

STANDARD OPERATING PROCEDURE

Dept Name:	Padding	Job Name:	Operating Pad Chopper		
WMS Ref:	AH028	JSA Ref:	AH011	Risk #	R23

SOP Prepared by:	Tony Kennedy	Manager:	D Gallop		
Date:	30/05/##	Sign:	D Gallop		
Review Date:	30/05/##	Date:	01/06/##		

KEY HAZARDS AND PRECAUTIONS (BEFORE YOU START - WHAT TO BE AWARE OF)

Pad chopper blades, combustible dust and cardboard slivers, entanglement in conveyor, wrongly sized bundles, pad jams, noise






PERSONAL PROTECTIVE EQUIPMENT

Pad chopper blades, combustible dust and cardboard slivers, entanglement in conveyor, wrongly sized bundles, pad jams, noise



Permits Required:	N/A	Equipment:	Pad chopper PC03 Conveyor C19
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No.	TASK STEPS <i>Instructions, control measures and emergency action/recovery</i>	PHOTOGRAPHS, DIAGRAMS ETC.
1	Check - are you wearing: safety boots, hair net, gloves L3 cut resistance, hearing protection L4, standard overalls, standard safety glasses. Press the RESET button on the control panel.	
2	Wait 2 seconds, then press the START button. Hit the STOP button if there is a problem.	 Strapper Power Plug
3	Switch on the conveyor control on the side of the conveyor table.	
4	Work out the number of chops needed to create the number of pads in a bundle. Chops will not always give an exact number of boards for a bundle, so operator needs to keep a check on the number of extras and compensate with one less chop from time to time.	

No.	TASK STEPS <i>Instructions, control measures and emergency action/recovery</i>	PHOTOGRAPHS, DIAGRAMS ETC.
5	Do a few chops, then turn on the conveyor to shift them from the machine exit.	
6	Repeat until required number of boxes for a bundle have been completed. If there is a pad jam, press the STOP button, AND disengage clutch lever. Then apply lock-out/tag-out procedure (P03) before clearing the jam.	 
7	Gather the cut boards and stack on stacking table. Avoid twisting and bending when gathering boards from across the conveyor table. Use your feet.	
8	Transfer bundles to the strapper when stacking table becomes full. Use wheeled trolley provided; avoid manual handling. End of procedure.	