

SHOP PROCEDURE

1. READ THE ROUTER

Check the racks for the closest due dates. Check to make sure that the previous operations have been completed and signed off.

2. PULL THE PRINT

THIS IS THE MOST IMPORTANT THING! When reading the print always compare the parts to the print.

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| a. Read the Title | d. Read Call Outs |
| b. Check Drawing Number & Current Revision | e. Read Changes |
| c. Read Title Block and Notes | f. Analyze Part or Assembly |

3. CHECK YOUR PARTS

Make sure that you are making good parts. Even if you are taking over a job that is already setup, make sure your parts are right. Follow the shop standard for frequency of inspection.

FREQUENCY OF INSPECTION

1) $\pm .005''$	1 PART EVERY 5 TO 7 ALL QTY.
2) $\pm .010''$	1 PART EVERY 10 UP TO 100 QTY. 1 PART EVERY 15 OVER 100 QTY.
3) $\pm .015''$	1 PART EVERY 15 UP TO 100 QTY. 1 PART EVERY 20 OVER 100 QTY.
4) $\pm .020''$	1 PART EVERY 20 UP TO 100 QTY. 1 PART EVERY 25 OVER 100 QTY.

4. HAVE YOUR PARTS CHECKED

This is a must. You should check all parts first, then by someone else. There will be no excuses accepted for not having your parts checked. Whoever checks the first part will sign the paper work near the operation sequence number. **Remember, only you are responsible for your own work.**

5. COUNT YOUR PARTS

Count only your good parts; do not count rejects as parts completed. If your count is short of the quantity needed, notify your supervisor or lead man.

6. FILL OUT THE PAPERWORK

This includes *Name, Date, and Quantity*. Additionally fill out your timecard completely and correctly. If the job is hot remove it from the hot board in your area when the job is completed.

7. MOVE YOUR PARTS TO THE NEXT OPERATION

Put the paper work in the rack of the next operation. If the job is HOT then write it up on the hot board and notify the area leadperson.