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| ***Portable_Plant_SOP*****SOLDERING IRON**🗹 |
| ***Students must complete the checklist below with a tick in every box before operating this portable power equipment*** |
| **Has your teacher given you instruction on the safe use and operation of this equipment?** | **🗆** |
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| **Has your teacher given permission for you to use this equipment?** | **🗆** |
|  | Are you wearing approved safety glasses?. | **🗆** |
| Foot Protection circle | Are you wearing protective footwear with substantial uppers?. | **🗆** |
|  | Are you wearing a dust mask with a suitable P2 or P3 filter?  | **🗆** |
| Apron | Are you wearing a suitable apron and cotton gloves?  | **🗆** |
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| **Have you read the important information section on the reverse?** | **🗆** |
|  **PRE-OPERATIONAL SAFETY CHECKS** |  |
| 1. Is the machine (including the power lead) free from damage?
 | **🗆** |
| 1. Is the cord put away so as not to create a slip/trip hazard?
 | **🗆** |
| 1. Is the workspace well ventilated to prevent fumes in the breathing zone?
 | **🗆** |
| 1. Is the soldering tip in good condition? Replace if damaged.
 | **🗆** |
| 1. Is tip ‘tinned’ and free from waste build-up? Once the tip has warmed-up, wipe on a damp sponge to clean it.
 | **🗆** |
| 1. Have you left the soldering iron in the stand while warming up?
 | **🗆** |
| 1. Have you unplugged the soldering iron when it’s unattended or unrequired?
 | **🗆** |

Paste pages 1 and 2 back to back – cut out this section – laminate and trim to size

Soldering Iron

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| ***Portable_Plant_SOP*****SOLDERING IRON****Router Table** |
| **Important information – read before use** |
| **OPERATIONAL SAFETY CHECKS** |
| **DO NOT use faulty equipment – report this immediately to your teacher** |
| 1. Do not plug in and turn on until the tip element has been checked, or replaced and tightened.
2. Never touch the soldering tip. Keep your fingers clear.
3. Always wear safety glasses. Smoke and hot embers can often result when soft soldering.
4. Avoid positioning your head directly over the soldering process. Soldering often creates fumes that can be toxic.
5. Avoid prolonged use. This could overheat the tip element causing it to fail or oxidise.
6. Always allow the soldering iron to reach the desired temperature. This can take several minutes.
7. Ensure electrical cords are well clear of the soldering process. Do not touch electrical cords with the tip.
8. Wash your hands after using solder – many soft solders contain toxic lead products.
9. Never leave the machine unattended when still switched ON or when switched OFF but still hot.
10. Turn off and wait until the tip element has completely cooled before storing the machine away correctly.
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| **NEVER flick the iron to remove excess solder.**  |
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| **HOUSEKEEPING** |
| 1. Switch off, unplug and allow to cool down before storing.
2. Leave the machine in a safe, clean and tidy state.
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| **POTENTIAL HAZARDS** |
| ◼ Hot element, surfaces ◼ Electricity ◼ Burns ◼ Toxic fumes ◼ Eye injuries ◼ Fire ◼ Trip and slip |

 **Date of last review:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_