



LOCKSMITHS

SAFE OPERATING PROCEDURE KEY CUTTING MACHINE - Manual (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.
- 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.
- 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 MORTISE LOCK KEYS
 - Insert keys into their respective clamps in accordance with the manufacturer's instructions.
 - Set the motor switch speed according to key material type (steel, brass).
 - Slowly undertake the cutting procedure in accordance with the machines manufacturer's instructions.
 - For double bladed keys, turn both keys and repeat the above procedure.
 - Remove any burrs on the cut key in
 - Short keys that do not reach the side stop are to be cut in accordance with the machine manufacturer's instructions.
 - Cut 'female type' mortise keys in accordance with the machine manufacturer's instructions.

Date of last review	Name	Signature



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OPERATIONAL SAFETY CHECKS (Cont.)

- ✓ **CUTTING PUMP KEYS**
 - Clamp the key and block the rotation of the right hand clamp in accordance with the machine manufacturer's instructions.
 - Start the machine and slowly undertake the cutting process in accordance with the machine manufacturer's instructions.
- ✓ **Cutting keys with the slide for making GROOVES**
 - Replace the slide fitted in the machine with the one for making grooves in accordance with the machine manufacturer's instructions.
 - Fit the slide for making grooves in accordance with the machine manufacturer's instructions.
 - Put in 2 blank keys, one in each clamp and check that the milling cutter and tracer point touch the blades of their respective keys. If the milling cutter or the tracer point do not touch the blade, adjust the slide in accordance with the machine manufacturer's instructions.
 - If greater precision in the side position of the cutting channel is required, make a small side adjustment to the tracer point in accordance with the machine manufacturer's instructions.
- ✓ **CUTTING FO-6P KEYS**
 - Read the code of the original key in accordance with the machine manufacturer's instructions.
 - When the code for the key to be cut is known, place the key blank in the clamp and ensure correct fitment in accordance with the machine manufacturer's instructions.
 - Undertake the cutting operation for all the key cut positions in accordance with the machine manufacturer's instructions.
 - To cut the other face of the key, turn it over and repeat the previous cutting procedure, always using the same code, as the key is symmetrical and therefore keeps the same code.
- ✓ **COPYING ABLOY KEYS**
 - Replace the slide fitted in the machine with the one for copying Abloy type keys in accordance with the machine manufacturer's instructions.
 - Fit the slide for copying Abloy type keys in accordance with the machine manufacturer's instructions.

- Put in 2 blank keys, one in each clamp and check that the milling cutter and tracer point touch the blades of their respective keys. If the milling cutter or the tracer point do not touch the blade, adjust the slide in accordance with the machine Manufacturer's instructions.
- For the tip stop, one of the keys must be touching the side of the milling cutter and the other key touching the side of the tracer point.

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

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.

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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.
- NEVER carry out any cleaning or maintenance with the machine switched on.
- DO NOT use the wrong type of key blank for the operation.
- DO NOT use heavy pressure.
- NEVER leave the machine running unattended.
- DO NOT use faulty equipment. Immediately arrange repairs for any suspect equipment & apply a **DO NOT USE** tag.



Date of last review	Name	Signature
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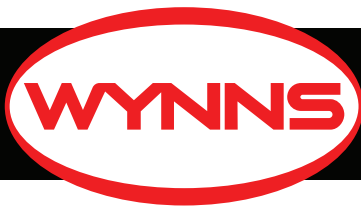
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I confirm I am competent to operate a manual KEY CUTTING MACHINE following my training and reading of the attached Safe Operating Procedure

Date	Name	Signature



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Amendments and notes to be review prior to bi-annual update.

Date	Name	Item Description