



Safe Operating Procedure

Equipment:

Supplier:

Location:

Named operators:

Operating manuals available from

Intended activity

Health and Safety:

Please see Risk Assessment for *machine X*

COSHH Assessment must be carried out on all materials used with this equipment.

PPE required

For ExampleWear laboratory coat, safety glasses and disposable gloves. Tie long hair back and avoid wearing loose sleeves or jewellery.

Operation:

Use photos where necessary

1. *Switch on machine using*
2. *etc*
3. *etc*
4. *etc*
5. *switch off machine using*

In case of emergency

in case of emergency

Maintenance and Troubleshooting:

See Instructions Manual kept