The Workshop SOP Pack — Free Sample

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SOP 01 — Opening the workshop

Purpose: To open Harbour Joinery safely and on time each morning, so the workshop is clean, well lit, and ready for work by 8:00 am, with no machine started before it has been checked. **Scope:** This covers the whole workshop — the bench room, the machine room, the timber store, and the finishing room — every working day, from unlocking the door to the first job. **Who does it:** The first person to arrive opens the workshop, usually the workshop lead. If the lead is away, the most experienced maker on duty takes over.

Steps

1. Unlock the front door and the side gate. Switch off the alarm using the code on the card inside the front door. If the alarm sounds, enter the code again slowly.
2. Switch on the lights in the bench room, machine room, and timber store. Open the high windows in the machine room and switch on the dust extractor fan.
3. Walk through the workshop and look for anything out of place: water on the floor, a smell of gas or burning, a broken window, or tools left where someone could trip.
4. Check the whiteboard by the front door for today's jobs. Read the job list out loud with whoever is in, so everyone knows what they are working on.
5. Check the dust extractor bags and the bins under the saws. Empty any bag that is more than three-quarters full into the outside waste bin and put a fresh bag in.
6. Sweep the floor around each machine and clear the benches of offcuts and rubbish. Stack usable offcuts in the offcut rack by the timber store.
7. Turn on the compressor and let it build up pressure for five minutes. While it fills, check that the first-aid box by the sink is stocked and the fire extinguisher by the machine room door is in place.
8. Start the machines one at a time, following SOP 03, and let each one run for a minute while you listen for rattles or grinding. Stop any machine that sounds wrong and tag it out of use.

Quality check: Before anyone starts cutting, the opener walks the floor once more. Every machine runs smoothly, the floor is clear, the extractor is on, and the job board matches what is on the benches. **If it goes wrong:** If the alarm will not switch off, leave the building and phone the alarm company number on the front door. If a machine sounds wrong, tag it with a red tag, write the problem on the tag,

and tell the lead. Never run a machine you are worried about. **Records:** Write the date, your name, and the time you opened in the logbook on the shelf by the front door. Note any machine tagged out of use and any delivery expected today.

SOP 02 — Closing the workshop

Purpose: To close Harbour Joinery safely at the end of the day, so the workshop is locked, the machines are off, the dust is cleared, and tomorrow starts cleanly. **Scope:** This covers the whole workshop at the end of every working day, including Saturdays — shutting down machines, cleaning up, locking up, and handing over anything unfinished. **Who does it:** The last person to leave closes the workshop, usually the workshop lead. If the lead leaves early, they name one person to close before they go.

Steps

1. At 4:30 pm, stop starting new cuts. Finish the cut or glue-up you are on, then clean your bench and put your tools back on the wall rack or in your toolbox.
2. Switch off each machine at the machine, then at the wall. Unplug the hand tools and coil their leads neatly. Put blades and cutters back in their cases — never leave a blade on a bench overnight.
3. Empty the dust extractor bags and the bins under the saws into the outside waste bin. Sweep the floors and brush the dust off the benches into a dustpan.
4. Check the glue-ups and finishes drying in the finishing room. Make sure each one is labelled with the job name and the date, and close the finishing room door to keep dust out.
5. Stack any timber leaning against walls flat on the timber rack. Put offcuts longer than 30 cm in the offcut rack and throw the rest in the waste bin.
6. Check the job board and update it: tick off finished jobs, move unfinished jobs to tomorrow, and write down anything a customer is waiting on.
7. Turn off the compressor and let the air out through the drain valve under the tank until it stops hissing. Switch off the lights in the finishing room, timber store, and machine room.
8. Lock the timber store and the finishing room. Check the back door and all windows are shut and locked, switch on the alarm, lock the front door, and test the handle.

Quality check: Before you lock the front door, stand in the bench room and look around. Every machine is off, every bench is clear, the floor is swept, the drying pieces are labelled, and the job board is up to date. **If it goes wrong:** If a machine will not switch off, switch it off at the wall and tag it with a red tag. If you find a leak or a smell of gas, leave the building and phone the workshop lead. If the alarm will not set, check every door and window again, then phone the alarm company. Never leave the workshop unlocked overnight. **Records:** Write the date, your name, and the time you closed in the logbook. Note any jobs carried over to tomorrow, any machine tagged out of use, and any messages left for the lead.