

Safe System of Work
OPERATING AND SAFETY INSTRUCTIONS FOR BOBIN SANDER

Name: Training Date:.....

	Instruction	Understood ✓ or X
1	Explained that safety equipment must be always used and why? - goggles, ear protection and dust extraction must be provided and used.	
2	Explained why we don't wear loose clothing and tie back long hair when operating the machine.	
3	Explained why it is important to turn off the bobbin Sander and unplug when adding attachments or changing settings.	
4	Explained how to change a bobbin or sanding sleeve.	
5	Explained how work with the Bobbin Sander for best results	
6	Explained how to level and square the bobbin sander table.	
7	Explained what maintenance is required to keep Bobbin Sander in good working order.	
9	Explained how to switch off the bobbin sander properly. And never to leave running while unattended.	
10	Explained how to clean bobbin sleeves	
11	Explained that only trained personnel use this machinery unless being fully supervised for training purposes and that only trained personnel are to change bobbins or sleeves.	

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: