine
9. Use all guard on the machine properly

Shut down:

1. Remove all tools, parts and work piece
2. Clean scrap material in the scrap try, wipe down excessive oil and coolant on the machine
3. Clean scrap material on the floor around the machine
4. Turn off the power to the machine

STANDARD OPERATING PROCEDURE (EMPLOYEES ONLY)

PREVENTATIVE MAINTENANCE:

Before maintenance:

1. Inform instructor and student about the machine to be serviced
2. Confirm the surrounding area of the machine is clear
3. Locate all lock out point for all energy source of the machine then use proper device to lock out and tag out all energy source of the machine

After maintenance:

1. Check all tools used during service removed from the machine
2. Check the issue of the machine has been resolved
3. Remove all lock out and tag out device from the machine
4. Inform instructor and student the machine is ready for service

EMPLOYEES AUTHORIZED TO TRAIN AND OVERSEE OPERATORS ON MACHINE/EQUIPMENT SOP

JOB TITLE	NAME	GBC PHONE OR EMAIL
APPROVAL - DEPARTMENT CHAIR OR DEAN	NAME	DATE
Chair, Apprenticeship and Skilled Trades (AST)	Denise Devlin-Li	TBD

APPROVED STANDARD OPERATING PROCEDURE (SOP) MUST BE POSTED WITH MACHINE/EQUIPMENT