

STANDARD OPERATING PROCEDURE – VISUAL

ABC ENGINEERING LTD			(QMS ref Records & Analysis)	SOP2 iss.1.0 20/12/11
Standard Operating Procedure No. 2		Revision No. 0		
GENERAL MAINTENANCE		Operator responsible gj		
TURNING SECTION		VIKING LATHE		
Op.No.	MAIN OPERATING STEPS	Frequency	KEY POINTS	EXPLANATION/EXAMPLES/DIAGRAMS
10	Oil the tailstock	Weekly		
20	Check headstock oil level, top-up if req'd	Weekly		
30	Grease the chuck	Weekly		