



**STATE UNIVERSITY OF SURABAYA
FACULTY OF LANGUAGE AND ART**

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**STANDARD OPERATING PROCEDURE (SOP)
SAFETY PROCEDURE IN CERAMIC CRAFT STUDIO LABORATORY**

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INVENTORY MANAGEMENT

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1. OBJECTIVE

This SOP aims to protect laboratory equipment from damage due to improper use and to safeguard users from potential hazards that may occur, either intentionally or unintentionally, during their activities in the laboratory.

2. SCOPE

This SOP applies to the occupational safety and health aspects that must be prioritized during activities conducted in the Ceramic Craft Studio Laboratory within the Faculty of Language and Arts (FBS) at State University of Surabaya.

3. REFERENCE

- 3.1. Law No. 1 of 1970 on Work Safety
- 3.2. Government Regulation No. 50 of 2012 on Occupational Health and Safety Management Systems (SMK3)
- 3.3. Government Regulation No. 88 of 2019 on Work Safety
- 3.4. Strategic Plan Document of Surabaya State University
- 3.5. Strategic Plan Document of Faculty of Language and Arts

4. DEFINITIONS

- 4.1 Hazard: Any source, situation, or action with the potential to cause harm or injury.
- 4.2 Poor Health: Identifiable physical or mental conditions caused or exacerbated by work activities or environments.

5. RESPONSIBLE PARTIES

- 5.1 Head of General Affairs and Equipment Subdivision: Responsible for ensuring the availability of occupational health and safety (K3) equipment and implementing K3 regulations in the FBS environment.

6. GENERAL REQUIREMENTS

- 6.1 Periodic safety checks will be carried out by the Head of General Affairs and Equipment Subdivision and reported to the Deputy Dean for General Affairs and Finance.
- 6.2 The results of these inspections will be compiled into a report for the laboratory lecturer in charge, the facility coordinator, and the administration manager.

7. PROCEDURE DESCRIPTION



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7.1 Rules for Using the Ceramic Craft Studio:

a. Registration and Permission:

- All users must log their name, usage time, and purpose in the studio logbook.
- Ensure that the use of tools and equipment, such as kilns (low and high firing), pottery wheels, clay extruders, and hand tools, is approved by the studio manager or technician.

b. Safety at Work:

- Always use Personal Protective Equipment (PPE), such as gloves, masks, and aprons, especially when working with raw clay, glazes, or during kiln operation.
- Never leave kilns or electrical equipment, such as pug mills or slab rollers, unattended while in operation.
- Ensure proper ventilation in the studio, especially during kiln firing or when mixing glazes containing chemicals.

c. Maintenance and Cleanliness:

- Keep the work area clean and organized. Wipe down surfaces to minimize clay dust, which can be hazardous if inhaled over time.
- Dispose of clay scraps, glaze residues, and other waste in designated bins.
- Do not rearrange or move studio equipment, such as kilns or pottery wheels, without prior approval from the studio manager or technician.

7.2 Tool Usage Guidelines:

a. Using the Pottery Wheel:

- Center the clay on the wheel head securely before starting.
- Operate the wheel at appropriate speeds depending on the type of work (e.g., shaping, trimming).
- After use, clean the wheel thoroughly to remove clay and prevent it from hardening.

b. Using the Kiln (Low and High Firing):

- Ensure that the kiln shelves are coated with kiln wash to prevent glazed pieces from sticking.
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- Arrange ceramic pieces on the shelves with adequate space between them to allow even heat distribution.
 - For low-firing (bisque), set the temperature to approximately 900-1000°C, and for high-firing (glaze firing), set it between 1200-1300°C depending on the material.
 - Always wait for the kiln to cool completely before opening it to remove fired pieces.
- c. Using the Clay Extruder:
- Choose the appropriate die for the shape you wish to extrude.
 - Load clay into the extruder chamber and apply pressure evenly.
 - Clean the extruder after use to remove any remaining clay, preventing it from drying and clogging the device.
- d. Using the Slab Roller:
- Adjust the roller height to the desired thickness of the clay slab.
 - Place the clay between two sheets of canvas or plastic before rolling to prevent sticking.
 - Clean the slab roller and remove any clay residue after use.
- e. Using Hand Tools:
- Use tools such as ribs, wire cutters, needle tools, and sponges for shaping and detailing.
 - After use, rinse and dry tools to prevent corrosion or damage.
 - Store tools in their designated locations for easy access.
- f. Using Glaze Mixing Equipment:
- Follow glaze recipes carefully and measure chemicals with precision.
 - Use a dust mask when handling dry glaze materials to avoid inhalation.
 - Mix glazes thoroughly using a paddle or mechanical mixer to achieve a consistent texture.
 - Clean all mixing tools and containers immediately after use.
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- g. Tool Maintenance and Cleanliness:
 - Clean all tools and equipment, including pottery wheels, extruders, slab rollers, and hand tools, after use to ensure their longevity and readiness for future work.
 - Regularly check the condition of the kilns, including the thermocouples, heating elements, and kiln shelves, to ensure proper operation.
- h. Studio Procedures for Low and High Firing:
 - Low-Firing Process:
 - Use for bisque ware or decorative glazes that mature at lower temperatures.
 - Fire pieces at a slow rate to prevent cracking or explosions due to trapped moisture.
 - High-Firing Process:
 - Use for stoneware, porcelain, or glazes that require higher maturation temperatures.
 - Monitor the kiln closely and adhere to safety protocols for high-temperature operations.
- 7.3 Tool Loan Procedure
 - Borrow tools in accordance with the procedures set by the supervising lecturer.
- 7.4 Studio Cleaning Procedure
 - Clean and maintain tools before and after use.
 - Ensure borrowed tools are ready for use in subsequent classes.
 - Return tools following the procedures set by the supervising lecturer.
- 7.5 Damage and Loss Procedures
 - Students are fully responsible for the tools they borrow or use.
 - Any damage resulting from improper use must be repaired or replaced by the student.
 - If a borrowed tool is lost (including its accessories), the student must replace it with an identical item.
- 7.6 Sanctions for Violationstheses:
 - Verbal or written warning.
 - Immediate expulsion from the class.
 - Grade deduction.



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- Failure to complete the course requirements.

8. CLOSING

This SOP is to be implemented as required to ensure work safety in the Ceramic Craft Studio Laboratory.