

	<b>INSTRUCTION MANUAL CARPENTER AND CONSTRUCTION PENCILS</b>	Page	6
		Revision	00
		Date	15/05/2025
This manual is intended to <b>guide the user</b> in the safe and efficient use of this product.			

## 1. IDENTIFICATION OF WORK AND TASKS

Marking tool used to draw lines or points on wood, ceramic, concrete, metal, drywall or other materials in construction, carpentry, plumbing or DIY work. Different pencils with different leads depending on the material and surface to be marked.

## 2. RISK ASSESSMENT

### 2.1. Risk Identification

- Lead breakage that may cause projection of fragments.
- Minor punctures from the sharp tip.
- Eye contact with lead residue or marking dust.
- Marking errors affecting work accuracy.
- Cuts when sharpening with inappropriate tools or without protection.

### 2.2 Risk Assessment

Hazard	Consequence	Probability	Severity	Risk
Lead breakage	Minor projection	Medium	Low	Low
Puncture	Minor injury	Medium	Low	Low
Eye contact	Irritation	Medium	Medium	Medium
Marking error	Rework or waste	High	Low	Medium
Sharpening with a knife	Cut	Medium	Medium	Medium

### 2.3. Preventive Measures for Identified Risks

- Sharpen the pencil using a protected knife or a specific sharpener.
- Do not point the tip towards the body or handle it roughly.
- Avoid rubbing your eyes after use. Wash your hands if there is lead residue.
- Check the accuracy of markings before cutting or drilling.
- Store the pencil properly protected to avoid tip damage or accidents.

### 2.4. Corrective Measures in Case of Accident

- Puncture: Wash the area, disinfect and cover if necessary.
- Cut while sharpening: Wash, disinfect and cover. Seek medical advice if deep.
- Eye irritation: Rinse with clean water and seek medical attention if it does not improve.

### 2.5. Evaluation of the Effectiveness of the Measures

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Periodically review work practices and the condition of tools. Verify proper use of the pencil on site, review sharpening methods and correct unsafe practices if incidents are detected.

### 3. INSTRUCTIONS FOR USE

#### 3.1. Aspects to consider before use

- Sharpen the pencil using a suitable sharpener or knife, leaving a firm and visible tip.
- Select the appropriate pencil/lead type according to the material and surface to be marked.
- Ensure the surface to be marked is clean and dry.

#### 3.2. Aspects to consider during use

- Mark firmly, but without excessive pressure to avoid breakage.
- Use rulers, squares or other guides when precision is required.
- Go over markings again if the surface requires it (roughness or dust).

#### 3.3. Warnings

- Do not use the pencil for punching or piercing tasks.
- Avoid contact of the pencil with eyes or mouth.
- Do not use pencils with broken or poorly visible leads.

### 4. MAINTENANCE AND STORAGE

#### **4.1. Cleaning**

Remove lead dust with a dry cloth. Clean the surface if the pencil has been in contact with adhesives or dirt.

#### **4.2. Inspection**

Check that the body is not broken and that the lead is in good condition. Replace if there is structural damage or if it no longer produces clear markings.

#### **4.3. Storage**

Store in a tool holder, toolbox or protected tool bag. Avoid extreme temperatures or pressure that may break the lead.

#### **4.4 Recycling and environment**

Dispose of in general waste if made of wood. If made of plastic or containing recyclable materials, take it to a recycling point.

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## 5. CONTACT AND SUPPORT

If you have any questions or need additional assistance, please do not hesitate to contact our customer service:

- **Email:** [comercial@bellota.com](mailto:comercial@bellota.com)
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We appreciate your trust in our products and are committed to ensuring your safety and satisfaction.