

**Safe System of Work**  
**OPERATING AND SAFETY INSTRUCTIONS FOR CLEANING DOWN**  
**GRANULATOR FOR MATERIAL CHANGE**

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

	Instruction	Understood ✓ or X
1	Explain that safety equipment must be used at all times and why – safety boots and gloves must be used.	
2	Before operating a machine clarify that safety check has been completed and signed off, if not see a Manager or setter before switching the machine on.	
3	Before starting, lock off the isolator switch with padlock and key provided, this will stop anyone else turning the machine on whilst you are in the process of cleaning machine	
4	Empty any remaining regrind from catch tray and put this into a blue bin, material must be labelled (pvc/abs etc.)	
5	Using the vacuum cleaner, Hoover the catch tray, behind the granulator and the floor in the inner casing.	
6	Remove the four bolts and nuts to detach the hopper/ feeder inlet chamber from the base.	
7	Remove hopper/ feeder inlet chamber, this is a two man task, DO NOT COMPLETE THIS TASK ALONE.	
8	Vacuum the hopper and the blades situated on the bottom half of the granulator. GLOVES MUST BE USED FOR THIS TASK AS THERE IS A RISK OF CUTTING FINGERS/HANDS.	
9	Replace hopper/ feeder inlet chamber, this is a two man task, DO NOT COMPLETE THIS TASK ALONE	
10	Insert the four bolts and nuts to the hopper/feeder inlet chamber to the base. Tighten these using 19mm spanner, Hoover behind granulator base, Hoover floor of granulator inside and outside of the sound proof box, close doors conduct daily safety check.	
11	Do not use any machine unless trained and authorised by Manager/setter.	

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: .....