

Reviews

By	Date
_____	_____
_____	_____
_____	_____

Standard Operating Procedure

EQUIPMENT: *Simplimet 2000 Automatic Mounting Press*

SIGNIFICANT SAFETY PRECAUTIONS: **Machine has pinch points and high temperatures. Take precautions to avoid injury, including safety glasses.**

APPROVED BY: _____ DATE: _____

PREPARED BY: _____ Zhuoying Jiang DATE: 9/14/2012

JOB STEPS	SAFETY KEY POINTS
1.1 <u>Prepare the Equipment</u> Make sure the mounting top and base are clean. If not, scrape dirt away with a sharp blade.	Take caution not to cut yourself with the blade.
1.2 <u>Insert the sample</u> Put samples on the base with the face to be detected down, then press RAM DOWN to lower the base.	Make sure the base is eventually placed at the lowest position.
1.3 <u>Add Mounting Powder</u> Add an appropriate amount (usually one scoop) of mounting powder and close the lid. Note: mounting powder must be provided by the user.	
1.4 <u>Start the Cycle</u> Set SETUP parameters and start the cycle. Please refer to the instructions attached to the mounting powder to set parameters.	If find something abnormal during mounting, quickly press the red STOP/RESET button. After making sure everything is under control, restart the cycle.
1.5 <u>Remove your Sample</u> When finished, open the lid and lift the base to remove the mounted sample.	

Personal Protective Equipment (PPE)
Hazard Assessment Certification

I _____ hereby certify that on ___/___/___ a
Name of Managers
hazards assessment of area _____ was performed for
the purpose of specifying **P**ersonal **P**rotective **E**quipment (**PPE**). I
also
certify that the following employees received and understood training
regarding **PPE** requirements for this area.

(Please Print)

Name: Zhuoying Jiang

Name: _____

Name of Managers

Signature: _____

Title: _____

Date: _____