



LOCKSMITHS

SAFE OPERATING PROCEDURE KEY CUTTING MACHINE - Automatic (Generic)

DO NOT use this equipment unless you have been instructed in its safe use and operation and given prior permission.

PERSONAL PROTECTIVE EQUIPMENT

 EYE PROTECTION MUST BE WORN	 A APRON MUST BE WORN	 HEARING PROTECTION MUST BE WORN	 HAIR MUST BE CONTAINED	 SWITCH OFF WHEN NOT IN USE	 FINGERS OR HANDS GETTING CAUGHT IN MOVING/ROTATING PARTS	 NO RINGS OR JEWELLERY TO BE WORN	 GLOVES MUST NOT BE WORN



PRE-OPERATIONAL SAFETY CHECKS

- Read Operators Manual and Risk assessment.
- Instal the machine in accordance with the manufacturer's instructions/
- The operator is to familiarise themselves with the machine controls and programming sequences.
- Examine the power cord, plug, socket and power outlet for damage.
- Avoid trip hazards & prevent damage to electrical cord/s.
- Ensure the machine is earthed.
- Instal any Optical Reader (if applicable) and calibrate the machine jaws and cutter using the Calibrations Menu in accordance with the manufacturer's instructions.
- Ensure that the protective shield (if fitted) is secure and correctly fitted.

- The operator is responsible for keeping the area around the emergency stop button clear so that it can be reached as quickly as possible.
- Keep work area clean and tidy.
- Faulty equipment must NOT be used. IMMEDIATELY report suspect equipment.

OPERATIONAL SAFETY CHECKS

- Ensure all other personnel are clear of the immediate work area.
- Work with safety glasses even if the machine is fitted with guards.
- CUTTING KEYS USING AN OPTICAL READER
 - Use the UP & DOWN buttons to move the cursor to the COPY FROM ORIGINAL option and press ENTER, or follow the relevant manufacturer's instructions.
 - Insert the original key into the optical reader jaw. According to the type of key to be copied, establish which side of the jaw the key must be inserted in. Follow the relevant manufacturer's instructions to tell the machine which side of the vise jaw is being used.
 - The next step deals with the Key Gauge Stop. Follow the relevant manufacturer's instructions to set the stop position for shoulder-gauged keys. If the original key does not have a

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OPERATIONAL SAFETY CHECKS (Cont.)

shoulder, then enter the desired tip stop value by following the relevant manufacturer's instructions.

- Once the jaw side and the tip stop position have been selected, press the START button.
- The screen will display the message "Reading in Progress". Once the reading has taken place, manual data alterations may be input. If applicable, the operator may manually alter the depth and space parameters of the key that was just read.
- Press the START button.
- Place the key to be cut in the cutter side jaw. Use the same side and stop positions as the key that was fitted to the optical reader side jaw. These values will already be shown on the screen, and will not have to be input by the operator. Press the START button.
- If the key to be cut is present in the jaw during the initial reading process, the key will be partially cut; it will be completed only at the end of the cutting process.
- To return to the main menu, push the STOP button until the menu screen appears.

CUTTING KEYS BY CARD

- Use the UP & DOWN buttons to move the cursor to the CUT BY CARD option and press ENTER, or follow the relevant manufacturer's instructions.
- A data card is a database of cutting "spaces", "depths", and "angles" for all of the keys in the machine's database. Use the machine's internal Card list to select the appropriate card number. Use the number and letter buttons, to type this card number onto the appropriate line, then press ENTER.
- The screen will now display all the possible depths for that particular system. Using the number and letter buttons, enter the actual cut depths that are required for the key. Press the ENTER button.
- The screen will display which side of the key is to be cut, which jaw is being used as well as which side of the jaw to use. The screen will also display which tip stop position to use, which cutter to use, and how many pieces are to be cut. Once all this information has been viewed and understood, press the START button.

- When cutting keys, place the key to be cut in the jaw and push the START button. The key will then be cut. If cutting a double-sided key, turn the key over and place it back in the jaw. Once the key is back in the jaw, push the START button; the second side of the key will be cut.
- To return to the machine's main menu, push the STOP button until the menu screen appears.

CUTTING KEYS BY CODE

- Use the UP & DOWN buttons to move the cursor to the CUT BY CODE option and press ENTER, or follow the relevant manufacturer's instructions.
- To search by code, use the number and letter buttons to enter the required code onto the appropriate line. Then press the ENTER button.
- The screen will display the possible depths and the actual depths for the required code. Once this information has been viewed and understood, press the ENTER button.
- The screen will display which side of the key is to be cut, which jaw is being used, as well as which side of the jaw to use. The screen will also display which tip stop position to use, which cutter to use, and how many pieces are to be cut. Once all this information has been viewed and understood, press the START button.
- Once the first side of the key has been cut, turn the key over and place it in the jaw. Once the key is back in the jaw, push the START button. To search for a code by a Manufacturer name, use the number and letter buttons to enter the Manufacturer's name onto the appropriate line. Press the ENTER button to list all of the available data.
- Use the UP & DOWN keys to move the cursor through the list of information. Once the required code has been found, press the ENTER button to select it. Follow the steps which appear directly above.

- Keep fingers and hands clear of all moving parts when the machine is operating.
- Machine adjustments must be undertaken in accordance with the Manufacturers instructions.

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ENDING OPERATIONS AND CLEAN UP

- Switch off the machine when work is completed & before removing waste material from work site.
- Avoid trip hazards & prevent damage to electrical cord/s.
- Clean bench and work area & place all waste material in bin.
- Leave the machine in a safe, clean and tidy state.

MAINTENANCE

- Maintenance must only be performed by qualified personnel in accordance with the Maintenance section of the Operators Manual.
- Ensure all equipment has been tested and tagged as per applicable state/territory regulations.
- This Safe Operating Procedure DOES NOT apply to any equipment that has been modified outside manufacturer's specifications.

POTENTIAL HAZARDS AND INJURIES

- Burns from hot materials or friction.
- Sparks.
- Noise.
- Sharp edges and burrs.
- Fingers or hands getting caught in moving/rotating parts.
- Eye injuries.

DON'T

- DO NOT operate equipment without wearing appropriate PPE.
- DO NOT start or use the machine until all safety matters, installation, operation and maintenance instructions and procedures have been undertaken and understood.
- DO NOT use heavy pressure.
- Never leave the machine running unattended.
- Do not use faulty equipment. Immediately report any suspect equipment & apply a **DO NOT USE** tag.

- NEVER carry out any cleaning or maintenance with the machine switched on.
- DO NOT use the wrong type of key blank for the operation.



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I confirm I am competent to operate an automatic KEY CUTTING MACHINE following my training and reading of the attached Safe Operating Procedure

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