

Reviews

By _____	Date _____

## Standard Operating Procedure

EQUIPMENT: **Buehler Automet3000**

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

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PREPARED BY: Yindong Ge DATE: 06/21/2013

JOB STEPS	SAFETY KEY POINTS
1 <u>Positioning the samples into the sample holder.</u> Central force sample holder is used. The samples are positioned with centrosymmetry. Secure the samples by Allen wrenches.	
2 <u>Positioning the autohead.</u> The autohead may be swiveled over the platen for semi-automatic use, or swiveled away from the platen for manual operation. To move the autohead loosen the head locking handle on the side then swivel the autohead as needed.	
3 <u>Attaching and Securing sample holder.</u> The holder is attached to the autohead via the quick release lift lock chuck. Raise the outer sleeve of the lift lock chuck and insert the sample holder. Rotate as needed to ensure the holder is locked into place. Allow the outer sleeve to lower.	
4 <u>Manual Operation.</u> Automet3000 can be used for manual operation. Turn on the polisher and press speed button to set the rotation speed of the spinning disk.	



5 Semi-Automatic operation. Turn on the Automet 2000 power head. Set time, load, and direction of the spinning head before you start to polish. After setting these parameters, run this program.





6 Press the green button (in the circle) on the both side of the power head to move the sample holder down to the spinning disc and start polishing.

7 Turn off the polisher and remove the sample. When you finished polishing, remember to turn off the polishers and detach the autohead and the sample holder, and then remove the samples from the sample holder.

**Authorized Operators:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# **CERTIFICATION**

I \_\_\_\_\_ hereby certify that on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ a hazards  
Name of Manager  
assessment of this procedure was performed for the purpose of  
specifying **P**ersonal **P**rotective **E**quipment (**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: \_\_\_\_\_  
Name of Manager

Title: \_\_\_\_\_

# 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: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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Name: \_\_\_\_\_

Name of Managers

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_