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| #1 Process (if applicable) | Reworking/removing electronic components on PCBs using hot air rework stations. |
| #2 Equipment | Hot Air Rework Stations. JBC JTSE and TESE Hot Air Rework Stations. |
| #3 Personal Protective Equipment (PPE) | Safety glasses, heat resistant gloves, plus minimum shop PPE.  |
| #4 Environmental /Ventilation controls. | Be sure to turn on soldering plenum fan to efficiently wick away fumes emitted during soldering, or use a soldering fume extractor, such as the JBC FAE1-B Fume Extractor. |
| #5 Required training or approval  | * Review and observe general shop safety practices for this shop.
* Refer to the manufacturer’s operating manual for all operating procedures.
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| #6 Inspection requirements before use | * Check the hot air rework station for damaged wires, casing, tubes, or parts. Report all damaged stations to Lab Manager and do not use station.
* Before turning on tool, ensure that the handles are properly rested in their stands and that the bits are not touching anything. Ensure that tubes are not draping in such a way so as to promote the hot air bit from being knocked out of the stand and burning someone or something.
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| #7 Safe operating procedures or precautions | * Do not use units for anything other than soldering or rework.
* NEVER touch the working tips of the hot air rework station bits or the holders to any part of yourself, others, or another object that you are not reworking, as they are very hot and will burn.
* NEVER work on a live circuit; Ensure that devices are unplugged, any batteries are removed, and any large capacitors are completely discharged.
* Do not leave the station on while unattended.
* Be sure to keep ventilation slats unobstructed. Heat from these may catch materials on fire.
* Ensure not to point the hot air bit at yourself or anyone else.
* Be sure to turn off the hot air flow whenever you are not applying heat to a component.
* Avoid splashing hot solder; This is a potential burn factor.
* ONLY use non-leaded solder unless permission has been granted by the lab manager.
* When not using the tools, be sure to rest them in their holders to avoid burning anything, including yourself.
* Avoid using temps over 400oC, as this has the chance of damaging PCBs and the components on them. Use the Thermocouple Type K to keep your temperatures regulated.
* Turn off station by using the switch on the back when you are done using it.
* If you are the last person soldering and/or reworking, please be sure to turn off the soldering station plenum fans, unless the sintering furnace is running. Check the switch cover for status.
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| #8 Chemicals/ spill procedures/waste disposal | Ensure that station is clear of clutter to avoid accidents. Clear off any extraneous wires and soldering paste from the work stations. |
| Author Signature: Date:  |