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<u>REPAIRS</u>			
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<u>Charts 06, 21, & 28</u>			

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REPAIRS PROCEDURE

The purpose of this procedure is to describe the operation within the company for the repair of probes to order. This procedure is used in conjunction with all the other relevant procedures and practices currently in operation. It is the responsibility of each individual 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.

Each operative will ensure that they have enough spare part components available to do the average daily repairs. If short of supply, then they will withdraw from stock. Upon receipt of products for repair received from goods inwards, the operative will remove the lowest numbered ducket from the shelf, this is his / her priority system. Only those duckets that are red or orange take preference over this system.

Taking the first probe from the ducket, the operative will conduct a fault diagnosis, and proceed with the repair, should it prove necessary. If there is no fault found with the probe then the paperwork is filled in accordingly and replaced in the ducket and forwarded for testing. Where probes have been diagnosed as being faulty, but cannot subsequently be repaired for either practical or economic reasons, then this will be recorded on the paperwork and replaced in the ducket and forwarded to testing.

When faulty probes are to be repaired then the operative will retrieve the appropriate Manufacturing procedure form "Intrastats Document Index" to use as the basis for repair. Using the procedure the relevant repair and testing is undertaken till the probe is brought within original manufacturers specifications. The paperwork is then filled in accordingly and the probe is replaced in the ducket and forwarded to testing. Repaired and No Fault Found probes will all be thoroughly cleaned with Isopropyl Alcohol prior to forwarding for test. Following satisfactory testing the probes are forwarded to packing / despatch.

- a) Only current "Intrastats Document Index" 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) Current HSE rules and advice must be followed at all times.

All labelling is done in accordance with the manufacturing procedure. The serial numbers must be straight (not twisted round the cable), and the dumbbells must be upright and in line with the serial number.

REPAIR REWORK PROCEDURE

When a fault or cosmetic problem has been found at the testing stage then the paperwork will be endorsed as such and the goods will be returned to the operative for rework. He / she will check the nature of the fault and repair it accordingly. Once the fault has been corrected, and the probe meets the

specifications, the operative will test it and forward it for re-testing. Following successful retest the probes are processed in the normal manner.