

Procedure

Finishing Department Jig and Fixture Control P7.5-2

Rev. E

Approved By: Keith Gibson, President

Purpose: To document the process for controlling jigs and fixtures in the Finishing Department.

Scope: All jigs and fixtures used for production in the Finishing 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
- Quality Records Procedure P4.2.4

Change History

Date	Change	Rev	By
06/13/96	Revised QCI Line Procedure to reflect current practices. Change to paragraphs 1 & 2 of QCI Line.	B	MO
04/03/98	Revise step 2 - replace employee name with work station. Revise step 3 – replace I.E. with M.M. Add or department supervisor.	C	MO
03/01/00	Revised lines 1, 2, and 4	D	MT
10/29/02	Updated to ISO 9001:2000 requirements and flow charted.	E	KG

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Supervisor or Designee

Assign approved jigs or fixtures to a box number.

Document the customer and part number on the holding box. Ensure the SMP has the correct box number assigned to the part. Record Customer and Part Number on the Master List of Tool Box Numbers with the assigned box number.

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

If fixture or jig is modified then recall all fixtures and jigs and modify all. Have Toolroom document changes on Tool Room Work Log.

If necessary update Master List of Tool Box Numbers as necessary.

END

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Supervisor or Designee

Ensures each employee on HPV line is assigned a controlled jig fixture when setting up on a new job.

Update Master List of Controlled Fixtures and Jigs as needed. HPV supervisor keeps all fixtures in a controlled area.

Additions of or modifications to jigs or fixtures must be approved by PM or QM or Department Supervisor.

Have Tool Room make new fixture or jig then update Master Controlled Fixtures (HPV Line). Assign new number to jig or fixture {HPV-[A, B, C... sequential]-[H(hand) or S(swing)]-[issue number (sequential #)]} ex: HPV-C-S-10. {An HPV fixture, C type, swing fixture and its the #10 fixture.}

If fixture or jig is modified then recall all fixtures and jigs and modify all.
Have Tool Room Document changes on Tool Room Work Log.

End