

WORK METHOD STATEMENT



WMS number: AH028	JSA ref.: AH011	This WMS was prepared by: Tony Kennedy	Manager name: D Gallop
Job name: Operate Pad Chopper	SOP ref.: AH061	Date: 1/06/##	Sign: D Gallop Date: 1/06/##
Company: Acme Holdings Ltd.	Risk Register ref. H23, 25, 31	Review: 1/06/##	Total pages in this WMS: 1

Description of the job: Operate the pad chopper - cardboard sheets are fed into the pad chopper which cuts the sheets into boards. The out-feed conveyor is operated when the drop area becomes full. When the conveyor is full the board (in stacks) are gathered and moved to the strapping table.	The people involved:													
	<table border="1"> <thead> <tr> <th>Name:</th> <th>Position:</th> <th>Role in the job:</th> </tr> </thead> <tbody> <tr> <td>John Deer</td> <td>Operator</td> <td>Operate machine</td> </tr> <tr> <td>Mary Shelley</td> <td>Asst. Operator</td> <td>Bundle and strap</td> </tr> <tr> <td>P. Rickman</td> <td>Supervisor</td> <td>Oversee operation</td> </tr> </tbody> </table>	Name:	Position:	Role in the job:	John Deer	Operator	Operate machine	Mary Shelley	Asst. Operator	Bundle and strap	P. Rickman	Supervisor	Oversee operation	
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Related jobs/work activities: Set up pad chopper (WMS027) Operate strapper and palletise (WMS029)	Description of processes involved: Mechanical cutting Mechanical handling Electrically powered motors
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Description of the work environment: Converting Dept. - 100x180m open manufacturing warehouse Small machines area is on the West side, pad chopper is one of 5 machines here.	List the equipment needed/used for this job: Pad chopper Off-feed conveyor and stacking table Set-up tools for sizing adjustments - screwdriver and spanner Tape measure
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