

Standard Operating Procedure

SOP Number	<u>007</u>	Date: March 2022
Version Number and Date	001 - 13/03/2022	Review Date:13/03/2023
Superseded Version Number and Date		

Author: Designation: Tom Cattle - Engineering Manager
Authorised By: Designation: John McCallum - Project Director
Expert Authorisation: Jase Batey Designation:

Revision Chronology				
Version Number	Date	Changes	Author, Designation	Authorisation, Designation
001	13/03/2022	First Written	Tom Cattle - Engineering Manager	John McCallum - Project Director

Background

A SOP to produce a metal block with the correct bolts and nuts is used to test the students in their ability to follow instructions and to use correct tooling to carry out a task to a set standard.

Purpose

To ensure that a standardised method is followed and give a detailed and clear description of how to build a metal block of set bolts.

Scope

This SOP applies to anyone who is involved in the process of building a block in the workplace.

Responsibilities.

It is the responsibility of the engineering students to follow this SOP.

Procedure

Equipment and consumables

Consumables.

- Metal Blocks
- Screws
- Bolts
- Washers
- Split Pin
- Nuts

Equipment.

- PH2 Screwdriver
- Torque Screwdriver/bits set
- 4mm Allen Key
- Torque wrench
- PPE - SAFETY BOOTS, SAFETY GLASSES, COVERALLS

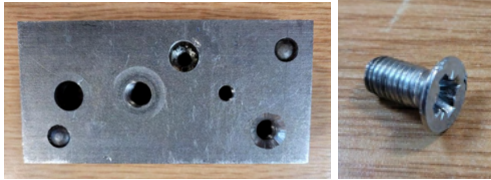
Procedure. - Throughout the full procedure ensure to wear the correct PPE.

Step 1: Read the SOP fully and if any questions ask!

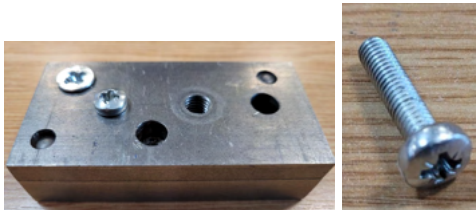
Step 2:



Step 3:



Step 4:



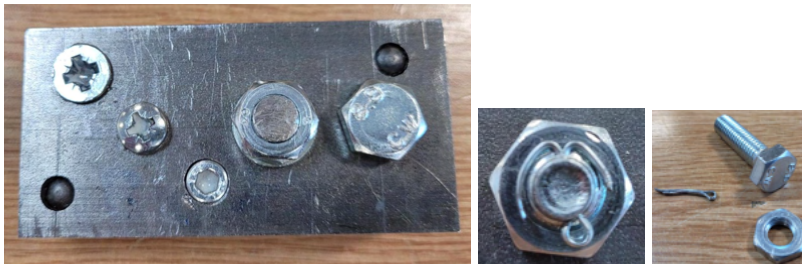
Step 5:



Step 6:



Step 7:



Step 8: Return all stores

Step 9: Debrief

List of Abbreviations / Definitions.

SOP - Standard Operating Procedure

PPE - Personal Protective Equipment

NM - Newton Metres

Version Control Log.

Master/Copy	Location	Authorised By	Copy Authorised To	Copy Authorised Date	Archive Date

Current Users Log.

Staff Name (Print)	Version Number of SOP	SOP Read and Understood (Signature)	Date