

# Standard Operating Procedure (SOP)

## Lathe Machine Operation

Document Number		Revision	
Prepared By		Date	
Approved By		Effective Date	

### 1. Purpose

Describe the objective of this procedure for operating the lathe machine safely and efficiently.

### 2. Scope

Specify where and to whom this SOP applies (e.g., all personnel operating the lathe machine).

### 3. Responsibility

- Lathe operator
- Supervisor/Foreman
- Maintenance Personnel

### 4. Definitions

List any technical terms, acronyms, or abbreviations used in this SOP (if required).

### 5. Personal Protective Equipment (PPE)

- Safety glasses
- Protective gloves
- Protective footwear
- Hearing protection (if required)

### 6. Tools and Materials

- Lathe machine
- Cutting tools
- Measuring instruments
- Lubricants
- Workpiece material

### 7. Procedure

1. Perform pre-operation inspection on lathe and tools.
2. Wear required PPE.
3. Secure workpiece correctly and check alignment.
4. Select and install appropriate cutting tool.
5. Set spindle speed and feed rate as per job requirements.
6. Start the machine and perform test operation.
7. Monitor the operation, check for vibrations or abnormal sounds.
8. Measure and verify dimensions as required.
9. On completion, turn off the machine, clean work area, and document the operation.

## **8. Safety Precautions**

- Ensure all guards are in place before operation.
- Never leave the machine unattended while running.
- Do not wear loose clothing or jewelry.
- Stop the machine immediately in case of malfunction.

## **9. Documentation**

Record completion and any issues encountered in the job log or maintenance sheet.

## **10. References**

- Lathe Machine Manual
- Company Safety Guidelines