

Plasma Cutting Policy

(for Navigator, Phoenix, and Arclight Machines)

Effective April 1, 2026

1. Machine Certification: All members must possess a **Current Certification** to use any of the Plasma Machines:

Certification must be conducted and approved by a Plasma Monitor which includes:

- Ability to produce an NGC file using SheetCam, verify all settings in the program used. **Altering any Sheet Cam settings (except cutting speed) will result in improper cutting.**
- Ability to Post Process a file using SheetCam and demonstrate ability to produce an acceptable NGC file and set up machine for cutting following instruction sheets.
- Ability to shut down the machine when finished cutting as per the shut-down instructions. This includes **cleaning of the machine slag, grids, upper and lower rails.**

2. Machine Operation: **CERTIFIED MEMBERS MUST STAY AT ALL CUTTING MACHINES WHILE CUTTING IS IN PROCESS.** If you need to walk away from a cutting machine while cutting is still in process, you must either PAUSE or STOP the machine. Violations will be subject to the disciplinary process described in the club bylaws.

3. Settings: Certified members **may NOT change any settings (except cutting speed)** on the Arclight/Phoenix computer set-up. Settings have been established to work effectively with the machines. Violations will be subject to the disciplinary process described in the club bylaws.

4. Sign-up Process: Certified members must sign up to use the machine as follows:

- Sign-ups are available in 1.5-hour time blocks:
 - Three-day advance starting at noon on Thursday for the following Monday through Friday time periods.
 - Daily same day sign-ups, as available, on a first-come basis.
 - Maximum of 3 hours of total cutting time per week no matter which machine is used.
- Advance sign-up is limited to one time per week. If a Machine is available between reserved time slots, additional cutting may be done on a first-come basis, ensuring cutting is completed before the next reserved time.

- Certified members cutting for non-certified members:
 - The certified member doing the cutting must deduct the cutting hours from their allotted hours per week.
 - If a certified member is cutting for another member, the hours cutting must be deducted from either certified member, but it must be counted. BOTH members must be present during the cutting process.
 - Machine use must end at 3:30pm to allow machine cleaning prior to 4:00pm closure.
5. The key must be returned to the front desk Monitor upon completion of your time slot. The key cannot be given to another club member at the machine. The key must be returned to the Monitor to close out your work session properly.
 6. Electrode/Nozzle must be Hypertherm product ONLY! No after-market consumables are allowed.
 7. All machine / program failures must be reported to the Monitor when returning the key.
 8. No old "SAVED JOB FILES" are to be used in SheetCam!
 9. No thumb drives over 32GB allowed on computer system.
 10. No 'cut & command' programs from Plasma Cam – must use updated files on machines.
 11. All members using any of the plasma cutting machines are expected to help throughout the year to drain and clean machines as needed. **Members are required to clean and reset the machine at least 2-days per year.**
 12. All Certifications will expire 60 days after a member's last use. Certified Plasma Monitors will be required to confirm your re-certification.
 13. When a plasma machine is shut down for maintenance, the keys for the shutdown machine will be put away to prevent members from using both machines.
 14. If a machine malfunctions and cannot be fixed immediately, an 'Out of Service' sign will be placed on the machine until a certified maintenance member(s) can repair it. (See list of Certified Maintenance personnel).
 15. Turn on Exhaust Fans with timer on the wall when cutting.

Your signature on this Policy constitutes your acceptance and acknowledgement of the provisions described in this document.

I understand and agree with these provisions:

Name	Badge #	Date
Plasma Certified Member Name	Badge #	Date