Darling Downs Potters' Club

Procedure Title: Making Glaze
Procedure Owner: The Board
Applies To: All members
Effective Date: 3/3/2026
Review Date: 3/3/2027

1. Purpose

To provide clear, safe, and consistent procedures for making ceramic glazes at the Darling Downs Potters' Club, ensuring correct use of materials, equipment, and personal protective equipment (PPE).

2. Scope

This SOP applies to all trained members preparing, mixing, sieving, and storing ceramic glazes within the designated glaze area.

3. Responsibilities

- Only trained and authorised members may prepare glazes.
- Members are responsible for following this SOP, wearing PPE, and maintaining a clean workspace.
- The Club Safety Officer or delegate is responsible for ensuring all Safety Data Sheets (SDS) are current and accessible, and that members are trained and supervised as needed.

4. Required Personal Protective Equipment (PPE)

Before beginning any glaze work, the following PPE must be worn:

- P2 dust mask or respirator (for handling powders)
- Protective gloves
- Safety glasses or goggles
- Apron or lab coat
- Closed, non-slip shoes

5. Materials and Equipment

- Glaze recipe and measuring sheet
- Raw glaze materials (accurately labelled)
- Scales (accurate to at least 1 gram)
- Mixing bucket or tub
- Stirring tool or mechanical mixer
- Sieve (usually 80–120 mesh)
- Clean water source
- Damp cloths and mop for cleanup
- Label and marker pen
- Access to relevant Safety Data Sheets (SDS)

6. Procedure

Step 1 – Preparation

1. Confirm you are listed as an authorised glaze-maker.
2. Review the SDS for all glaze materials you will use.
3. Check that PPE is worn and in good condition.
4. Ensure the glaze area is clean, well-ventilated, and free from food or drink.
5. Gather and clearly label all containers and utensils.

Step 2 – Measuring and Mixing

1. Place the empty mixing container on the scale and tare to zero.
2. Weigh each dry ingredient carefully, following the recipe.
3. Add powders gently to minimize airborne dust.
4. Mix the dry materials thoroughly before adding water.
5. Slowly add clean water to the dry mix, stirring continuously until a smooth slurry forms.
6. Mix thoroughly until there are no lumps or dry spots.

Step 3 – Sieving

1. Pour the glaze through a sieve (80–120 mesh) into a clean container.
2. Use a rubber rib or spatula to help the glaze pass through.
3. Remove and dispose of any coarse residue as instructed.

Step 4 – Labelling and Storage

1. Clearly label each container with:
    - Glaze name and recipe code
    - Date made
    - Maker's name
    - Safety warnings (if applicable)
2. Store glazes in the designated glaze storage area with lids closed.
3. Record the batch in the Glaze Log Book.

Step 5 – Clean-Up

1. Wipe all surfaces with a damp cloth—never sweep or use compressed air.
2. Rinse tools and equipment in the glaze wash-up sink only.
3. Dispose of rinse water and sludge according to Club environmental procedures.
4. Wash hands thoroughly after completion.

7. Safety Notes

- Always read and understand the SDS before handling any chemical.
- Avoid inhaling powders and glaze dust.
- Never eat, drink, or smoke in the glaze area.
- Report any spills, injuries, or unsafe conditions immediately to the club board.
-

8. Records and Documentation

- Glaze Logbook: records of recipes, batches, and makers.
- SDS Folder: located in the glaze area and updated annually.
- Training Register: list of authorised glaze-makers.

9. Review

This SOP will be reviewed annually or whenever materials, equipment, or safety standards change.