

**Safe System of Work**  
**OPERATING AND SAFETY INSTRUCTIONS FOR PLOTTER CUTTER**

Name: ..... Training Date:.....

	Instruction	Understood ✓ or X
1	Explain where the red emergency stop buttons are	
2	Explain why ear protection must be used	
3	Explain maximum load per bar on the carousel	
4	Point out moving parts (belt etc.) and cutting blades	
5	Explain where to stand when machine running	
6	Make sure machine is off when changing tooling	
7	Make sure converter belt is free when running machine. Nothing caught up underneath	
8	Take blade off before changing pen/punch/dragtool	
9	Keep hands clear when rotating carousel/point out pinch points when loading rolls	
10	Refer to maintenance log for weekly and monthly checks	
11	Explain why not to wear loose clothing	
12	Do not operate unless fully trained or being supervised	

I have received the above training and fully understand every point that was explained to me. I confirm that I will wear the required PPE equipment when using the above machinery and take all steps to ensure my own safety. I will ask for further training if I need to and will immediately inform the Supervisor or Manager if there are any issues with the machinery.

Name: .....

Signed: ..... Date:.....

I confirm that I have trained the aforementioned person and that they fully understand how to use the above machinery, have received the required PPE equipment and know to inform me immediately of any issues with the machinery or if they require further training. I authorise this person to use the machinery detailed above.

Name: .....(Authorised Trainer)

Signed ..... Date: .....