

Quail Creek Pottery and Sculpture Studio

Policy and Procedures

Kiln Committee

Policy:

The Kiln Committee shall be responsible for the operation and maintenance of all kilns belonging to the Club.

The committee shall consist of a Kiln Chairperson, Assistant the the Chairperson and assistants/trainees in sufficient number to ensure an uninterrupted firing schedule. The exact number of assistants will be determined by the Committee Chairperson and may vary throughout the year.

Committee members shall be trained and capable of firing all electric kilns to include safe loading, unloading, and firing.

Procedures:

Kiln Committee members will be trained and certified before operating kilns.

- Training will be obtained via mentoring by qualified club Kiln Committee members.
- Certification of individual Kiln Assistants will be the responsibility of the Kiln Committee Chairperson, and will be documented on the Kiln Monitor Certification form.
- All Kiln Committee Members will attend the Pots Club Monitor Training program but are not obligated to sign up for monitor shifts. Kiln Committee members may be asked to help in staffing shortages during the summer months.
- Assistants/trainees will perform such duties as assigned by a Kiln Chairperson and under his/her direct supervision.
- Kiln Committee Members must be physically capable of supporting kiln shelves at full arm extension when loading the front loading kiln. They must be physically capable of reaching the bottom of a top loading kiln.

Pre-fire:

- There will be separate staging areas for bisque and glaze firings.
- Staging area signs will be changed/arranged as appropriate to ensure sufficient shelving for the upcoming firing. Most sign document protectors contain multiple signs; extra signs are in the back of the large black portable file.
- Ware staged for firing will be inspected by the Kiln Committee Members to ensure proper glazing, dryness and origin. Any ware not deemed ready for firing will be rejected. If appropriate, the reason for rejection will be noted on an attached Pottery Glazing Incident Sheet and documented in the Pottery Glazing Incident file located in Kiln Alley.
- Bisque firing (cone 04-06) may include low fire glazed ware.
- Any items staged for bisque firing that is deemed too wet to fire - at the discretion of the Kiln Committee Members - will be left on the shelf for inclusion in the next firing.
- Items staged for bisque and glaze firing must be accompanied by an appropriate and completely filled out Pottery Worksheet.
- Staging shelves will be cleaned after the ware is loaded in the kiln.
- All ware to be fired must be made from clay approved by the Quail Creek Pottery and Sculpture Club.

Firing:

- A Firing Log will be kept for all kiln firings, with separate logs for each kiln. See Attached Bisque and Glaze Firing Logs.
- Kilns will not be fired with less than 3/4 load except for training and kiln testing.
- Witness cones sets will be used for all firings. Their placement and final condition will be documented in the firing log.
- All glazed ware must either be dry-footed, stilted, or placed on feet or bisque ware cookies. The feet or cookies must be attached using wax resist by the member submitting the ware for firing. The number and configuration of feet/cookies must provide a stable base for the ware; any unstable pieces will be rejected.
- Kilns should always be fired with the top peephole open.
- The kilns will be programmed according to the appropriate Kiln Log directions and will be reviewed using the Controller Program before starting.

Post Firing:

- Kilns will not be opened until they have cooled ~100 F.
- See attached Bisque and Glaze Firing Logs for kiln venting temperatures.
- Kiln Controller must be turned off before unloading.
- Kiln shelves will be cleaned of any glaze or debris if necessary, after every firing.
- Kilns will be vacuumed as needed after firing.
- When kilns are unloaded, fired ware will be moved to the staging area marked as "From the Kiln".

General:

- Profile Logs will be developed for each kiln; the appropriate Bisque and Glaze Log will be used by the Kiln Committee Member for every firing. The Kiln Committee Chairperson will maintain a digital file of master copies for each of the documents in PDF format and include a copy of each log as part of this document.
- Firing Logs for each kiln will be kept in separate folders in the kiln equipment locker.
- Completed logs will be summarized and analyzed at least every 6 months and a copy of the summary kept in the folder with the logs.
- Kiln logs, profiles and/or procedures will be updated as necessary to reflect changes dictated by the log summary.
- Protective glasses will be worn when looking through the peepholes during a firing.
- Kiln Committee Members should avoid getting clothing close to the hot kiln and touching hot kilns. Items should not be placed on top of kiln lids.