



VERSATILE 2 MOULDER

with Lightspeed Guard Mouth

VM404(S)
VM704(S)

Installation and Operation Manual



Date Purchased	_____
Serial Number	_____
Dealer	_____

Service Provider	_____

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In line with policy to continually develop and improve its products, Moffat Ltd. reserves the right to change the specifications and design without prior notice.

Contents List

Versatile 2 Moulder (with Lightspeed Guard Mouth).

Model Numbers Covered in this Manual

VM404(S).

VM704(S)

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Introduction

Before using your new Moulder, please read this instruction manual carefully, pay particular attention to any information labelled '**WARNING**', '**CAUTION**', '**IMPORTANT**' or '**NOTE**' in this manual.



Indicates a hazardous situation which, if not avoided, will result in death or serious injury.



Indicates a hazardous situation which, if not avoided, will result in minor or moderate injury.

Failure to comply with these instruction may result in death or personal injury.

WARNING: ELECTRICITY CAN KILL

Test and tag electrical cables in accordance with the workplace safety standards.

If you are unsure of any aspect of the installation, instructions or performance of your machine, contact your MOFFAT dealer promptly. In many cases a phone call could answer your question.

Should you contact your MOFFAT dealer on any matter concerning this machine, please have the information provided opposite, readily available.

This manual must be kept by the owner for future reference.

A record of the ***Date of Purchase, Date of Installation*** and ***Serial Number of the Moulder*** should be recorded in the area provided below.

Model Number:

Serial Number:

Dealer:

Service Provider:

Date Purchased:

Date Installed:

Safety Information

For your safety, please pay attention to the following symbols marked on the machine.

- Risk of electric shock.



No user serviceable parts inside.

Qualified service person access only.

Disconnect from power before servicing.

The machine must only be used 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 machine in compliance with workplace safe work requirements.
- Install the machine in an area away from personnel not authorized to operate it and especially out of the reach of minors.
- Use the machine 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 machine during operation.
- Do not remove, cover or modify the identification plates placed on the machine body.
- Work on the products permitted and not on other types.
- Do not use the machine as a working top and do not place any objects on the moulder that are not required for normal working operations.
- Do not use the machine with temporary electrical connections or non-insulated cables.
- Periodically check the state of the power cable and the cable clamp on the machine body. If these are defective, replace immediately using qualified personnel.
- Stop the machine immediately there is defective or abnormal operation, a breakage is suspected, or there are incorrect movements or unusual noises.
- Before cleaning or carrying out maintenance, disconnect the machine from the electricity mains.
- Use protective working gloves for cleaning and maintenance.
- For all extraordinary maintenance consult the manufacturer or qualified / authorized personnel.
- Do not aim high-pressure water jets at the machine.
- When sharp accessories are manipulated, use cut-resistant gloves.
- Never insert hands or other objects into the moulder product inlet or outlet.

Introduction

Safety Notes for Owners / Operators of this Machine

The manufacturer declines all direct and indirect liability deriving from:

- Use by un-trained personnel.
 - Non-observance of the instructions contained in this manual.
 - Un-authorized modifications and / or repairs carried out on the machine.
 - The use of accessories and parts that are not genuine.
 - Exceptional events.
-
- Always operate within the limits of use of the machine.
 - Always carry out constant and diligent maintenance. Have the machine used by a single trained person.
 - Avoid distractions while operating the machine.

User Instructions and Precautions

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

- Do not use the equipment for any purposes and / or loads different from those stated by the manufacturer.
- Daily, check the safety devices and general state of the machine.
- Daily, 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 machine, to ensure that the machine or any parts of it are not accidentally started up by other persons.
- Do not tamper with the guards and safety devices on the machine.
- Do not remove the guards and safety devices on the machine unless actually necessary for maintenance purposes and without adopting the measures designed to reduce the risk to the minimum possible, as described fully and frequently in this manual.
- Refit 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:

- "Danger Area"** Any area inside or near a machine which might be dangerous for a bystander.
- "Bystander"** Any person entirely or partly situated in a danger area.
- "Operator"** The person or persons installing, running, adjusting, cleaning, repairing, transporting or performing maintenance work on a machine.

Specifications

Model Numbers Covered in this Specification

Versatile 2 Moulder - VM404(S) - (400mm wide with 4 Piece Cutter).

Versatile 2 Moulder - VM704(S) - (700mm wide with 4 Piece Cutter).

This is the latest version of the Versatile Moulder range. The design permits the one machine to produce long rolls, sticks and vienna's, to the desired lengths.

The moulder has attachment guides, that, when selected, produce dough pieces moulded to a set length, sealed and rounded on the ends. This is ideal for slipper vienna's, tinned loaves etc.

The attachment guides can also be used with a pop-up 4 piece cutter (refer to model type), that is ideal for 4 piecing cross grain sandwich loaves.

A new safety system called a 'Lightspeed Guard Mouth', protects the mouth of the moulder, permitting safer and accurate feeding of the dough piece through the roller gap.

The Lightspeed Guard Mouth System is also fitted with a microswitch which prevents the moulder from operating with the Lightspeed Guard Mouth in the open position. This microswitch should never be removed, tampered with or over-ridden. The moulder should never be operated with the Lightspeed Guard Mouth in the open position or removed.



Warning

Although the Lightspeed Guard Mouth System is designed to specific standards, fingers and foreign objects must be kept away from the roller pinch points at all times. At no time should the machine be used if the guard is malfunctioning, damaged or tampered with in any way.

See the following sections for safe working procedure for using Moulder 'Lightspeed Guard Mouth'.

Installation

Installation Requirements

Important:

- Installation shall comply with local electrical, health and safety requirements.
- It is most important that this Moulder is installed correctly and that the Moulder operation is correct before use.
- If you have any questions regarding the proper installation and / or operation of this Moulder, please contact your local Moffat distributor.

Unpacking

1. Remove all packaging and transit protection including all protective plastic coating from the exterior stainless steel panels.
2. Check the Moulder and supplied parts for damage. Report any damage immediately to the carrier and distributor.
3. Check that the available electrical supply is correct to that shown on the Technical Data Plate located on the rear access panel.

400-415V, 3P+E, 50Hz, 0.8 kW

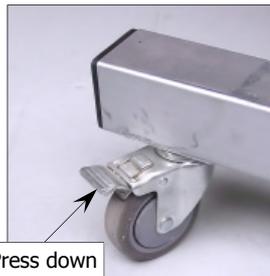
Location



Warning:

**When moving the moulder, always push low down on the moulder.
Never pull the moulder by the top of the machine.**

1. Set up the moulder on a flat even surface.
2. The unit should be positioned so that the control panel and feed mouth are easily reachable for loading and unloading.
3. Lock the two front swivel castors to secure the moulder in position. To move the Moulder, first unlock the two front swivel castors.



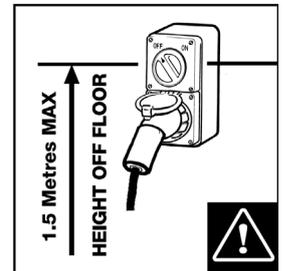
Electrical Connection



Warning:

This Moulder must be earthed / grounded. If the supply cord is damaged, it must be replaced by a suitably qualified person in order to avoid a hazard.

Each machine should be connected to an adequately protected power supply with an appropriate power cord. An isolation switch must be mounted adjacent to, but not behind the machine and must be readily accessible to the operator. This switch must be clearly marked and readily accessible to the operator. Recommended height above the floor is 1.5 metres.



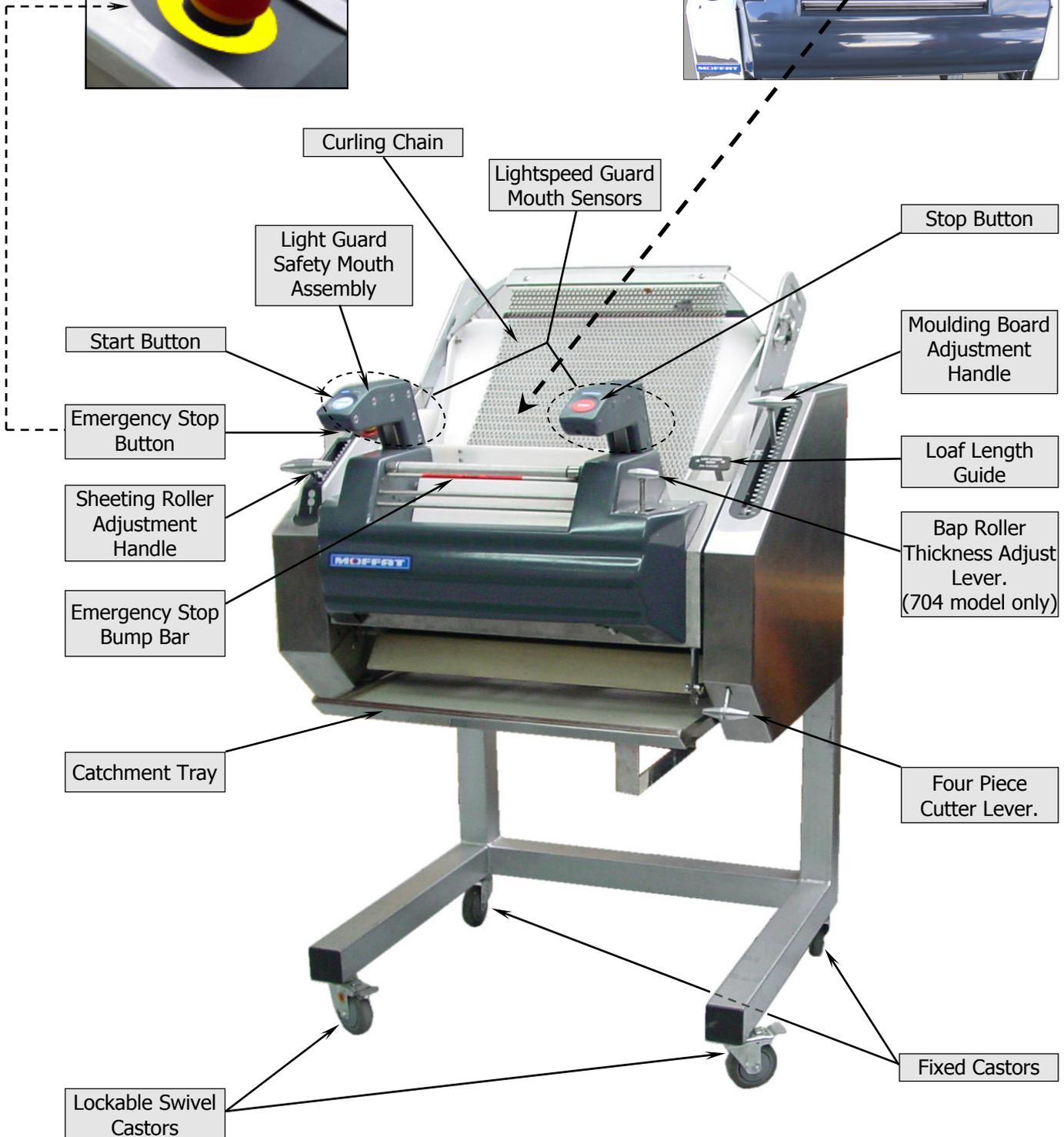
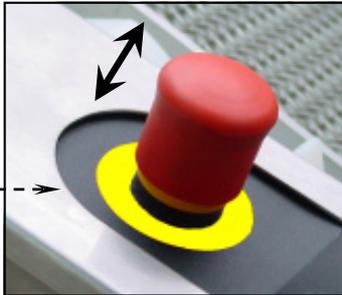
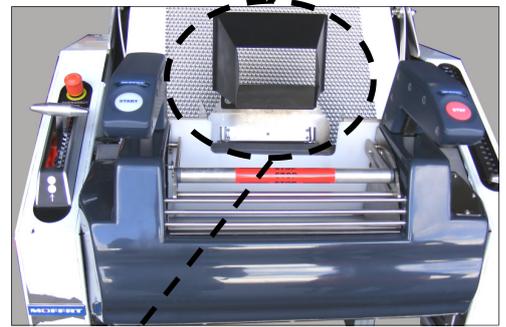
Check the electricity supply is correct to as shown on the Technical Data Plate.

NOTE: All electrical connections must only be carried out by a suitably qualified person.

Operation

Versatile 2 Moulder - Overview

Centreing Chute shown in 'Up' position
(Only fitted to VM704)



Operation

Versatile 2 Moulder Key Safety Features



Warning:

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

It is critical to the safe and efficient operation of the machine, that the guard system be used, cleaned and maintained strictly in accordance with manufacturers instructions. Any attempt to remove, bypass, modify, dismantle or wilfully damage all or part of the guard system will immediately void the manufacturers warranty and liability.

The moulder must not be operated if any part of the guarding system is damaged or fails to operate in its prescribed manner, or in any situation where safety is compromised.

Do not operate the machine without the required competency training and certification.



1. Emergency Stop Push Button. Located on left front fascia of the machine. Should only be used in cases of emergency and SHOULD NOT be used as standard operating method of stopping the Versatile Moulder. Pressing this button will stop all movement of moulder. ONLY ATTEMPT TO RE-START THE MOULDER AFTER THE FAULT HAS BEEN CORRECTED.

2. Start Button. Located on left hand Lightspeed Pod Assembly. This button must be pressed to start the Versatile moulder. The button can be released immediately and moulder will continue operating until Lightspeed Guard Mouth beams are broken, Stop Button is pressed, Emergency Stop Button is pushed or Emergency Stop Bar / Roller is activated.

3. Lightspeed Guard Mouth Assembly. A Lightspeed Guard Mouth Assembly permits safe operation of the moulder and turns 'Off' the machine should the operator accidentally place a limb or foreign object within the feed mouth of the moulder or near the sheeting rollers. Under no circumstances should this safety system be modified or removed. The Lightspeed Guard Mouth System is fitted with coloured light beam sensors. The moulder will stop whenever an object passes in front of the beams and the light beam receiver will change colour to red. The moulder will automatically re-start after the object has passed through the beams. If the beams are interrupted for more than 3 seconds, the 'Start' button must be pressed to re-start the moulder.

Lightspeed Guard Mouth Lights:

No Colour Showing	- 'Off' position.
Green showing	- Clear.
Red	- Not Clear (Obstructed).

NOTE: Wearing long-sleeved clothing is not recommended, as this can cause the light beams in the Lightspeed Guard Mouth to turn off prematurely.

4. Belt Guards. Protect the operator when the machine is operating by covering the belts on either side of the machine.

5. Stop Button. Located on the right hand arm of the Lightspeed Guard Mouth Assembly front panel. It is used to 'Stop' the machine under normal operating conditions and is to be used for normal shut down, at the end of days business, or when the machine is dormant for a period of time.

6. Emergency Stop Bar / Roller. The Lightspeed Guard feeder mouth is fitted with a Stop Bar / Roller which is easily accessible beneath light beams without activating the light beams, during moulding operation. Pressing on the 'Emergency Stop Bar / Roller' will stop the moulder. To re-start the moulder, press the 'Start' button on the left hand Lightspeed pod. The Stop Bar / Roller can also be used as a dough stretching roller. Do not use moulder if this stop bar is not working. Do not over-ride the Stop Bar micro switches.

Operation

Using the Versatile 2 Moulder Controls

Before starting the Versatile Moulder, undertake a General Safety check:-

- The area around the moulder should be kept clean and free from obstructions, e.g. Nothing should be placed on top of the machine such as a dough knife, etc.
- The Operator should not wear loose fitting clothing.

- 1. Sheeting Roller Gap;** Moving 'Sheeting Roller Adjustment Handle' upwards, closes the sheeting roller. It is important for moulding most products that roller gap is set as close as possible, just enough to stop dough tearing.
- 2. Rear Pressure Board;** Regulates length and diameter of finished dough piece. Moving 'Moulding Board Adjustment Handle' upwards increases pressure on moulding board, making dough piece longer and dough a better quality mould. Do not set Moulding Board pressure too tight, as this can destroy internal dough structure.



- 3. Loaf Length Guide;** The moulder can mould dough pieces to a set length, with dough ends sealed and rounded. This is done using the length guides and the lever situated to the right of the machine mouth. To raise loaf guides into use, lift and pull lever to its fully out position. Excessive moulding board pressure can result in ends of dough piece being torn, if this happens, gradually reduce backboard pressure until tearing stops.

Dough pieces must be placed centrally into moulder mouth as failure to do so will be seen as small dough balls being cut from either end of dough piece, as it exits machine.

By holding dough piece with one hand, as it is drawn through sheeting rollers, will improve dough piece shape, as it permits more laminations and a shorter dough piece is possible.

- 4. Centreing Chute;** The purpose of the Centreing Chute is to position the dough piece centrally in the wide sheeting rollers. The dough piece is best 'Necked' or fed in in a long and narrow portion. To assist in this process the Centreing Chute is lowered fully and MUST be used whenever the loaf guides are raised. The Centreing Chute can be left in position when moulding most products, and rolls can be fed in either side of the Centreing Chute. When Moulding french sticks, the full width of the sheeting roller is used, and the Centreing Chute is then lifted out of the way, and will remain in a spring locked position behind the moulder mouth. The Centreing Chute also needs to be raised if the bap section of the mouth is used.
- 5. Four Piece Cutter;** Is best used with loaf guides raised, for moulding of cross grain sandwich loaves, the four piece cutter makes for safer, faster and more accurate cutting of dough piece. With loaf length guides in position, pull 'Four Piece Cutter' lever out and down and check that it locks in position.

Moulding Long Rolls;- The Lightspeed Guard Mouth is designed to permit dough pieces to be fed into rollers with rough end facing away from you, so that finished product has an unblemished surface. When feeding roll portions into rollers, they can be thrown with some force, through lightspeed guard light curtain. Take care not to have hands pass through curtain, or it will slow the operation.

Moulding French Sticks;- For best results, rest dough piece first in a pre-moulded long narrow shape. **Do not produce french sticks from a handed ball.** Using both hands, quickly pass dough piece through light curtain until wrists are resting on emergency stop bar / roller. Position pre-moulded long narrow shape dough piece centrally and horizontally in machine mouth and drop it evenly into rollers.

Moulding Tinned Loaves and Loaves to Set Length;- Set the Sheeting Roller gap, set the Moulding Board pressure, select the Loaf Length Guides Lever.

Using the Bap Rollers (VM704 models only);- The Bap Rollers can be used for producing Panini, Hamburger Buns, Flat Breads and Foccacia breads.

- Move 'Separator Flap' to the rear to close off access to Sheeting Rollers, this allows access to 'Bap Rollers' at front of Lightspeed Guard feed mouth.
- Adjust roller gap using 'Bap Rollers Thickness Adjust Lever' on right hand side of Lightspeed Guard Mouth.
- Pull out catchment tray.
- Feed dough pieces into Bap rollers, these will pass through rollers and drop down onto catchment tray.



Separator Flap



Bap Roller Thickness Adjust Lever.

Operation

Safe Operating Procedure

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

1. Check that the machine is clear of all objects and that all switches are switched 'OFF'.

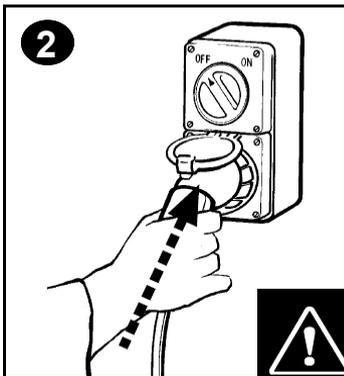


Warning:

The operator should never tamper with or make repairs to this machine.

All maintenance other than approved cleaning operations are to be carried out by trained technicians only.

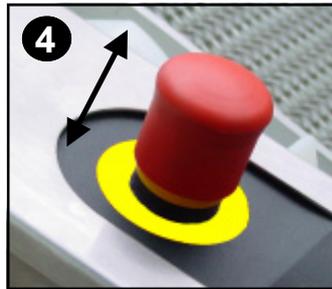
2. Check or place the electrical cord in the appropriate socket and turn power 'On'.



3. Push the 'Start' button to operate the Versatile Moulder.



4. Test the red Safety Cut-Out operation by pushing 'IN' the Emergency Stop Button. (See below).

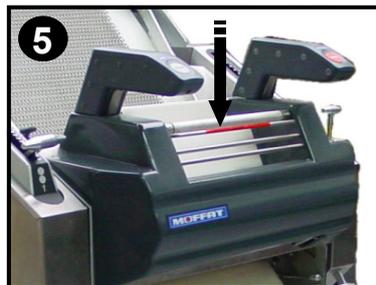


The moulder must **stop** operating immediately. If the machine does not stop, do not use. Call supervisor and advise Moffat service agent.

NOTE:

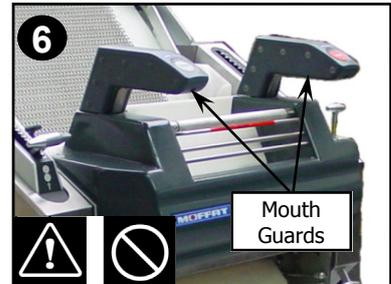
Emergency Stop should override all operations. If not, call the supervisor and advise.

5. Test the Stop Bar at the feeder mouth by re-starting the machine and depressing the Stop Bar.



The moulder must **stop** operating immediately. If the machine does not stop, do not use. Call supervisor and advise Moffat service agent.

6. Mould dough according to work place procedures. Keep fingers clear of the Mouth Guard.

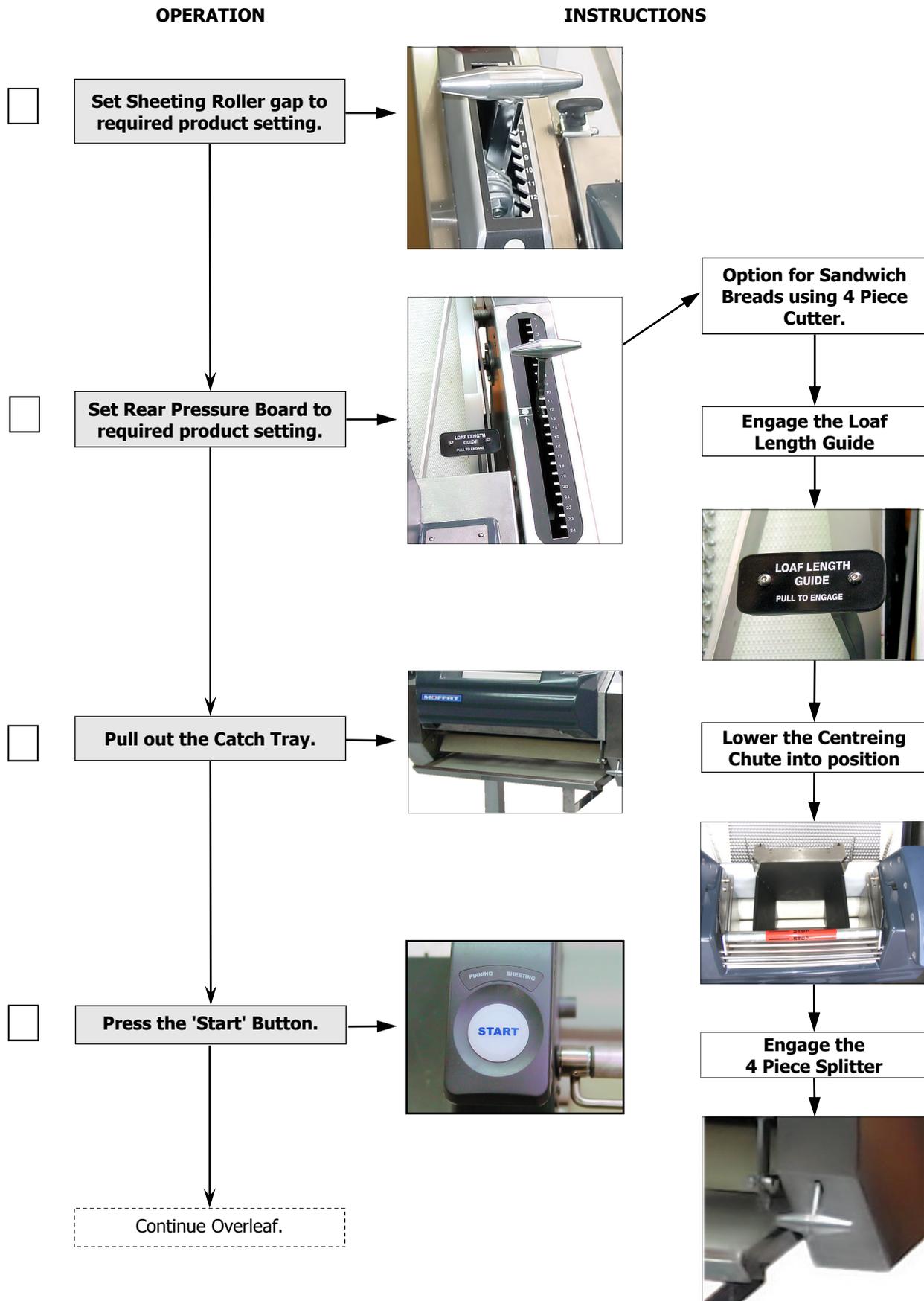


7. **NEVER** By-Pass the factory fitted microswitches in an attempt to run the machine whilst the Lightspeed Feed Mouth Assembly is in the 'Open' position.

8. Fully isolate the machine from the mains power supply before cleaning.

Operation

Operations Checklist

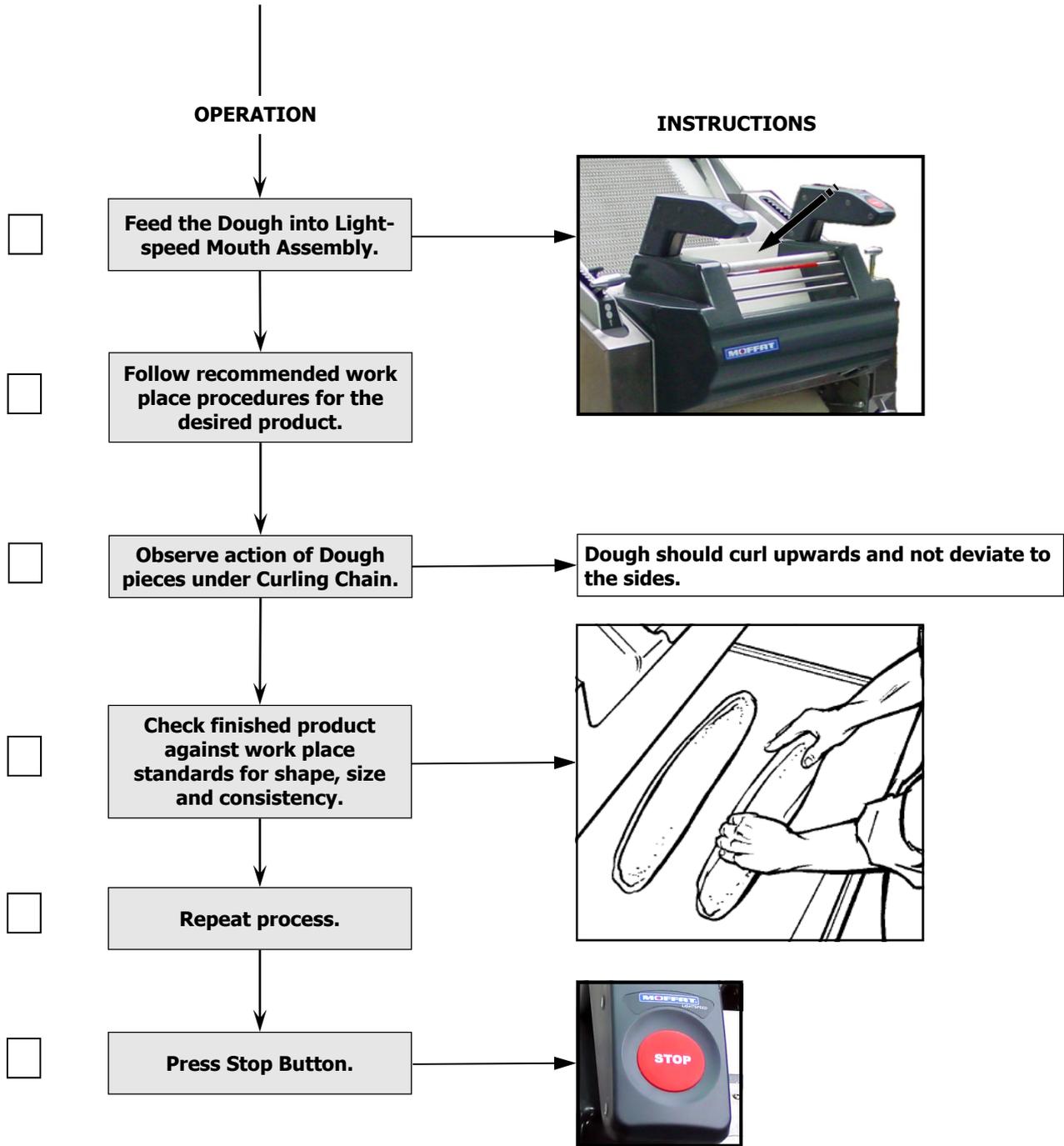


MOFFAT SUGGESTS - Use this form to train staff, copy and laminate for your workplace.

Operation

Operations Checklist

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



NOTE:

Use Emergency Stop Button only in an Emergency.

Use Stop Button to stop the machine under normal operating conditions.



Emergency Only



Normal Stop

Operation

Product Guide

FRENCH STICK 300g - 450g.

NOTE:
Raise the Centreing Chute.

1. Set the Sheeting Roller gap to required product setting.
2. Set Rear Pressure Board Adjustment to required product setting.
3. **Do not** engage Loaf Length Guide.
4. **Do not** engage 4 Piece Cutter.
5. Pull out Catch Tray.
6. Press the Start Button.
7. Place dough piece into Light speed Mouth assembly.
8. Observe action of dough pieces under Curling Chain.
9. Check moulded french stick loaves against work-place standards for size, shape and consistency.
10. Place onto fluted french stick trays and repeat process.
11. Press Stop Button when finished.

4 PIECE SANDWICH BREAD 680g.

NOTE:
Lower the Centreing Chute.

1. Set Sheeting Roller gap to required product setting.
 2. Set Rear Pressure Board Adjustment to required product setting.
 3. Pull out and engage the Loaf Length Guide.
 4. Engage the 4 piece Cutter. This cuts the dough into 4 pieces.
 5. Pull out Catch Tray. Pull out sufficiently for ease of handling.
 6. Press the Start Button.
 7. Place dough piece into Lightspeed Mouth assembly.
 8. Observe action of dough pieces under Curling Chain.
- NOTE:**
Sequence dough pieces correctly to avoid doubles.
9. Check moulded 4 pieced loaves against workplace standards for shape, size and consistency.
 10. Cross pan loaves, place into bread tin and repeat process.
 11. Press Stop Button when finished.

HI-TOP 450g - 680g.

VIENNA 450g - 680g.

TANK LOAF 450g - 680g

HOT DOG-/KNOT ROLLS 85g - 120g.

NOTE:
Lower the Centreing Chute.

1. Set Sheeting Roller gap to required product setting.
 2. Set Rear Pressure Board Adjustment to required product setting.
 3. Pull out and engage the Loaf Length Guide.
 4. **Do Not** engage the 4 piece Cutter.
 5. Pull out Catch Tray. Pull out sufficiently for ease of handling.
 6. Press the Start Button.
 7. Place dough piece centrally into Lightspeed Mouth assembly.
 8. Observe action of dough pieces under Curling Chain.
- NOTE:**
Sequence dough pieces correctly to avoid doubles.
9. Check moulded dough pieces against workplace standards for shape, size and consistency.
 10. Place loaves into bread tins and repeat the process.
 11. Press Stop Button when finished.

Daily Cleaning Procedure



Warning:

Always electrically isolate the moulder from the mains power supply before commencing cleaning.

This machine is not water proof.

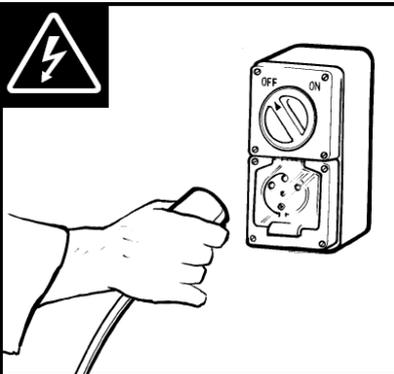
Do Not use water jet spray to clean interior or exterior of this unit.

- Cleaning of the machine should only be carried out with a damp cloth. Buckets of water or a hose should not be used.
- Cleaning of the machine must not be carried out whilst the moulder is operating.
- Do not push fingers under the front of the machine towards the splitter blades.

NOTE: Service panels must not be removed whilst the moulder is operating.

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

1. Isolate the mains supply.



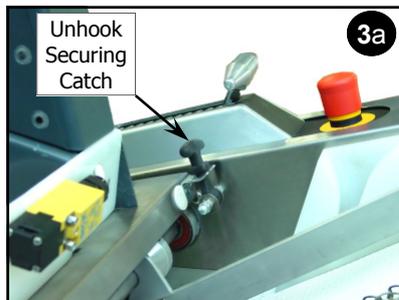
Warning:
When moving Moulder always push low down on the machine.
Never pull the Moulder by the top of the machine.



2. Brush off all external surfaces. Use a banister brush on outside of moulder, working from top to bottom. Clean the Lightspeed Guard Mouth assembly with a damp cloth.



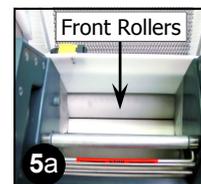
3. Unhook and tilt back the Lightspeed Guard Mouth assembly to allow access to the rollers.



4. Open the rear and front sheeting rollers to max open position.



5. Wipe down rollers with a damp cloth.

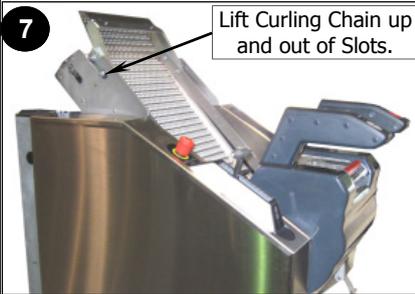


6. To clean curling chain, reach through Lightspeed Guard Mouth assembly and grasp lower rail of and the top of the curling chain.

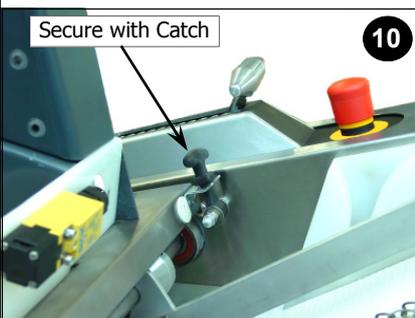


Daily Cleaning Procedure

7. Lift the curling chain backwards and upwards to remove it from the moulder.



8. Check curling chain, for build-up of dough and wash with warm water and a scrubbing brush. Wipe dry with a clean dry cloth.
9. Inspect the curling chain before re-assembly, then refit back to the moulder.
10. Check rear belt for build up of old dough. Clean with plastic scraper and brush lightly.



NOTE:
Never use a metal scraper to clean the belts.

11. Close the Lightspeed Guard Mouth assembly and secure in position with retaining catch.
12. Turn 'On' the mains power and check that the moulder operates correctly.

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

Fault Finding

Machine Based Fault Finding

Problem	Possible Cause	Remedy
The VERSATILE MOULDER does not operate / start.	Not plugged in to socket at main switch.	Plug in and switch 'On' mains power.
	The main wall switch is 'Off'.	Turn 'ON' wall switch.
	Emergency Stop Button has been pressed.	Release by rotating and pulling out and cycle main power supply 'Off' and 'On'.
	Fuse overload at the power board.	Contact supervisor.
	The machine overload has been activated.	Resets automatically (10 minutes).
	Start button not pushed.	Push the start button.
The VERSATILE MOULDER motor starts and then stops.	The moulder overload has been activated.	Resets automatically after 10 minutes. If overload occurs repeatedly contact supervisor / Moffat Service Agent.
	Fuse overload at the power board.	Contact supervisor / Moffat Service Agent.
The VERSATILE MOULDER labours under load.	The dough too stiff / tight.	Review and adjust rear belt settings to a wider gap.
	Mechanical malfunction. Loose belts or drive belts.	Advise supervisor. Contact Moffat Service Agent.
The VERSATILE MOULDER does not stop.	Electrical / mechanical malfunction.	Switch off power at main switch. Isolate VERSATILE MOULDER by removing wall plug. Attach a danger tag to the machine. Contact supervisor / Advise Moffat Service Agent.
The VERSATILE MOULDER belts operate in wrong direction.	Inserting the VERSATILE MOULDER electrical plug into non-compatible socket after cleaning.	Contact authorized electrical service to re-wire or change polarity.
	Relocating VERSATILE MOULDER in another location after maintenance.	Return to correct location.
Electric motor functions but belts do not turn.	Machine started in wrong direction, causing chain to jump off sprockets.	Contact supervisor / Advise Moffat Service Agent.
The Lightspeed Guard System is not working.	Power 'Off' at mains supply.	Turn 'On' power.
	Lightspeed Guard not fully closed.	Close and secure in place.
	Faulty sensor.	Contact supervisor / Moffat Service Agent.

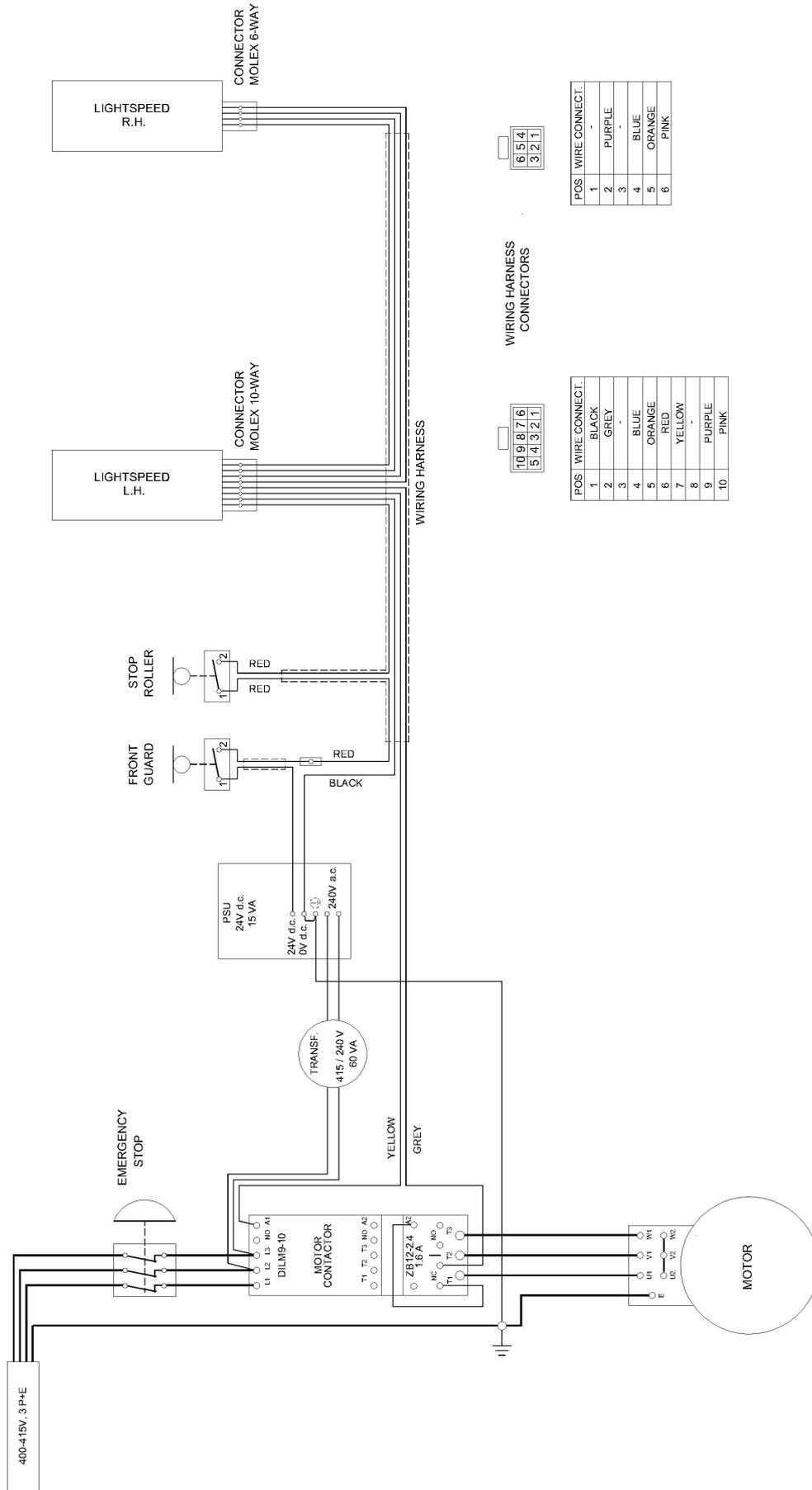
Fault Finding

Product Based Fault Finding

Problem	Possible Cause	Remedy
Skinning of dough pieces.	Dough pieces not covered during resting.	Cover dough pieces. A fine mist of water can be sprayed on the product prior to moulding.
Dough sticking to belt.	Excess water in dough mix.	Redo batch. Add flour externally on dough pieces.
Dough pieces tearing.	Insufficient water in dough mix. Settings too tight.	Redo batch. Loosen settings.
Foreign matter found / seen in dough.	Moulder not cleaned as shown in cleaning instructions. Poor ingredient quality. Poor personal / bakery hygiene.	Thoroughly scrape and check between rollers, scrapers and splitter blades. Review cleaning instructions. Contact ingredient supplier. Review and reinforce correct procedures.
Holes in dough pieces.	Sheeting roller gap too wide.	Close sheeting roller gap.
Air bubble in centre of bread sticks.	Stick being moulded from round dough ball.	Pre-mould and prove dough pieces in 200 mm long shape and place sideways into the Safety Mouth assembly.
4 piece not cutting.	Dirty or blunt cutting blades.	Clean blades or have them re-sharpened.
Dough pieces doubling up as they go under the Curling Chain.	Wrong dough sequencing. Dough too tight. Dough too dry.	Sequence dough correctly. Add more water in mix cycle. Cover dough pieces during resting.

Wiring Schematic

VM404(S) / VM704(S) Wiring Schematic



Guide Sheets for Staff Training

Pages in the following section of this Manual should be copied and used when training staff to operate the VERSATILE MOULDER.

MOFFAT recommends that competency assessment check lists be completed and 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 staff training.**
- **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.**

Appendix 1 - Guide Sheets for Staff Training

Operations Competency Checklist

Element Implement Safe Work Procedures.

√

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 **VERSATILE MOULDER** 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 SUGGESTS— Use this form to train staff, and place a copy in personnel file.

Appendix 1 - Guide Sheets for Staff Training

Daily Cleaning Competency Checklist

MOFFAT SUGGESTS— Use this form to train staff, and place a copy in personnel file.

Element Implement Essential Hygiene and Sanitation Procedures.

√ Assessment Criteria

“Can the operator”

Maintain sound personal hygiene at all times when working with the **VERSATILE MOULDER?**

Use appropriate protective and work clothing while working with the **VERSATILE MOULDER?**

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 **VERSATILE MOULDER?**

Comments

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: / / .

Appendix 2 - Risk Assessment

Risk Assessment

The following risk assessment covers the reasonably foreseeable hazards to health and safety arising from the **VERSATILE MOULDER** and from systems of work associated with this machine.

Hazard Identified	Existing Controls	Consequences	Likelihood	Risk Rating
		Catastrophic Major Injuries Moderate Injuries Minor Injuries Insignificant Injuries	Almost Certain Likely Possible Unlikely Rare	Extreme Risk High Risk Moderate Risk Low Risk
Cleaning machine with buckets of water or hoses is extremely dangerous and may lead to electrocution. The machine must be cleaned with a damp cloth only.	Clear warning guidelines on machine. Safe work practices and specific cleaning instructions included in this training manual.	Catastrophic.	Rare.	Extreme Risk.
Micro-Key Switch on Lightspeed Guard Mouth should never be removed or tampered with, otherwise machine could continue working with arms near moving parts.	Safe work guidelines reinforce non-authorized tampering with machine. Access to micro-switches are service items only.	Major injuries.	Rare.	High Risk.
Electrical isolation switch should be fully accessible to operator. Recommend no more than 1.5 metres above the floor.	Dependent on store electrical policy.	Major injuries.	Rare.	High Risk.
Operating with Safety Guards removed.	Microswitch interlocked with machine. Controls will not operate.	Major injuries.	Rare.	High Risk.
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 authorized service technicians only. Warning signs clearly evident. Risks highlighted in manual.	Major injuries.	Rare.	High Risk.
Machine cleaning should not take place whilst it is in operation.	Correct cleaning procedure detailed in training procedure.	Minor injuries.	Unlikely.	Low Risk.
Placing hands in mouth of machine and trying to contact the rollers.	Moulder Lightspeed Guard Mouth assembly designed to eliminate contact with rollers. Emergency stop button. Safe workplace practices detailed in manual.	Minor injuries.	Rare.	Low Risk.
Deliberately over-riding micro switch and activating machine whilst cleaning roller.	Microswitch interlocked with machine controls, machine will not operate. Safe work guidelines reinforce non-authorized tampering with machine.	Major injuries.	Unlikely.	Moderate Risk.

Appendix 2 - Risk Assessment

Hazard Identified	Existing Controls	Consequences	Likelihood	Risk Rating
Friction burns from inserting hand between the belt at top rear of machine.	Area inaccessible from the front operating position. Warnings in manual and warnings about sole operator use. Recommended placement of machine is back against a wall.	Minor injuries.	Unlikely.	Low Risk.
Machine is top heavy and may unbalance if wheels catch an obstruction on the floor while the machine is being moved.	Safe work guidelines reinforce correct moving procedure for the Versatile Moulder.	Moderate injuries.	Unlikely.	Moderate Risk.

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.

Owners and Operators of Moffat Equipment Please Note:

The risk ratings and control measures as outlined in this manual must be incorporated into your safety management systems and procedures. Ensure effective risk control by reinforcing these procedures with staff. For example; never clean any electrical equipment with buckets of water or pressurised hoses.

