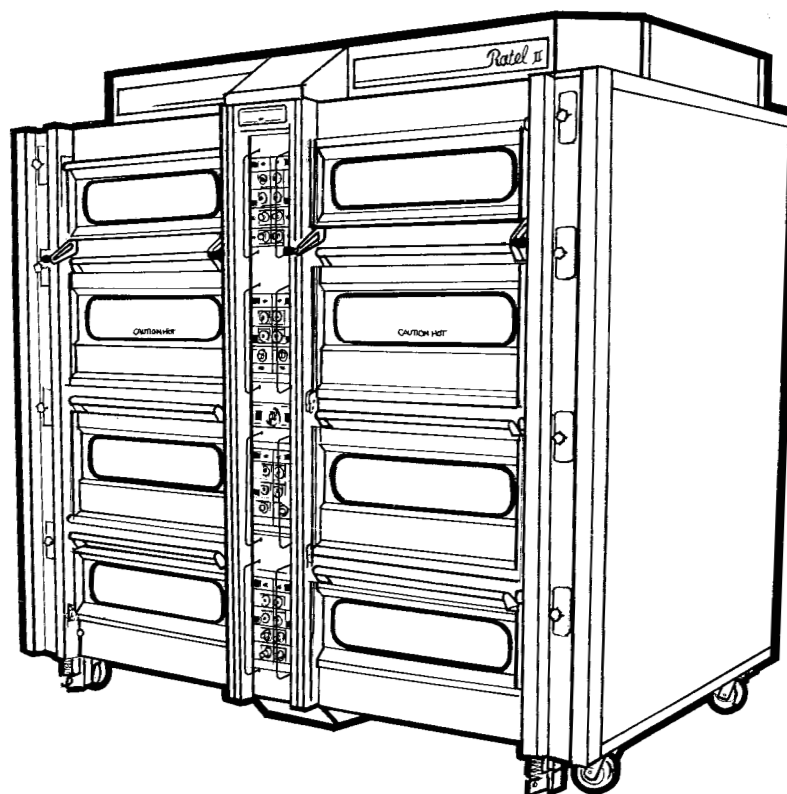

ROTEL II OVEN

Safe Operating Procedures

TRAINING MANUAL



4 DECK 2 SPLIT OVEN PICTURED

Current July 2002

Contains 23 pages

MOFFAT

ROTEL 2 OVEN

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- About this instruction manual
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- Operations overview
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- Operations competency
- Daily cleaning competency
- Risk assessment
- Trouble shooting
- Hand-over checklist

Moffat's policy is one of continual improvement and development. We therefore reserve the right to amend the information given in this booklet without prior notice. All sales will be subject to the company's conditions of sale.

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ROTEL 2 OVEN

About this instruction manual

This manual contains all the necessary information for the **use, cleaning** and **maintenance** of the machine. The purpose of this booklet is to allow the user to take all measures and set up all the human and material resources needed for safe and long-lasting use of the machine.

This manual should be available for all staff and maintenance personnel authorised to use the machine.

Do not attempt to use this machine in any other way that is not in compliance with the instructions supplied.

Firstly

Please read the instruction book carefully and follow the directions given.

Secondly

If you are unsure of any aspect of the instructions or performance of this equipment, contact your dealer promptly.

The electric power supply

The bakery must be fitted with an electrical system complying with current electrical regulations, in particular the earth connection system and electrical control board must be protected against overload currents and short circuiting. The rated power of the machine is shown on the machine plate. Electrical plant must be properly installed throughout, maintained and regularly inspected by trained electricians issuing certificates of compliance for all jobs carried out, guaranteeing compliance with current Australian legislation and Standards.

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ROTEL 2 OVEN

User liability

Working Safety

The machine must be used only by personnel suitably trained for the purpose and who have been trained in the contents of this publication.

To ensure safe work, comply with the following instructions:

- Install the oven in compliance with workplace safe work requirements.
- Install the oven in an area out of reach of the personnel not authorised to operate it and especially out of the reach of minors.
- Use the oven with great care and never be distracted.
- Do not wear loose fitting clothing or clothing with wide and open sleeves.
- Do not let anyone approach the oven during use.
- Do not remove, cover or modify the identification plates placed on the oven body.
- Work on the products permitted and not on other types.
- Do not place any objects on the oven that are not required for normal working operations.
- Do not use the oven with temporary electrical connections or non-insulated cables.
- Periodically check the state of the power cable and the cable clamp on the oven. If defective replace immediately by qualified personnel.
- Stop the oven immediately there is defective or abnormal operation, a breakage is suspected, there are incorrect movements or unusual noises.
- Before cleaning or carrying out maintenance, turn off the oven at the electricity mains.
- Use protective working gloves for cleaning and maintenance.
- For all extraordinary maintenance consult the manufacturer or qualified or authorised personnel.
- Do not aim high-pressure jets of water at the oven.
- When sharp accessories are manipulated, use cut-resistant gloves.

Summary safety notes for owners/operators of this machine

Always operate within the limits of use of the oven.

Always carry out constant and diligent maintenance.

Have the oven used by a single trained person.

Avoid distractions while operating the oven.

The manufacturer declines all direct and indirect liability deriving from:

- Use by untrained personnel.
- Non-observance of the instructions contained in this booklet.
- Unauthorised modifications and/or repairs carried out on the oven.
- The use of accessories and parts that are not genuine.
- Exceptional events.

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ROTEL 2 OVEN

Safety precautions

To ensure maximum safety and optimum performance from this machine it is essential that you or any other operator of the machine read and understand the contents of this manual before the machine is ever started. Pay particular attention to the SAFETY INSTRUCTIONS highlighted by these symbols.

These safety alert symbols mean CAUTION, WARNING or STOP/DANGER - a personal safety instruction. Failure to comply with the instruction may result in personal injury or death.

WARNING: ELECTRICITY CAN KILL
Test and tag electrical cables to workplace safety standards.



CAUTION
Serious injury possible



WARNING
Electric shock



**STOP
DANGER**

User instructions and precautions

The manufacturer declines all responsibility for any injury to persons or animals or damage to objects resulting from the failure to observe any of the previous or following information and instructions on the use or maintenance of the machine:

- Do not use the equipment for any purposes and / or loads different to those stated by the manufacturer;
- Every day, check the safety devices and general state of the equipment;
- Every day clean the equipment thoroughly;
- Take all the necessary precautions and safety measures when loading, adjusting, changing parts or carrying out repair or maintenance work on the oven, to make sure that the oven or any parts of it are not accidentally started up by other persons;
- Do not tamper with the guards and safety devices on the oven;
- Do not remove the guards and safety devices on the oven unless actually necessary for work purposes and without adopting the measures designed to reduce the risk to the minimum possible, as described fully and frequently in this manual;
- Put back all the guards and safety devices as soon as the reason for their temporary removal no longer exists;
- All operators must comply with applicable workplace safety procedures.

Definitions

According to this manual, the following definitions are used:

1. **"Danger area"** any area inside or near a oven which might be dangerous for a bystander.
2. **"Bystander"** any person entirely or partly situated in a danger area.
3. **"Operator"** the person or persons installing, running, adjusting, cleaning, repairing, transporting or performing maintenance work on an oven.

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ROTEL 2 OVEN

Before you start the ROTEL II OVEN

Before starting, undertake a General Safety check

- Area clean and free from obstructions, e.g. nothing left inside of the oven such as an oven mitten, trays, etc.
- Operator wearing appropriate protective clothing and gloves.

WARNING: Make sure the oven is switched **off** during cleaning, maintenance.

When using the oven, never place hands near working areas.

Mechanical or electrical repairs must only be done by qualified service technicians.

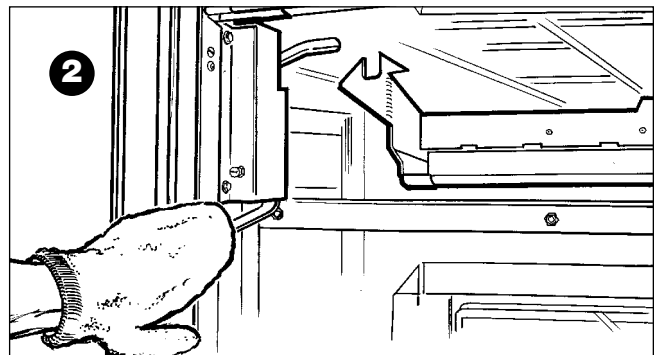
Only one person may operate the oven at any time. Any bystanders must keep well away from the oven.

The key safety and hygiene features are:

- 1 The side location of door handles on the Top Deck doors are designed to avoid burning hands when opening.
- 2 Tray stops that lock the rotating racks in the split deck when the doors are open.



- 1 Top door has external side handles to avoid heat rush when door is opened. Stand well clear on opening.



- 2 Tray stops operate as soon as doors on the split deck are opened to prevent the rotation of the racks.

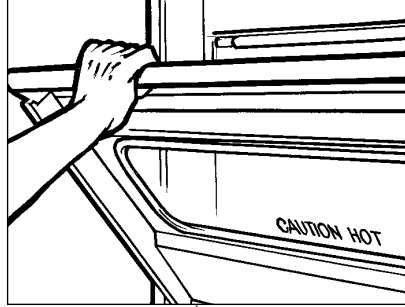
MOFFAT

ROTEL 2 OVEN

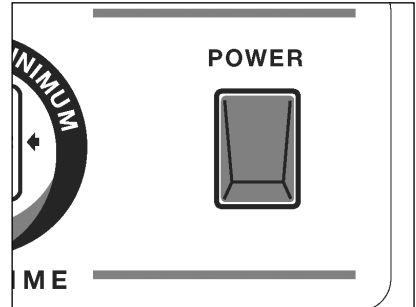
Names of parts



Top doors (open up)
Not on all models

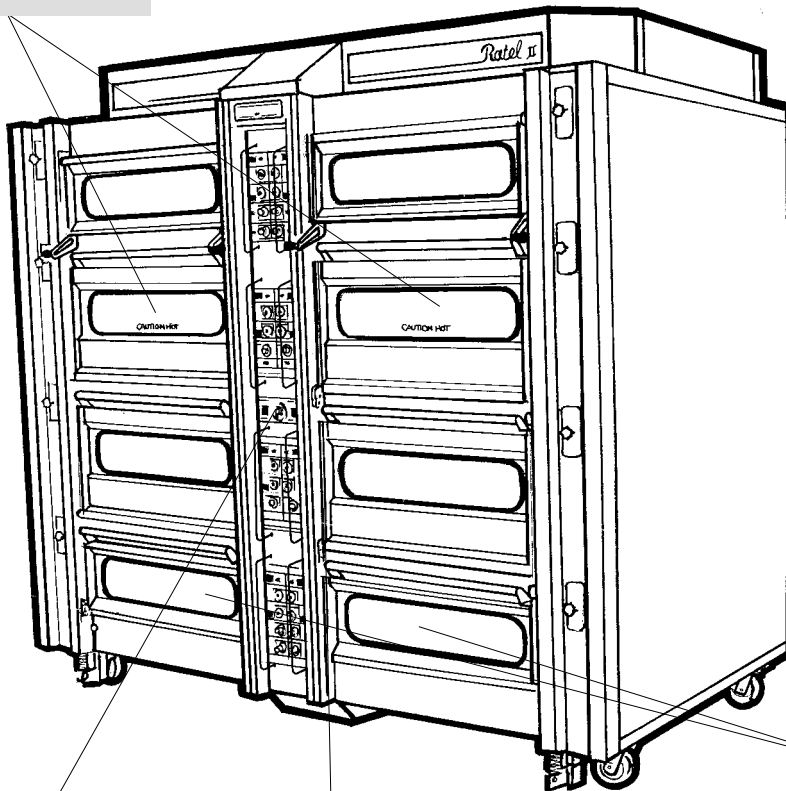


Bottom and centre doors
(open down)



Mains power switch

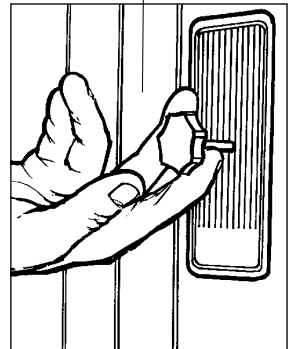
Split deck rotating
turntables



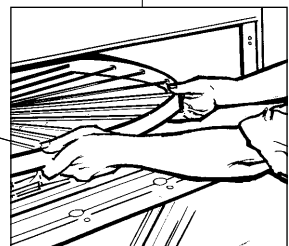
On/Off switches

Control panels

Flue dampers



Standard deck
rotating turntables

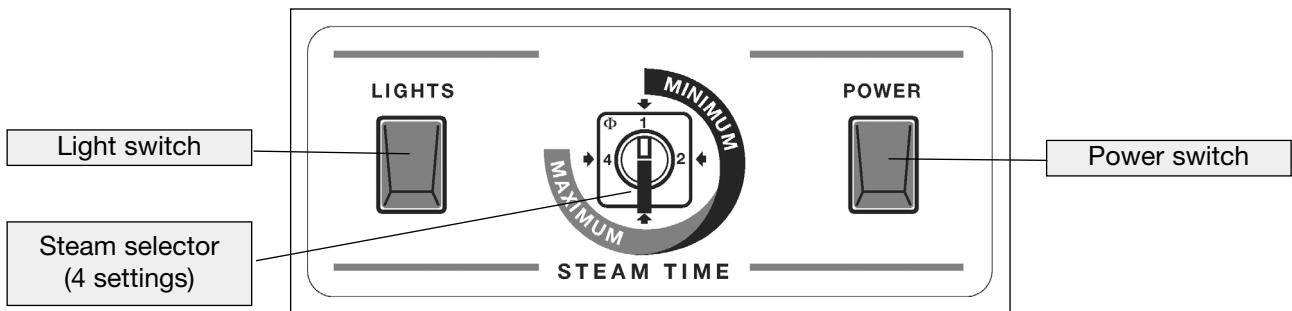
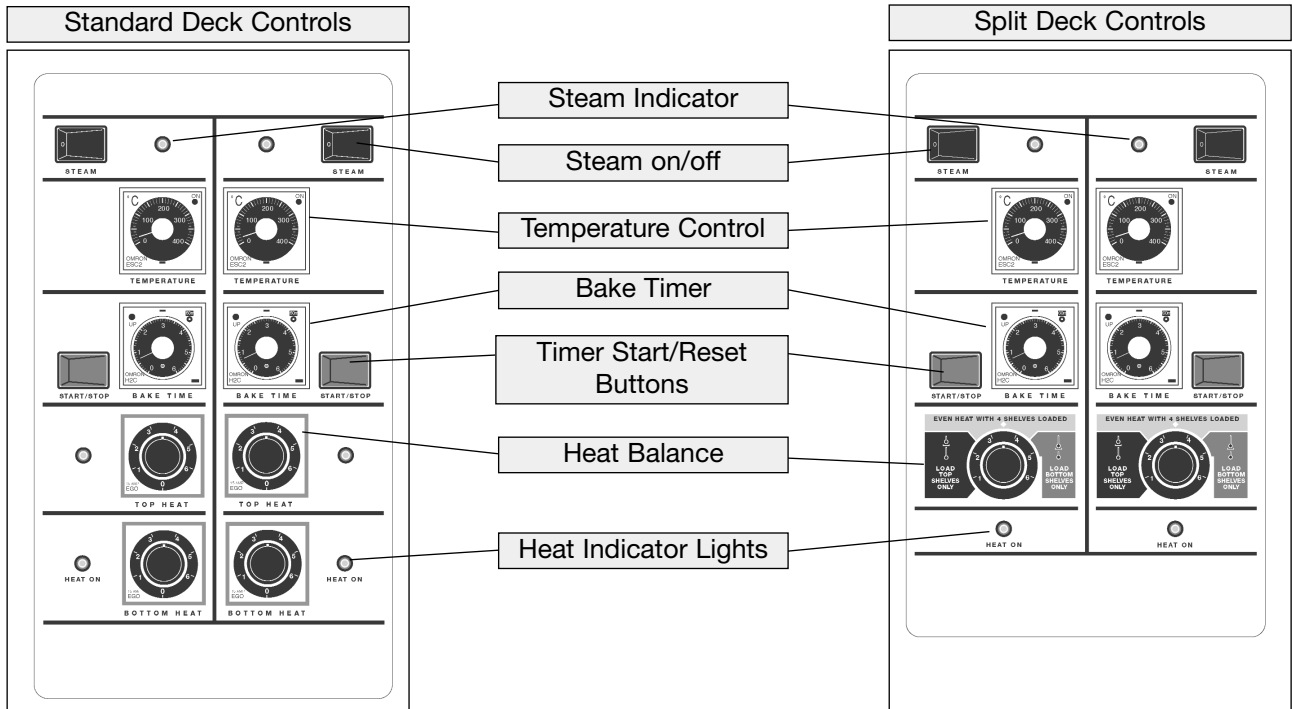


4 DECK, 2 SPLIT OVEN PICTURED

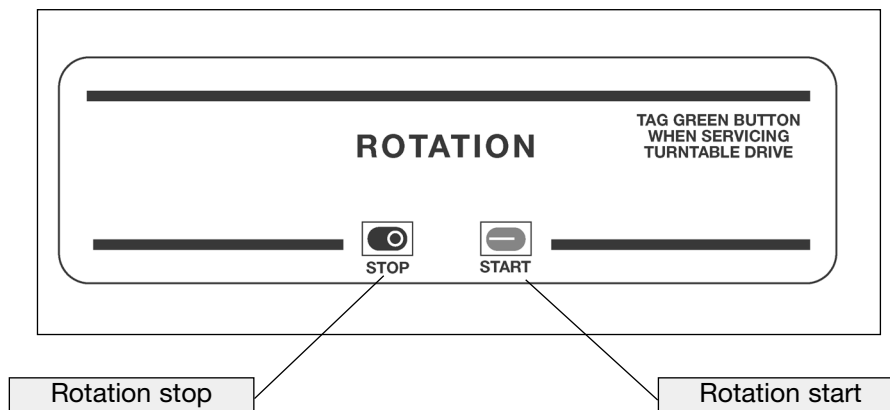
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ROTEL 2 OVEN

Names of parts



Not on all models

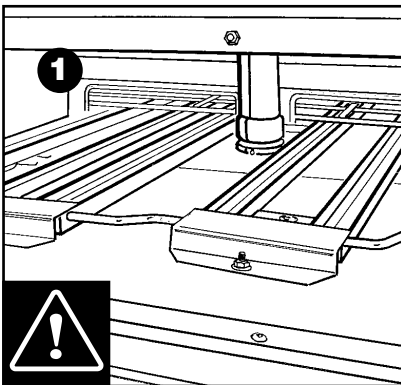
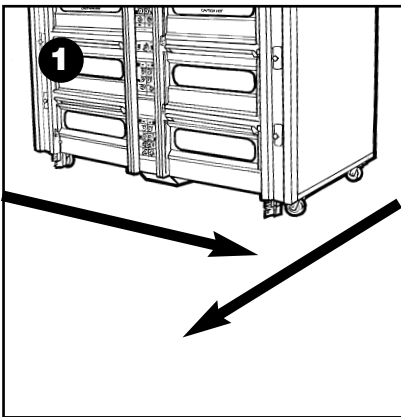


ROTEL 2 OVEN

Hazard Risk Analysis

Installation

- 1 Note: Oven must be levelled on installation to ensure even distribution of water in steam troughs. This is critical to ensure that even heating occurs within the oven.
See steam troughs below

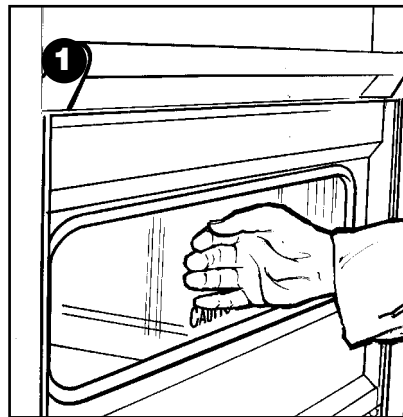


- 2 Always vent/exhaust oven fumes via approved canopy and fan.

Appliance in use

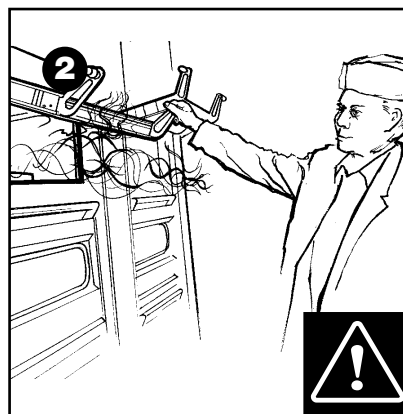
- 1 Avoid skin contact with all hot surfaces.

Observe hot surfaces and warning signs about touching glass windows.



- 2 When opening oven door, be careful of steam in baking chamber.

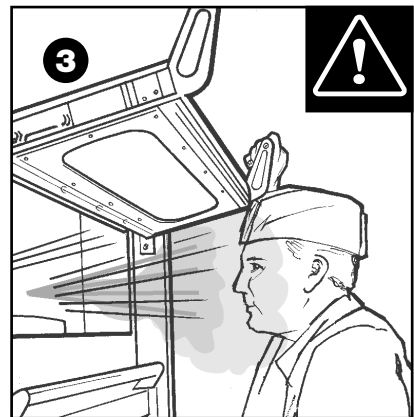
On some models the top door has external side handles to avoid heat rush when door is opened. Stand well clear on opening.



- 3 Never 'steam' oven when door is open.

Do not open door while steaming operation is in progress.

Wait several minutes after steam is complete before opening door - if necessary, observe product through windows.



- 4 Always handle hot trays and tins with caution.

Always use sound, clean, dry oven mitts.

- 5 Ovens should never be used to dry towels, piping bags, aprons etc. etc.

- 6 Always switch off oven at power supply before cleaning or maintenance.

- 7 Cleaning - Do not clean the internal baking chamber of the oven when it is still hot

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ROTEL 2 OVEN

Safe Operating Procedure

WARNING:



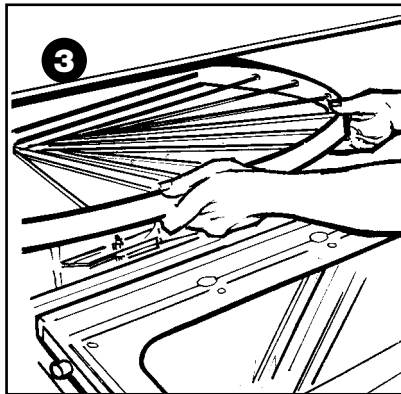
The operator should never tamper with or make repairs to this appliance. All maintenance other than approved cleaning operations to be carried out by trained technicians **only**.

The oven comes in a range of chamber configurations. The procedure for operating is as follows:

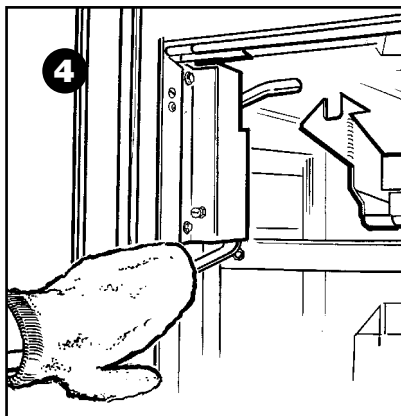
Before you start

- 1 Always work in an organised and tidy manner on oven.
- 2 Never ignore safety instructions.

Never block or bypass safety devices.
- 3 Always replace the lift-out segment of oven turntable before starting oven.



- 4 Tray stops should be fully operational.



- 5 Check that all turntables are free to turn.

Operating the oven

- 1 Do not fill any oven with steam prior to loading in of product.
- 2 Load oven correctly to avoid possible damage to oven drive devices.
- 3 Do not over-steam oven as this will prolong oven heat recovery which will have a detrimental effect on the products.
- 4 Do not exceed 30°C temperature between different decks of oven.
- 5 Never 'slam' oven doors open or closed as may cause damage to oven or injury to personnel.
- 6 Always keep turntable rotating, stop only when necessary and resume as soon as possible.
- 7 Do not leave flue dampers open during entire baking cycle as it can cause excessive heat loss (use flue dampers at specific times for specific product results).

Oven is either on or off.

To shut down at night set all temperature controls to zero and power and lights off.

Moffat recommends turning off mains power isolator on wall.

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MOFFAT SUGGESTS— Use this form to train staff, copy and laminate for your workplace

ROTEL 2 OVEN

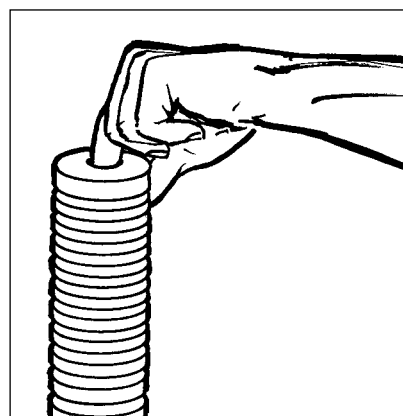
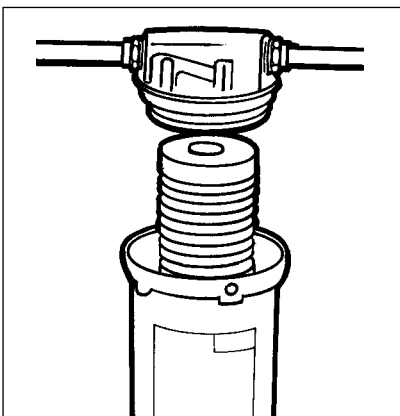
Product Guide for the oven

PRODUCT	STANDARD DECK (2 TRAYS PER CHAMBER) SPLIT DECK (4 TRAYS PER CHAMBER)	STEAM TIMER	BAKE TEMP	BAKE TIMER	TOP HEAT	BOTTOM HEAT
680g SANDWICH	STANDARD DECK		240°	30 MIN	4	6
	SPLIT DECK		240°	30 MIN	◆	
680g HIGH TOP (USE FOR 450g ALSO)	STANDARD DECK	MAX	225°	33 MIN	4	6
	SPLIT DECK		225°	33 MIN	◆	
VIENNA - ROLLS - STICKS TRAYED FANCY BREADS	STANDARD DECK	MAX	225°	25 MIN	4	6
	SPLIT DECK	MAX	225°	25 MIN	◆	
BUN PRODUCT	STANDARD DECK		210°	20 MIN	4	6
	SPLIT DECK		210°	20 MIN	◆	
PIES, SAUSAGE ROLLS ETC.	STANDARD DECK		250°	15 MIN	4	6
	SPLIT DECK		250°	15 MIN	◆	
TRAYED FRUIT SLICES	STANDARD DECK		210°	20 MIN	4	6
	SPLIT DECK		210°	20 MIN	◆	
HIGH RATIO CAKE PRODUCT	STANDARD DECK		200°	20 MIN	4	6
	SPLIT DECK		200°	20 MIN	◆	
SPONGE	STANDARD DECK		200°	20 MIN	4	6
	SPLIT DECK		200°	20 MIN	◆	
SPONGE WITH LIGHT BOTTOM COLOUR	STANDARD DECK		200°	20 MIN	6	2
	LOAD BOTTOM 2 TRAYS ONLY IN SPLIT		200°	20 MIN	5	
PIES REQUIRING MORE BOTTOM HEAT (LESS TOP HEAT)	STANDARD DECK		250°	15 MIN	2	6
	LOAD BOTTOM 2 TRAYS ONLY IN SPLIT		250°	15 MIN	2	

Note: The Product Guide above features general recommendations for times and temperatures, and is fixed to the fascia of the oven. Variations will occur according to the workplace bakery guidelines.

The Product Guide can also be used to benchmark operating efficiency of the oven. If significant variations in product quality and bake time occurs, e.g. white bread still underbaked after 35 minutes at 230°C, or significant variations in baked colour over a full tray in a particular oven compartment, or there are differences in product time between oven compartments set at the same temperature, firstly re-check standard work procedure before contacting Moffat Service Agent.

Routine Maintenance



Note: water filter requires replacement cartridge at regular intervals subject to local water conditions. Moffat Service Agent can advise on recommended servicing.

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ROTEL 2 OVEN

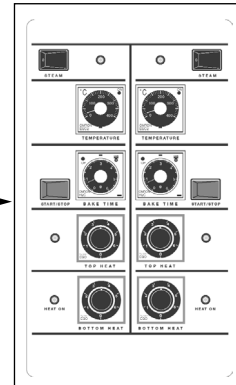
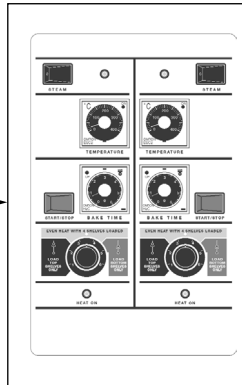
Baking decks in the oven

4 DECK 2 SPLIT OVEN PICTURED

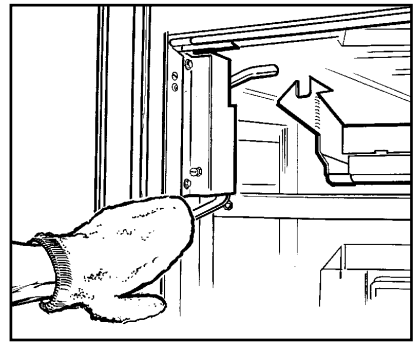
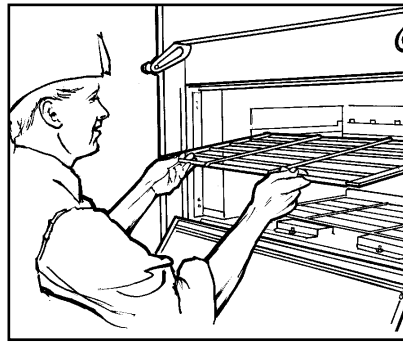
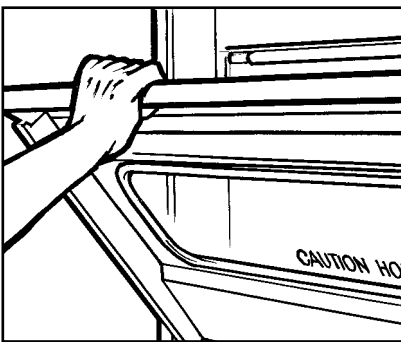
Split Deck Controls

Standard Controls

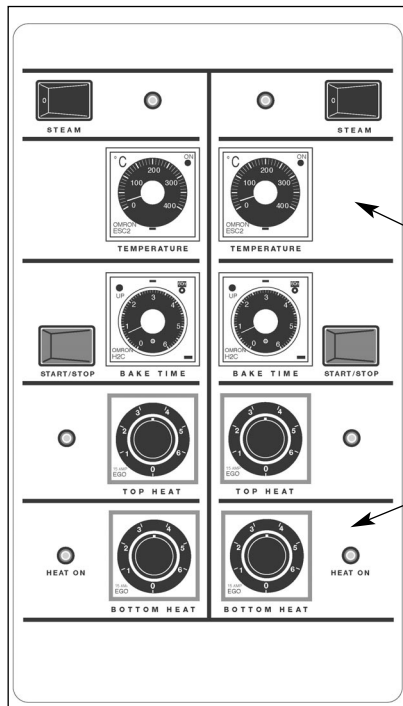
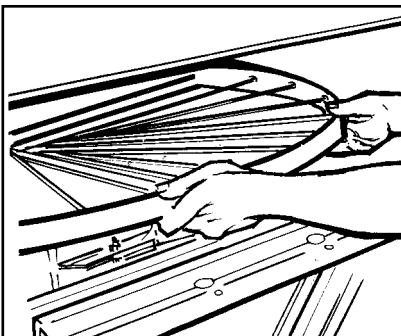
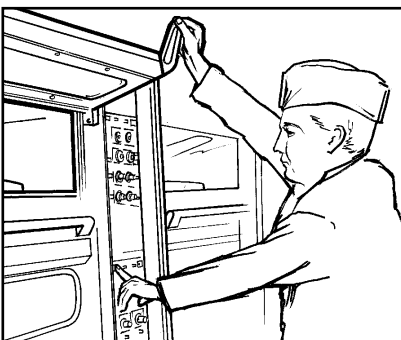
Note
Standard decks have top and bottom heat controls to enable different product baking at different top and bottom temperatures
(refer to the menu guide for a reference)...



The split decks are those located in the middle of the 4 Deck 2 Split oven



The standard decks are located at the top and bottom of the 4 deck 2 split oven.



Control panel for the Top and bottom decks.



ROTEL 2 OVEN

Standard Operations Checklist

Note: the example below uses times and temperatures appropriate for a white 680gm sandwich loaf

MOFFAT SUGGESTS— Use this form to train staff, copy and laminate for your workplace

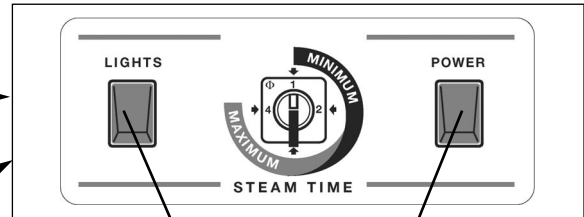


OPERATION

INSTRUCTIONS

Note: A 20-30 minute pre-heat time is recommended before loading the oven at the start of each shift.

Turn power on.

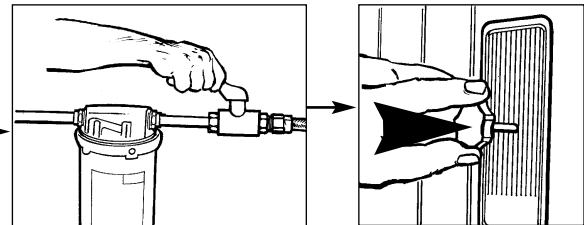


Note: adjustable steam time option is not available on all models.

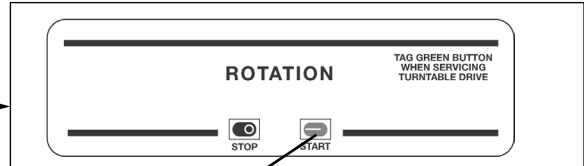
Turn lights on.

Lights on Power on

Ensure water is turned on and flue dampers closed.

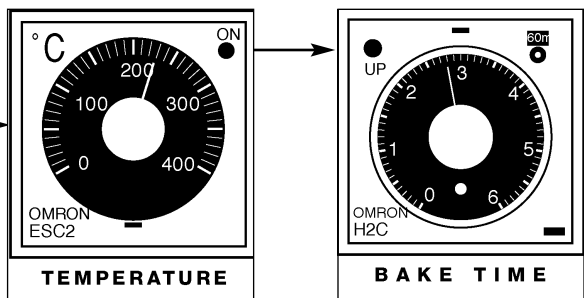


Depress rotation button 'start'.



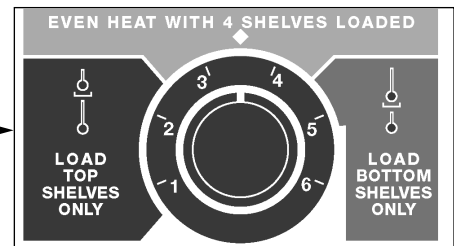
Rotation on

Set all temperature controls to desired temperature.



Note: Temperature Controller must be set to required temperature for the desired product.

Set all heat balance control gauges on 4 top heat, 6 bottom heat or ♦ setting on split decks.



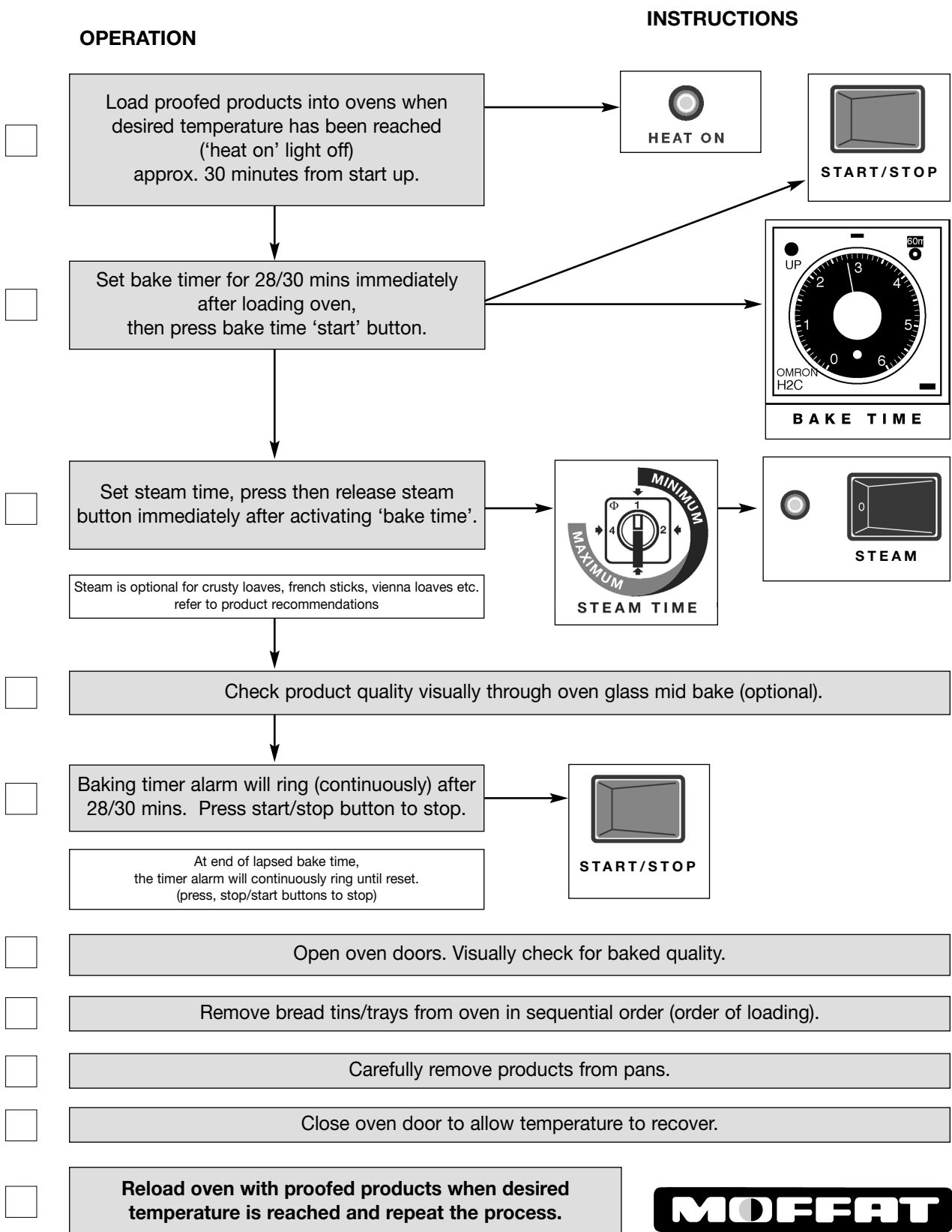
At the required temperature - load oven and set bake timer for desired product time.



ROTEL 2 OVEN

Standard Operations Checklist

Note: the example below uses times and temperatures appropriate for a white 680gm sandwich loaf



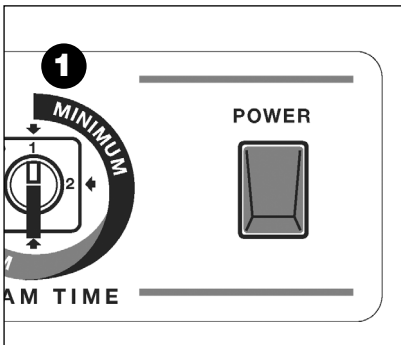
MOFFAT SUGGESTS— Use this form to train staff, copy and laminate for your workplace



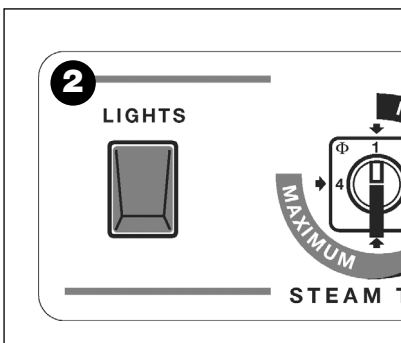
ROTEL 2 OVEN

Operations Overview

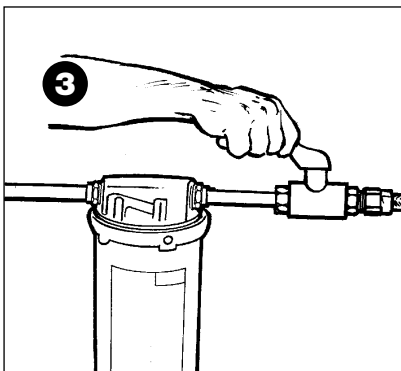
- 1 Turn the power on. There is only 1 power switch on the oven which activates all baking chambers.



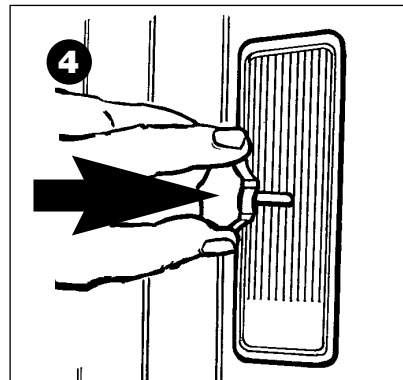
- 2 Turn the lights on. There is only 1 light switch on the oven which activates all oven chamber lights.



- 3 Ensure water is turned on. Check that the water is switched on at the mains connection and at any isolation valves adjacent to the water filter or oven inlet.

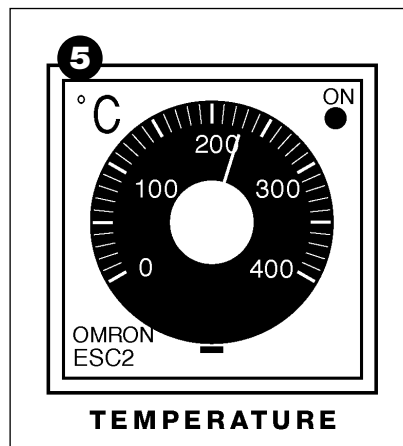


- 4 Ensure flue dampers are closed. Do not leave flue dampers open during the entire baking cycle as it can cause excessive heat loss (use flue dampers at specific times for specific product results).

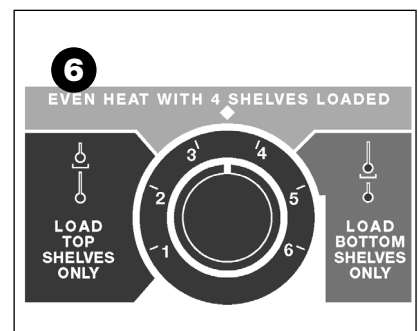


- 5 Set all temperature controllers to desired temperature. If possible set all baking chambers at the same oven temperature and heat balance.

Note: There should be no more than 30°C temperature between each deck.
As a guide - sponge cake 190°C, bun/sweet yeast 205°C, vienna sandwich 225-230°C.



- 6 Set all heat balance controls which control both top and bottom oven heat, ensure an even and uniform colour and bakeout of the products. Note: Temperature controllers maintain constant temperature for overall bake. Heat balance controls maintain even and uniform bakeout of products.



- 7 Load products into ovens - Load quickly and sequentially to product variety and/or workplace specifications. Keep turntable rotating, stop only when necessary and resume as soon as possible.

- 8 Set bake timer then press start button. Do this immediately on each deck as soon as the deck is loaded.



ROTEL 2 OVEN

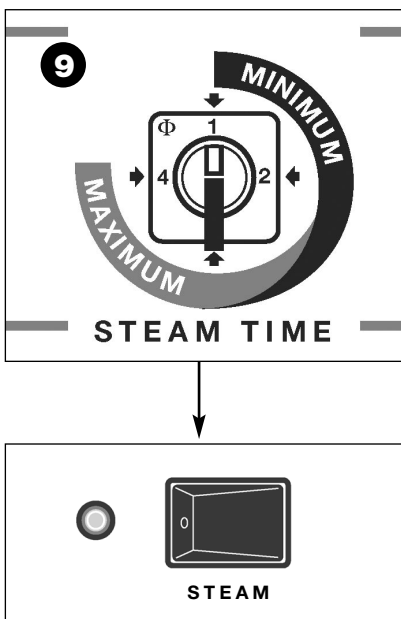
Operations Overview

9 Set steam timer. Press, then release button. Pressing the steam button on the control panel produces steam for a particular oven chamber. The neon light will illuminate for the period of time that the water is being injected.

Steam only at the beginning of the bake cycle and do not steam again for the entire period of the bake.

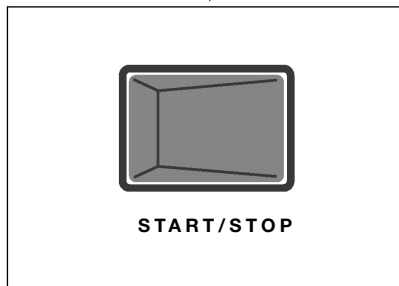
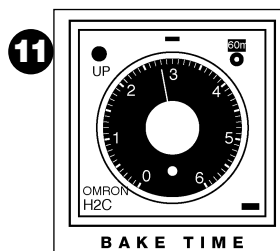
Note: The steam control is electronically barred from use for five minutes after initial steam to avoid accidental use and flooding of the oven generators. Steam on the baked products in the early stages of baking helps to produce a thin, shiny crust on the outer surface of the products.

Note: There are four different steam settings available. Check the product guide for recommendations. (Not available on all models).



10 Check product quality mid bake (optional). Visually monitor products in oven for colour.

11 Baking timer alarm will ring after preset time. Press start/stop button to stop. The timer will then automatically reset to preset time.



12 Open oven doors and visually check for product colour. If products are too light, leave in oven for additional appropriate time.

13 Remove bread tins/trays from the oven.
Note: Use sound, clean oven mitts.

14 Remove bread from pans onto knockout bench or racks.

15 Continue further baking in oven or use the following sequence to shut down.

SHUT DOWN PROCEDURE

- 1 Check no product is left in the oven.
- 2 Turn temperature and heat balance to minimum settings.
- 3 Ensure all timers are off.
- 4 Close all dampers.
- 5 Press 'stop' rotation.
- 6 Turn lights off.
- 7 Turn power off.
- 8 Turn mains power isolator switch off.

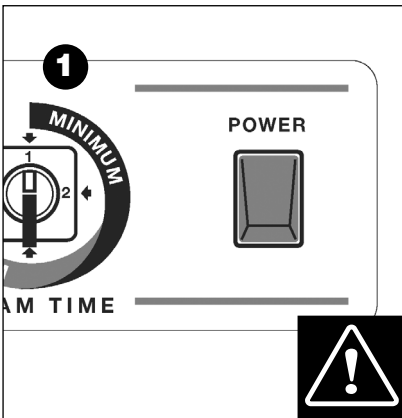
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ROTEL 2 OVEN

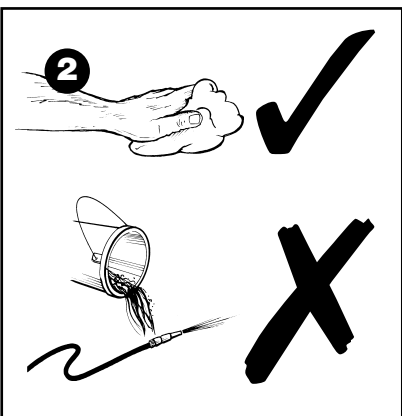
Daily Cleaning Procedure

MOFFAT SUGGESTS— Use this form to train staff, copy and laminate for your workplace

- 1 Always switch off oven at power supply before cleaning or maintenance.



- 2 Cleaning oven should only be carried out with a damp cloth. Buckets of water or a hose should not be used.



- 3 Always wipe over control panels and switches with lint-free rag.

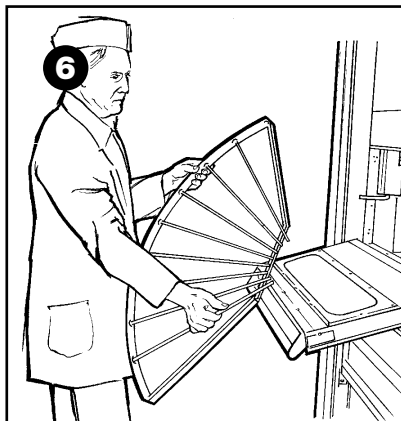
- 4 Wipe down all external surfaces with dry cloth.

Weekly use - approved stainless steel cleaner on external surfaces.

WARNING: ENSURE OVEN IS COOL BEFORE CLEANING.

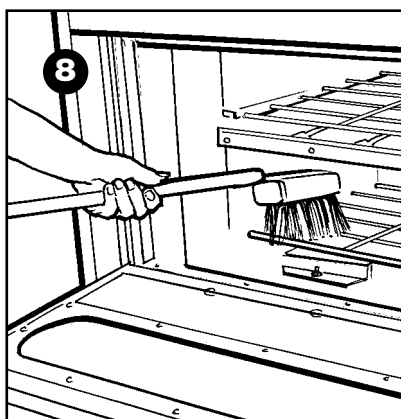
- 5 Cleaning - Do not clean the internal baking chamber of the oven when it is still hot

- 6 The standard turntable has a removable section to facilitate cleaning. The oven racks in the split decks are also removable for cleaning.

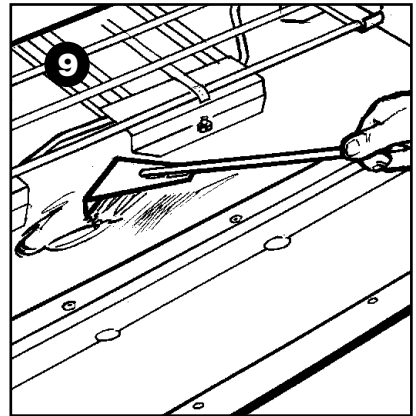


- 7 Cleaning - **Take great care** when cleaning around the internal oven elements.

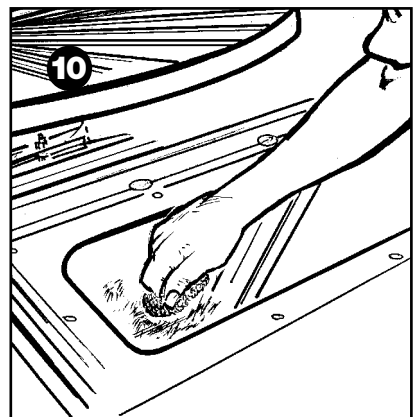
- 8 Use supplied long handled cleaning broom to brush out crumbs. Work from top to bottom.



- 9 Use long handled scraper supplied to scrape surfaces.



- 10 Clean glass with dry stainless steel wool.



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ROTEL 2 OVEN

GUIDE SHEETS **for Staff Training**

Pages in the following section of this manual should be copied and used when training staff to operate the oven.

MOFFAT suggests that competency assessment check lists be completed signed and a copy kept in the personnel files for future reference.

SUPERVISORS TO ENSURE

- competency check lists are copied and completed as part of the training of staff
- correct training of staff to the required competency expectations
- sign off the verification section of the competency check list
- place a copy of the completed and signed competency check list in personnel records as evidence of operator competence

ROTEL 2 OVEN

OPERATIONS COMPETENCY CHECKLIST

Element Implement safe work procedures for the Rotel II Oven



Assessment Criteria

"Can the operator"

Identify the purpose and use of:

- Equipment guards;
- Warning signs;
- Safety features;

related to this machinery?

Identify:

- Machine related health and safety risks of this equipment?
- Emergency procedures to be used with this equipment?

Operate this equipment correctly in normal and emergency situations?

Identify:

- OH&S reporting procedures related to hazard reporting for this machine?

Comments

To gain competency in the use of the Rotel II Oven, the assessor must be satisfied that the operator has consistently applied the knowledge and skills in all of the above elements.

This form should be signed off only when the assessor is satisfied that the employee/trainee is competent to carry out all of the tasks described above.

Applicant's signature _____ Date / /

Assessor's signature _____ Date / /

MOFFAT

ROTEL 2 OVEN

DAILY CLEANING COMPETENCY CHECKLIST

Element Implement essential hygiene and sanitation procedures for the Rotel II Oven



Assessment Criteria

“Can the operator”

Maintain sound personal hygiene at all times when working with the Rotel II Oven?

Use appropriate protective and work clothing while working with the Rotel II Oven?

Identify:

- Product handling requirements during production process;
- Critical points in the process where contamination can be introduced;
- Why it is important to monitor hygiene and sanitation performance;
- The effect of poorly maintained equipment on the control of contamination and spoilage;
- Company policies and procedures regarding hygiene and sanitation;
- Actual and potential contamination and spoilage hazards;
- Solutions to rectify contamination and spoilage problems?

Use work practices and methods that reduce the risk of product contamination?

Remove contamination where appropriate in accordance with

- Workplace hygiene and sanitation procedures;
- Procedures specific to the Rotel II Oven?

Comments

To gain competency in the use of the Rotel II Oven, the assessor must be satisfied that the operator has consistently applied the knowledge and skills in all of the above elements.

This form should be signed off only when the assessor is satisfied that the employee/trainee is competent to carry out all of the tasks described above.

Applicant's signature _____ Date / /

Assessor's signature _____ Date / /

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ROTEL 2 OVEN

Appliance Based Trouble Shooting

Problem	Possible cause	Remedy
The Rotel II Oven does not operate/start.	The mains switch, circuit breaker or fuses are "off" at the power board in the bakery.	Turn on.
	The main switch on the oven is "off" or temperature controls set at zero.	Set to desired temperature.
	Circuit breakers overload in the Rotel II Oven power board.	Contact Moffat Service Agent.
	Oven isolator switch in off position.	Turn on.
The Rotel II Oven does not turn/operate.	Switch turned off.	Check rotation switch is in start position - reset.
	Tin jammed.	Clear jam.
	Belt drive fault.	Contact Moffat Service Agent.
The Rotel II Oven labours under load.	Loose or worn belt.	Contact Moffat Service Agent.
	Overloaded Turntable.	Check loading.
The Rotel II Oven does not turn off at power.	Electrical malfunction.	Switch off power at power board. Attach danger tag to machine. Contact Moffat Service Agent.
The Rotel II Oven does not steam.	Water not turned on.	Turn on water at mains.
	Blocked steam line.	Contact Moffat Service Agent.
	Faulty solenoid.	Contact Moffat Service Agent.
	Faulty steam card.	Contact Moffat Service Agent.
Burnt or undercooked product.	Faulty simmerstat.	Contact Moffat service Agent.
	Tripped circuit breaker.	Contact Moffat service Agent.
	Incorrect loading.	Check work place procedures.
	Faulty temperature controller.	Contact Moffat service Agent.
	Faulty contactors.	Contact Moffat service Agent.

MOFFAT

ROTEL 2 OVEN

Risk Assessment

The following risk assessment covers the reasonably foreseeable hazards to health and safety arising from the **ROTEL II** OVEN and from systems of work associated with this oven.

Hazard identified	Existing controls	Consequences Catastrophic Major injuries Moderate injuries Minor injuries Insignificant injuries	Likelihood Almost certain Likely Possible Unlikely Rare	Risk rating High unacceptable Significant Moderate Low
Cleaning the machine with buckets of water or hoses is extremely dangerous and may lead to electrocution. The machine can be cleaned with a damp cloth or approved stainless steel polishes.	Clear warning guidelines on machine. Safe work practices included in training manual.	Catastrophic	Rare	Significant
Service panels should not be removed whilst the machine is in operation. The machine must not be operated with any service access panel removed.	Designed to be accessed by authorised service technicians only. Warning signs clearly evident.	Major injuries	Unlikely	Significant
Cleaning of machine should not take place whilst it is in operation	Correct cleaning procedure detailed in training procedure	Moderate injuries	Unlikely	Moderate
The machine should never be connected to alternate power source other than which has been designed for that machine by the store designer	Direct connection to switchboard only	Moderate injuries	Rare	Moderate
Exterior front surfaces and interior surfaces can get extremely hot. — burn hazard.	Warning signs Workplace SOPs.	Minor injuries	Unlikely	Low
Steam blow back burns from opening door during steaming process.	Standard baking procedures indicate how and when steam is to be used.	Moderate injuries	Unlikely	Moderate



ROTEL 2 OVEN

Risk Assessment

The following risk assessment covers the reasonably foreseeable hazards to health and safety arising from the **ROTEL II** OVEN and from systems of work associated with this oven.

Hazard identified	Existing controls	Consequences	Likelihood	Risk rating
		Catastrophic Major injuries Moderate injuries Minor injuries Insignificant injuries	Almost certain Likely Possible Unlikely Rare	High unacceptable Significant Moderate Low
Manual handling risk from loading trays onto rotating turn table.	Locking device, stops, turn table on door opening. Workplace manual handling practices.	Moderate injuries	Unlikely	Moderate
Glass viewing windows become extremely hot.	Warning signs. Workplace SOPs.	Minor injuries	Unlikely	Low

Risk rating

Extreme risk; immediate action required.
 High risk; senior management attention needed.
 Moderate risk; management responsibility must be specified.
 Low risk; manage by routine procedures.

Based on AS4360 1999 Risk Management.

