

VOP			
Operating sub Process			
<u>PRODUCTION</u>			
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PRODUCTION PROCEDURE

The purpose of this procedure is to describe the operation within the company for the production of equipment to order. This procedure is used in conjunction with all other relevant procedures and practices currently in operation. It is the responsibility of each individual within the company to ensure that they abide by the system laid down in this procedure. It is the responsibility of the Production supervisor to oversee and maintain the workings of this procedure.

The components and the worksheet are then placed in an Jobs for production are assembled as kits by stock control and placed, together with the paperwork, in an appropriate ducket, and given to an operative for assembly.

Where this involves the assembly of specialised products - i.e. Tom Thumbs, which are assembled in the clean environment area, then only trained and competent technicians will be allowed to assemble the units. When an operative / technician receives a job for assembly then he / she will retrieve the appropriate manufacturing procedure from "Paperport" and, following the instructions, will assemble the units.

When assembling the equipment, the following points must be adhered to:

- a) Only current Intrastat procedures will be used.
- b) Only approved tools and jigs will be used.
- c) The work area must be clean and tidy.
- d) Appropriate clean clothing for the task must be worn.
- e) Hands must be washed before entering and leaving the work area.
- f) The soldering iron must be the correct temperature.
- g) Antistatic precautions, if required, should be tested before use.
- h) Finger cots, gloves, masks etc. must be worn when instructed to do so.
- i) Sub-assemblies must be tested prior to release from the workshop.
- j) Current HSE rules and advice must be followed at all times.

All labelling is done in accordance with the manufacturing procedure.

Completed product will be forwarded for inspection and / or test. Following successful Quality testing, the goods will be forwarded for packing / despatch.

PRODUCT RE-WORK PROCEDURE

When a fault or cosmetic problem has been found at the testing stage, the goods will be returned to the original operative for re-work. He / she will check the production reject form to ascertain what needs to be re-worked, and separate the faulty product to be worked on. Each product will have an identified fault therefore, that fault (and only that area of the product), will be worked on.

Once the faults have been corrected, and the product meets the specifications, the operative will test them and forward them to the Quality department for re-testing. Following successful Quality testing, the goods will be forwarded for packing / despatch.

7.0 SERVICING

Where product is to be serviced on-site, then such servicing is performed as in the same manner as the original production process and the same operating procedure will be used.

Upon completion of the service the engineer will ensure that it is fully calibrated, and complete the calibration form. This is to be left with the customer and a copy brought back to be put on file.