

VOP			
Operating sub Process			
<u>Production, Reworks, New Production</u>			
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SCOPE

This procedure is established to describe the system used within the company for the control of production of equipment. It is used in conjunction with the individual sub procedures, which show the relevant information necessary. A separate detailed procedure will be available for each product manufactured.

RESPONSIBILITIES

It is the responsibility of the Managing Director, to ensure that the contents of this procedure, and related procedures, are adhered to.

It is the responsibility of each individual within the company to ensure that they abide by the system laid down in this procedure.

PRODUCTION PROCEDURE

Upon receipt of confirmation of an order, a production job is added to the Production Create Job in the production menu. Add a Part number and then fill in the list of questions. This adds a job to the production start jobs list, to start a job you select an engineer, the only options that will be available will be trained engineers. Only the Warehouse controller or a Director can start a job.

Only an engineer, who is trained to manufacture a product, can do the manufacturing. Start job button, click. You can select Use AUTO Production Serial Numbers or Use Known Serial Numbers. If AUTO Production Serial Numbers is selected then you are taken to the job sheet and if Use Known Serial Numbers, you will be prompted to add them.

Now a Production sheet is generated.

This waits in the in production list, until Warehouse controller takes the engineer the job. The parts can be picked by warehouse controller or by the engineer.

The job is then worked on and upon completion, a different qualified person will QA the new products. The system will not allow the engineer to QA his own work.

The complete jobs list is signed off by the Warehouse controller or a Director.

- 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) Anti-static 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.

Once successful QA is carried out the goods will be forwarded for stock, 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 QA for re-testing. Following successful Quality testing, the goods will be forwarded for stock, packing / despatch.