

Roastery opening and shutdown

DOCUMENT CONTROL

Reference	SOP-RO-004
Version	3.1
Effective	May 1, 2025
Review by	May 1, 2026
Owner	Riley Thompson
Approved	Elena Marsh

APPLIES TO

Every roast day at the Division Street roastery, and to any contractor operating the Loring or the Probat.

YOU WILL NEED

- Roast log tablet, charged
- Moisture meter and sample tray
- Gas key and the shutdown card
- Extraction filter log

READ WITH

SOP-RO-002 Green intake
SOP-RO-007 Fire and evacuation
Loring S15 operator manual, section 4

RECORDS THIS PRODUCES

- Roast log entry, per batch
- Interlock reset time, step 4
- Moisture readings, step 5
- Signed shutdown card, step 6

Held for two years in the roastery office and scanned to the quality drive each Friday.

SIGNED OFF TO RUN THIS

Riley Thompson	Mar 2024
Ava Cruz	Sep 2024
Maya Chen	Jan 2025
Alex Rivera	Apr 2025

Anyone not on this list runs the procedure with a named operator beside them.

Daily opening and shutdown

Nine steps, roughly forty minutes at open and twenty at close. Do not skip step 4; the gas interlock will not reset once the burner has cycled.

This procedure exists so that any trained operator can open and close the roastery without supervision, and so the roast log, the extraction filter and the gas isolation can all be evidenced after the fact. **Every step ends in a check.** If a check fails, stop and call the owner before continuing.

- 1

Unlock and set the extraction running
Main door, then the roof extraction at the wall panel. Give it five minutes before any burner is lit so the stack clears overnight air.
☐ Extraction reads above 240 Pa on the panel gauge.
- 2

Open the gas at the wall, not at the machine
Quarter turn on the yellow lever. The machine valve stays where the closing operator left it; if it is already open, log it as a near miss.
☐ Wall lever open, machine valve untouched, near miss logged if applicable.
- 3

Warm the drum to 180°C and hold
Twenty minutes on the Loring, fifteen on the Probat. Do not charge green while the bean probe is still climbing.
☐ Drum steady at 180°C ± 3 for two full minutes.
- 4

Reset the gas interlock before the first charge
Press and hold the reset until the amber light clears. Once the burner has cycled, the interlock can only be reset by an engineer, and the day is lost.
☐ Amber light out, green steady, reset time written in the log.
- 5

Check the moisture on the first green lot
Three samples from different bags. Anything over 12.5% goes back to the intake bay with a hold tag.
☐ All three samples 10.0–12.5%, or the lot is tagged and held.
- 6

Close down: purge, then isolate
Run the drum empty for five minutes, then close the wall lever and hang the shutdown card on it. The card is the evidence that isolation happened.
☐ Drum purged, wall lever closed, shutdown card hung and signed.

IF A CHECK FAILS

Stop at that step. Do not carry on to the next one and do not attempt a second reset. Call **Riley Thompson on +1 (503) 555-0164**; out of hours, the on-call number on the shutdown card. A failed check is written up on the same day, whether or not the roast went ahead.

REVISION HISTORY			
VERSION	DATE	CHANGE	APPROVED
3.1	May 1, 2025	Interlock reset moved ahead of the first charge after the March stand-down	Elena Marsh
3.0	Nov 4, 2024	Second roaster added; extraction threshold raised to 240 Pa	Elena Marsh
2.2	Feb 12, 2024	Moisture ceiling lowered to 12.5% on advice from the green buyer	Riley Thompson