



Date: February 2, 2017

Version: 1

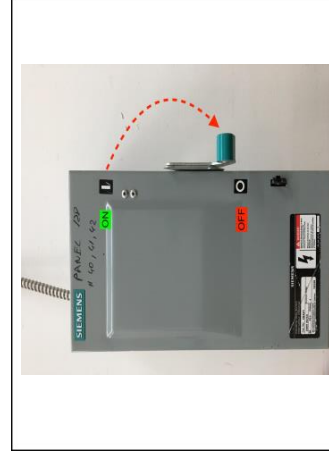
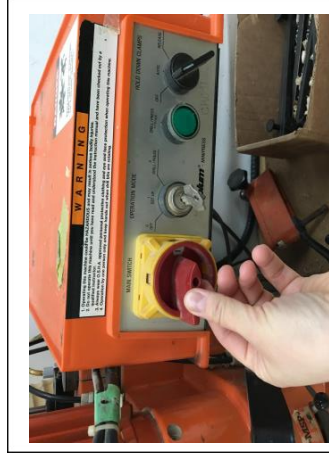
Operation: LOCK OUT HINGE DRILL

Parts: Personal Lock

Tools: Hinge Machine, Personal Lock

Safety:

Approved by: Monika Soos



Important Steps	Key Points
Return using waybill	If waybill present Call the supplier and set up return
	Print return authorization nr/waybill
	On box

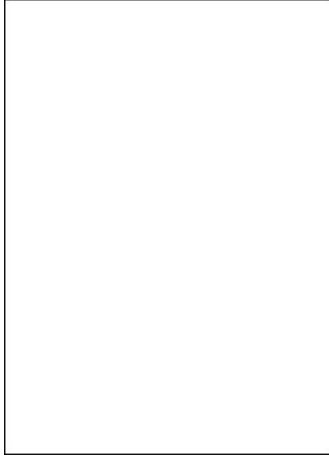
Important Steps	Key Points
If no waybill	Go into Richelleu Account and type Item nr.

Important Steps	Key Points
Turn Lever Down to OFF Position	

V-SOP Master-Sofo.xls



<b>Important Steps</b>	<b>Key Points</b>
Apply Lock	



<b>Important Steps</b>	<b>Key Points</b>
Attache hinge plates	



<b>Important Steps</b>	<b>Key Points</b>

Safety

<b>Important Steps</b>	<b>Key Points</b>

<b>Important Steps</b>	<b>Key Points</b>

<b>Important Steps</b>	<b>Key Points</b>

V-SOP Master-Sofo.xls

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Operation: \_\_\_\_\_  
Parts: \_\_\_\_\_  
Tools: \_\_\_\_\_

Approved by: \_\_\_\_\_

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