

# Rules for XP-membership 21/22

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- XP-time is between 17:00-24:00 on weekdays and 08:00-24:00 weekends. At 24:00 you must be finished for the evening and ready to leave the workshop.
- To be allowed to enter the workshop you must have completed the safety training implemented by the school. To be allowed to enter the workshop on XP- me you must have completed the XP-intro implemented by the XP-board or enter the workshop in the company of a member of the XP-board.
- It is mandatory to sign in and out in the logbook when arriving and leaving the workshop, regardless of activity and time.
- It is prohibited to work alone in the workshop.
- In the event of an accident resulting in personal injuries, please contact the XP-board as soon as possible.
- After hot works you must stay in the workshop for at least one hour after completed work or make sure that someone else is watching during this me. Hot works shall be finished by 11.00 p.m. Hot works shall be carried out in the welding booth only.
- Persons under the influence of alcohol or other drugs are not allowed in the workshop. It is forbidden to bring alcohol or other drugs into the workshop.
- You are not allowed to manufacture objects with intention to sell them or do work for money.
- Weapons manufacturing, also renovating or modifying guns that require a license is forbidden.
- Stationary machines may only be used by people who have the required license to do so. (Metal-/ Wood- or NC-license). This also includes machines that are connected to the power grid, for example angle-grinders.
- You are not allowed to unlock a machine for anyone who doesn't have the required license.
- Tutoring in the machines may only be carried out by members of the XP-board or by a person appointed by the XP-board.
- Money for material bought in the workshop shall be payed by Swish, card or placed in the engine block under the writing desk in the workshop. Quantity and type of material shall be written down in the material-notebook or in the Swish.
- No chemical products (paint, oil, solvents etc.) are to be brought into the workshop. Working with resin-based thermoplastics, carbon fiber and epoxy is not allowed.
- Spray painting is prohibited within the premises, including the fume hood in the chemistry room.
- No tools are allowed to leave the workshop. It is neither allowed to bring them upstairs to the course lab.
- Tools belonging to XP should only be used during XP-time. During school hours (weekday 08:00-17:00) XP-tools are off limits.
- You shall always clean up after yourself, no matter how it looked when you arrived. Last one to leave the workshop is responsible to turn off the lights and power to stationary machinery, Wood, Metal and NC. When leaving the workshop, it should look like it hasn't been used.
- Food and drinks are not allowed in the workshop.
- If something in the workshop breaks you are obligated to report this to the school and the XP-board by writing it up in the book on the writing desk. Include in writing what has happened and the circumstances around the event. You should also leave your name and telephone number so that we can contact you if we have any questions. Also mark the machine with a note so no one else uses the machine when it's broken.
- All members are obligated to follow the rules and guidelines set by the school.
- All members are obligated to follow and stay updated on the XP workshop regulations which can be found on a second document. The latest version will be available in the workshop. The XP-board has the right to edit these regulations when needed.

Violating of the rules above will lead to disciplinary measures that stretch from vocal reprimands to warnings and suspension from the workshop. Several reprimands and/or warnings will lead to suspension from the workshop during XP-time. If the violation falls under Swedish law, the violation will be reported to the Swedish police.

I hereby certify that I have read the rules above and understand the consequences of violating those.

By signing this document, you accept that the XP-board stores your information three years from the signed date. Your information will not be passed on to any third-party organization. Your information is stored for the insurance in Prototyplabbet to be valid during XP-time and managing access to the machines and the workshop

Name (block text): \_\_\_\_\_

Personal number: \_\_\_\_\_

City and date: \_\_\_\_\_

Signature: \_\_\_\_\_

# Workshop regulations at XP-time

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- Changing gas bottles on the welds is prohibited.
- Changing of the chuck in the lathes is prohibited.
- Gas cutting is prohibited. Gas welding is OK!
- Adjustments of the gas regulators on the gas weld is prohibited. These are correctly preset.
- Use only hand power to tighten locking and mountings on machinery.
- Approved safety shoes must be worn when working in the metal and wood workshop.
- Safety glasses must always be worn inside the metal and wood workshop.
- Mouth protection must be worn when machining cast iron. Cast iron dust is toxic to inhale.
- After cast iron machining the machine must be cleaned from the carbon dust and exposed linear guides must be carefully cleaned and lubricated with oil.
- After brass machining exposed linear guides must be carefully cleaned and lubricated with oil.
- If you are the last one to use a machine and you know that no one will use it immediately after you the same day, then it is your responsibility to get the machine properly cleaned.
- Students are not allowed to try to do any repair work on machines in case of failure. Report the failure in the reporting book and mark the machine so that no one else tries to start it.
- Only the XP-board is allowed to replace and reset Fuses and MCBs. If necessary, contact the XP-board for help.
- Adjusting the support plate on the belt sander in the metal workshop is prohibited.
- Removing or adjusting the anvil in the big drill press is prohibited. The anvil is measured into a straight position.
- Anvils and roundtables should always be fastened securely when leaving stationary machinery.
- Do not throw away worn out or damaged drills and HSS tools. Put them back on their place and they will be replaced. Replace carbide inserts with new ones when worn or damaged and place the old inserts in the carbide collection box.
- Everyone is responsible to keep the XP-locker in good order.