**PRODUCTION PROCEDURE**
**1.0 SCOPE**
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. A separate detailed procedure will be available for each product manufactured

**2.0 RESPONSIBILITIES**
2.1 It is the responsibility of each individual within the company to ensure that they abide by the system laid down in this procedure and the responsibility of the Workshop supervisor, Stock-control supervisor, and QA supervisor to oversee and maintain the workings of this procedure.

**3.0 PROCEDURE**
3.1 Upon receipt of confirmation of an order on the picking list, the Workshop supervisor will generate a production worksheet, stock-sheet and serial numbers.
3.2 He/she will then ensure that all the component parts are withdrawn from the stores and the part numbers entered onto the worksheet.
3.3 The components and the worksheet are then placed in an appropriate ducket and given to an operative for assembly.
3.4 Where this involves the assembly of special products which are assembled in the clean environment area, then only trained and competent technicians will be allowed to assemble the units.
3.5 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.
3.6 When assembling the equipment, the following points must be adhered to:
    a) Only current Paperport procedures will be used
    b) Only approved tools and jigs will be used
    c) The work area must be clean and tidy
    d) Clean work clothes must be worn at all times
    e) Hands must be washed before entering and immediately after leaving the work area
    d) The soldering iron must be the correct temperature.
    e) Anti static precautions if required should be tested before use
    f) Finger cots, gloves, masks etc. must be worn when instructed as part of procedure
    g) Sub assemblies should be tested prior to release from the workstation
    h) Current HSE rules and advice must be followed at all times COP19

**Product Re-work**
a) 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
b) He/she will check the production reject form to ascertain what needs to be re-worked and separate the faulty product to be re-worked.
c) Once the faults have been corrected and the probes product meets specification the operative will test and forward to the Quality department for re-testing.
d) Following successful Quality testing the goods will be processed as in the normal manner for packing.

5.**Risk Analysis on Re-work**
a) Any re-work requiring re-soldering, and or stress mechanical or electrical which may increase the degradation of the product life or in anyway effect the products ability to retain its specification should first be subject to a re-work risk assessment.
        b) The report of this assessment must be recorded and a copy placed in the CE file Product Changes section.

## Production Report

| Date | | Product Code | |
|---|---|---|---|
| **Signed** | | **Operator** | |
| **Comments** | | **Report No:** | |
| **Serial Number** | | **Description of Reject** | |
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| **Rework completed By:** | | **Date** | |
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| **Comments** | | | |
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| **QC22** | | | |

### Daily QA Production Log

| Date | Works Order | Qty | Operative | Sub | Qty Pass | Qty Fail | PRR No | Signature |
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