

Procedure: Geka - Bend Cut Punch

Purpose

This Standard Operating Procedure (SOP) ensures all tasks related to the use of the Geka Hydracrop are carried out safely, efficiently and effectively.

This Procedure applies to all tasks related to punching, cropping, shearing, cutting, bending and notching.

This Procedure applies to Fabricators that have or are engaged in Fabrication Tasks.

Hazards and Control Measures For Safety and Environment

Hazard/Risk	Control Measures
Electric Shock 	Ensure all electrical equipment has a current "Test" tag attached. Inspect machine and leads for damage before use.
Manual Handling or Lifting	Use correct manual handling techniques and correct posture. Size up the load, position your feet, get a good grip, maintain neutral spine and lift with your legs not your back. Get assistance where required. Never attempt to handle heavy components manually. Use a mechanical lifting aid or seek assistance.
Hand injuries – Cuts from sharp edges on metal, metal splinters	Gloves should always be worn when the machine is in operation and when handling material.
Eye injuries from debris, metal filings, dust, etc.	Clear safety glasses must be worn as a minimum and if required a full faced shield, fully enclosed eye goggles or a welding helmet can be worn when the cropping machine is being used.
Hand Crush Injuries from moving equipment/pinch points	Hands should always be outside of guards when operating. Do not touch moving equipment. Replace and secure any guards removed during the task. The machine must be isolated prior to changing any components.
Heat Stress and Dehydration	Ensure adequate fluid intake & frequent rest during hot weather, observe other team members for signs of dehydration & fatigue. Monitor urine colour and frequency to avoid dehydration.
Slips, Trips and Falls	Clean work area prior to commencing work. Ensure good housekeeping throughout the task. Barricade surrounding areas where necessary.

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Procedure

Perform Pre-Start Checks

Step	Task Description
1	Ensure the guards are in position and secure – shearing station & notching station.
2	Ensure the work area is clean and tidy.
3	Ensure depth and retract gauges are secure.
4	Inspect the punch and die to be used (if punching).

Shear - Set up

Step	Task Description
1	Adjust the guard height to a position that allows access for the material being cut. Secure locking bolts.
2	Position the entry guides so they are square to the base plate.
3	Adjust the cut pressure switch to the desired length and position correctly.
4	Ensure a cut material collection receptacle is in place.
5	Adjust the depth and retract of the blade using the shear/notch gauges.

Shear - Use

Step	Task Description
1	Start the machine and ensure that the control switch is in sensor mode.
2	Perform a test stroke by manually depressing the switch. Ensure hands are clear of the shear.
3	Confirm sensor is secure and in the correct position.
4	Feed material through the shears until it depresses the sensor. Keep fingers clear of the guards.
5	Confirm correct length of cut by measuring periodically.

Bender – Set Up

Step	Task Description
1	If required replace the die base plate and punch ram mount according to the WIN Geka Bender/Punch Changeout.
2	Fit the bending shoes according to the dimensions required. Ensure separation.
3	Adjust the depth of ram stroke using the upper punch guide gauge.
4	Test the depth of stroke to ensure shoes maintain sufficient gap according to material thickness.

Bender – Use

Step	Task Description
1	Use foot pedal to lower Bending Die. Release foot pedal to raise.

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Punch – Set-Up

Step	Task Description
1	If required replace the bender base plate and ram assembly according to the WIN Geka Bender/Punch Changeout.
2	Swing the punch guard away. You may need to maximise the retract setting using the bottom gauge.
3	Release the right-side bolt holding the die in place. Loosen the lock nut first.
4	Ensure the die recess is clean. Fit the die into the bed plate according to the alignment of the hole being punched and nip up the holding bolt.
5	Step lower the punch ram so that the punch nut is accessible. Use the C Spanner to loosen and remove the punch cup.
6	Fit the correct sized punch into the punch cup and mount it to the ram ensuring corresponding alignment to the die. Tighten the punch nut using the C Spanner. Position the punch guard.
7	Carefully step lower the die to check alignment with the die. Adjust the die/bed plate as required to ensure clearance.
8	Secure the die by tightening the holding bolt and lock nut.

Punch - Use

Step	Task Description
1	Use foot pedal to lower Punch. Release foot pedal to raise.
	Note: Punch one piece at a time.

Notcher – Set-Up

Step	Task Description
1	Change the switch to the Notcher position.
2	Raise the Notcher guard and secure in place by tightening the guard bolt.
3	Adjust the depth and retract settings using the Notcher guide gauge.

Notcher – Use

Step	Task Description
1	Use foot pedal to lower Notcher. Release foot pedal to raise.
	Note: Punch one piece at a time.

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