



Method Statement

For Applications & Servicing of CNC Machines at Client Premises

Introduction

This Method Statement covers the requirements for carrying out general application & service Work on CNC machines.

Maintenance/servicing procedures, adopted from the equipment manufacturers' Recommendations and guidelines.

The work also extends to, where required, the servicing and defect repair to all Associated sub-equipment such as bar feeders, transformer units, swarf conveyors, Integral fire suppression units etc.

Although the exact methodology of work may vary from machine to machine, all Work is carried out in accordance with Swiss CNC Ltd health and safety policy, Practices and procedures and company guidelines, to which all service engineers, are Fully aware.

Task

To carry out planned preventative maintenance and servicing routines, including Defect repairs to CNC machines and associated sub-equipment.

Location

Various customer sites across the UK and abroad.

Tools and Equipment

Tools are all handheld and unless specifically required, no heavy lifting equipment or Plant is utilised. There is no hot working activity which requires the use of a permit To work system. Should there be a requirement to work at height, appropriate Access equipment e.g., hop-up, stepladder will be used.

All portable electrical tools will be battery operated otherwise low voltage tools e.g. 110 Volts CTE will be used, with a fully functional 30mA RCD connected to the Output side of the transformer.

All portable electrical tools and other equipment will be in date for PAT testing and Records of PAT testing will be made available on request.

All hand tools will be in a good state of repair, fit for purpose and safe for use.

Personal Protective Equipment (PPE) and Clothing

PPE will comprise coveralls, safety footwear, and protective gloves (used for handling Machine oil contaminated components), eye protection and hearing protection both Of which will be worn as required.

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Sequence/Method of Work

On arrival at the customer's premises and on completion of the induction Training/safety briefing, the work area around the machine will be cordoned off and Warning signs posted. Only authorised personnel (as agreed with the customer) will Be permitted into the area.

NB. The work area should be clean and tidy prior to the arrival of the service Engineer e.g., the floor area should be free of oil/grease so as not to present a risk Of slips, trips and falls to the service engineers.



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All tools and other equipment will be brought inside the area and will be stored such that they do not present a trip hazard, or block fire evacuation routes, fire exit points or access to fire alarm call points or portable fire appliances.

Where possible trailing cables will be avoided, otherwise cables will be taped down. Control of the machine's electrical power and pneumatic supplies will be transferred to, and managed by, Swiss CNC Service engineer(s) for the duration of the work. Where required, a lock-off/tag-out system will be adopted by the service engineer(s), with relevant warning signs posted.

All servicing routines will be carried out in accordance with Swiss CNC's Planned Preventative Maintenance System (PPMS), health and safety policy and procedures to which the service engineers have been trained.

A minimum number of panels to be removed from the machine at any one time and for those panels providing access to live electrical components, they are to remain in place unless required for access, and on removal, the machine is not to be left unattended, until such time as they have been replaced.

Before undertaking work on any machine, the electrical power supplies are to be isolated and the circuits proven "dead". In addition, all components capable of storing electrical power e.g., capacitors etc., are to be discharged accordingly. Live electrical working is prohibited with the exception of line voltage checks using fused test prods which are sleeved and shrouded.

During servicing, the areas around the machine are to remain free from the accumulation of waste and any other packaging materials and any spillages of oils and greases etc. are to be wiped up immediately. The means of disposal of these waste items should be agreed with the Customer.

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Use of Hazardous Substances

Any substances used by the service engineer(s) e.g., oils, greases, cleaning products etc., are only generally used in small quantities and are covered by a COSHH risk Assessment, a copy of which will be held by the service engineer(s), including a copy of the relevant material safety data sheet.

General Information

The service engineer(s) will follow all site safety rules required of the Customer. At all times throughout the work, the service engineer(s) will take responsibility for their own health and safety and also responsibility for the health and safety of all other personnel who may be affected by their work activities.

Any accident or dangerous occurrence will be reported to both the Customer and Swiss CNC Head Office.

Possible Hazards

Fire

- ☐ Risk of injury to service engineer(s) due to outbreak of fire
- ☐ Risk of service engineer(s) causing a fire
- ☐ Risk of service engineer(s) blocking escape routes

Electricity

- ☐ Risk of burns
- ☐ Risk of electrocution or electric shock

Falls from Height

- ☐ Risk of falls from the use of access equipment
- ☐ Risk of falls from the same level e.g., slips and trips



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Manual Handling

☐ Some manual handling activity may be involved in the work process,
Therefore there is a risk of musculoskeletal injury while using incorrect
Manual handling techniques

Machinery Hazards

☐ there is a risk of entanglement, drawing in or entrapment through moving
Parts of machinery

The above risks are mitigated through the adoption of safe working practice and
Adherence to Company procedures and guidelines.