

DEPARTMENT OF MECHANICAL ENGINEERING.

PROCEDURAL INSTRUCTION.

GUIDE FOR WRITING SAFE OPERATING PROCEDURES

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A safe operating procedure is to be written for every machine or experimental rig. If more than one experiment is undertaken on the same rig, a S.O.P must be written for each experiment. The S.O.P. must be laminated and affixed to the machine/equipment.

INFORMATION REQUIRED.

1. Is operator training required to operate this machine/equipment, this would normally be yes.
2. Number of persons to be present when machine/equipment is operating.
3. What personal protective equipment if any is required.
4. If Hazardous Substances are involved, read Material Safety Data Sheets.
5. Pre-start up checks, if any are required.
6. Start up procedure.
7. Operating procedure.
8. Shut down procedure.
9. Emergency stop procedure.