Standard Operating Procedure

EQUIPMENT: Struers Labotom-5 Manual Cutoff Saw

SIGNIFICANT SAFETY PRECAUTIONS: Machine has fast moving abrasive blade, pinch points, and associated chemicals.

APPROVED BY: ___________________________ DATE: ______________

PREPARED BY: __________ Jessica Booth DATE: __1/21/2014________________

<table>
<thead>
<tr>
<th>JOB STEPS</th>
<th>SAFETY KEY POINTS</th>
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<tr>
<td>1.1 Fill out Logbook Name, date, PI, material cut, and any issues.</td>
<td>Use caution when cleaning mesh, small pieces may be sharp. Wash hands to remove any coolant on skin.</td>
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<tr>
<td>1.2 Before Use Check coolant level, it should be 1-2 inches below top of mesh. If there are large metal pieces in mesh, remove them. If needed, add tap water to tank.</td>
<td>Hood will not open until power is on and should not open until saw blade is fully stopped.</td>
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<tr>
<td>1.3 Prepare the Equipment Release E-stop and turn on power switch on back right side of machine, internal light will go on.</td>
<td>Be aware of pinch points with spindle stop pin and flange.</td>
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<tr>
<td>1.4 Mounting Cutting Wheel Select cutoff wheel designed for material being cut. There is a chart of recommended blades in the instruction binder, and on Struers.com -Push large handle all the way back until cutting unit is all the way back. Depress pin for spindle lock and loosen nut to remove flange. -Mount new cutting wheel, including paper washers on each side of blade for SiC blades. Replace and tighten flange and nut. Clamp back-stops may need to be moved to set blade into position.</td>
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<tr>
<td>1.5 Fixturing Before inserting work piece, Avoid pinch points on clamps make sure back-stops are lined up with</td>
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back of cutting table. If they are not, move them into position and tighten nuts.

- Insert work piece between back stops and quick clamping device. Adjust to the needed size and lock in place. Blade should be to the right of work piece.

1.6 Operation Ensure clamps, work piece, and blades are firmly in place.
- Close hood, depress START button. Coolant will flow and blade will begin spinning.
- Using grey handle on right of machine, slowly feed blade through work piece.
- Once finished, return handle to starting position and depress STOP button.
- Open hood and remove work piece and blade.

1.7 Cleanup Use attached coolant hose to spray down walls, cutting table, and coolant tray to remove debris. Firmly replace coolant hose.
- If debris is allowed to sit, it will corrode machine and cause fixtures to seize!

When rinsed, leave hood open to let coolant evaporate.

Make sure hood is fully closed. Hood will not open until blade has stopped moving.

Coolant from hose is pressurized; avoid splashing in eyes or on clothing, safety glasses are advised. If contact occurs, flush with water.

**Authorized Operators:**

Name: ___________________ Signature: ___________________ Date: ________
Name: ___________________ Signature: ___________________ Date: ________
Name: ___________________ Signature: ___________________ Date: ________
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Name: ___________________ Signature: ___________________ Date: ________
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Name: ___________________ Signature: ___________________ Date: ________
Name: ___________________ Signature: ___________________ Date: ________
Name: ___________________ Signature: ___________________ Date: ________
Name: ___________________ Signature: ___________________ Date: ________
CERTIFICATION

I__________________ hereby certify that on _______/_____/____ a hazards
assessment of this procedure was performed for the purpose of
specifying Personal Protective Equipment (PPE). I also certify that
all authorized operators participated in the assessment, and
received and understood training regarding PPE requirements for this
procedure and that all authorized operators participated in the
assessment and were trained in the proper PPE for the tasks
described in this SOP.

Signature:__________________
Signature:__________________

Name of Manager

Title:__________________

Date:__________________
Personal Protective Equipment (PPE)
Hazard Assessment Certification

I __________________________ hereby certify that on __/__/__ a
hazards assessment of area ________________________ was performed for
the purpose of specifying Personal Protective Equipment (PPE). I
also
certify that the following employees received and understood training
regarding PPE requirements for this area.
(Please Print)

Name: ____________________________  Name: ____________________________
Name: ____________________________  Name: ____________________________
Name: ____________________________  Name: ____________________________
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Name: ____________________________  Name: ____________________________
Name: ____________________________  Name: ____________________________

Name: ____________________________  Name: ____________________________

Name: ____________________________  Name: ____________________________

Name of Managers
Signature: ____________________________
Title: ____________________________
Date: ____________________________