# STANDARD OPERATING PROCEDURE

## TASK: PLAN PRINTER OPERATION

**SOP No:** UPWW.QPC.SOP009  **Version:** 1.2  **Date:** 22 March 2006

**Dept/Div/School:** Division of Facilities Management

**Supervisor/Manager:** FM Supervisors

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| HAZARDS:          | • Weight of paper rolls  
|                   | • Back, leg, shoulder and neck strain |
| PROTECTIVE        | • Ventilated operating area  
| EQUIPMENT &       | • Adequate space for handling materials |
| EMERGENCY         | |
| EQUIPMENT         | |

**BEFORE YOU START**

• Ensure area is ventilated  
• Set up sufficient layout space  
• Set up blank paper and plans

**NEVER....................**

• Never overstretch / overreach  
• Never leave plan cabinet draws open and unattended

**JOB STEPS**

• Turn machine on and wait for it to warm up.  
• Insert blank paper in lower feed and let it be taken up by roller.  
• Insert plan face up in top feed.  
• Take copy from lower basket.

**WHEN YOU FINISH**

• Turn machine off  
• Return plans to correct location

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*Approved by: ……………………………………………… Date: ………………..*

*Revised by K Simpson 23 March 2006*