

 DALHOUSIE UNIVERSITY <i>Inspiring Minds</i> Safe Work Instructions for Operation of Key Cutting / Duplicating Machine	Policy Sponsor: Assistant Vice President Facilities Management	Approval Date: December 2015
	Responsible Unit: Trade Services	Revisions: January 2018

Known Hazards

- Rotating parts of cutting equipment
- Slippery / cluttered floors
- Projectiles

Job Specific Training Requirements

- Training in lock work, re-keying and key cutting.

Applicable Regulations / Standards / Procedures / References

- Manufacturers Operating Manual
- Literature from various Brand Name lock and key suppliers

Personal Protective Equipment Requirements

- Safety Boots
- Safety Goggles, Glasses and / or face shield

Safe Job Procedures

These job procedures are to be followed at all times to ensure effectiveness in employee safety, production, quality of work and overall loss prevention.

- Read Key Blank code on key you wish to duplicate. E.g. Schlage "C" blank
- Select a new uncut Schlage key blank stamped with the letter "C".
- Set master key in the left side rail jig clamp using the fold down alignment bar to properly set travel distance and secure the clamp.
- Set uncut blank in the right side rail jig clamp and use the fold down alignment bar to properly set travel distance and secure the clamp.
- Turn on the cutter and unlock the carriage lock button.
- With a slow steady motion move the carriage travel level to the right end of travel and then back to the left end of travel for cutting / duplication to take place.

- Repeat if necessary.
- Tilt travel carriage back towards you to engage the carriage lock button mechanism thus holding the keys off the duplicator and cutting wheel.
- Turn cutter OFF and allow the cutting wheel to stop turning before removing keys from clamps.

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