**TASK:** KILN (TELOW & NEYCRAFT)

**SOP No:** VA36  **Version:** 1  **Date:** February 2008

**Dept/Div/School:** SVPA  
**Supervisor/Manager:** COURSE COORDINATOR  
**Other Contacts:** LECTURING / TECHNICAL STAFF

| HAZARDS:          | Risk of burns to fingers and hands. Eye damage.  
|                   | Respiratory risk from heating materials within kiln. |
| PROTECTIVE        | Eye goggles, mask, apron, gloves.  
| EQUIPMENT AND     | First Aid Kit.  
| EMERGENCY         |  
| EQUIPMENT         |  

**BEFORE YOU START**  
Ensure kiln floor and shelving are clean.

**ALWAYS...............**  
Wear protective clothing!

**JOB STEPS**  
- Ensure kiln interior is clean and free of debris – contaminants will prevent good results.
- Pre-heat kiln and prepare objects appropriately.
- Place objects within kiln, secure door and switch on extraction hood.
- Once object is fired turn kiln to rundown and leave door slightly ajar to allow safe cooling of machine.

**WHEN YOU FINISH**  
Ensure kiln is clean and area is safe and tidy after use.
OHS Consultation and Approval

(Ensure this section is completed and copied onto rear of SOP)

OHS Consultation

(Completion Instructions)
Print names and enter signatures and dates to certify that the persons named in this section have been consulted in relation to the development of this Standard Operating Procedure. Note that the OHS Representative (OHS Committee) certifies that consultation has taken place, and may not be involved in the original consultation.

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<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
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<td>Manager/Supervisor</td>
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<td>First employee using SOP</td>
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<td>Second employee using SOP (if applicable)</td>
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<td>OHS Representative (OHS Committee)</td>
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SOP Approval

_Name Authorising (Printed):_ ...........................................................................................................

_Signature:_ ............................................................... _Date:_ ...........................................