

## **Bridgeport Mill Standard Operating Procedure (SOP)**

**Do not use the machine if there is a part mounted! Ask the PIT crew about the machine status.**

### **Starting the mill:**

1. Perform a visual inspection of the machine. Make sure all components are set tight. Check the service disconnect, flip to on position.
2. Report any damage to the mill or loose parts to the PIT crew immediately. Do **not** start the machine.
3. Set up your work piece and tools and demo your operations to check for collisions, adjust if necessary.
4. Unlock the spindle break.
5. Start the machine.

### **Working with the machine:**

1. Always double check your set-up in between steps.
2. **Never** leave a wrench mounted on the draw bar.
3. If you need to pause your job, turn off the spindle.
4. Make sure that the way lock levers are loose during travel.
5. When resuming your job, check your set-up again.

### **Shutting down the Bridgeport:**

1. Turn off the spindle and power down the machine (service disconnect).
2. Clean the tools and put them away. Clean shavings from the table, slides and bed and wipe off oil and coolant.
3. Put larger amounts of shavings in the proper shavings bucket.
4. Remove your work piece. Place residual materials in the material storage cart.
5. Clean and organize the tool cart.
6. Sweep the mill area shop floor.
7. Let the PIT crew know when you are done.