

# Procedure Mold Control P7.5-3 Rev. B

**Approved By:** Keith Gibson, President

**Date:** 10/29/2002

**Purpose:** To document process for mold control.

**Scope:** All molds used for production in the Mold Department.

**Authority:** The President, Quality Manager and Plant Manager have the authority to change or modify this procedure.

## Reference Documents and Records

- Policy Element 7.5 Product Realization
- Master List of Molds
- Tool Room Work Log
- Quality Records Procedure P4.2.4

## Change History

<b>Date</b>	<b>Change</b>	<b>Rev</b>	<b>By</b>
12/10/96	Reissued as part of new manual – no changes except to responsibility column	A	MO
10/29/02	Updated to ISO 9001:2000 requirements and flow charted.	B	KG

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## Supervisor or Designee

Additions of or modifications to molds must be approved by IE or QM.

Have Tool Room or supplier make new mold then update Master List of Molds . Assign new number to mold  
{[Customer ID] [Issue # to style]-[# of Cavities]-[S shuttle or U upright]-[A stand alone or F family]} ex: ST 01-4-U-A  
(Snap Tight 1st Style- 4 Cavity- Upright- Stand Alone).

If Mold is modified or repaired then have Tool Room Document changes on Tool Room Work Log.

END